



State of Idaho

Division of Occupational and Professional Licenses State Driving Businesses Licensure Board

BRAD LITTLE
Governor
RUSSELL BARRON
Administrator

11341 W Chinden Blvd.
P.O. Box 83720
Boise, ID 83720-0063
(208) 334-3233
dopl.idaho.gov

Board Meeting Minutes of 03/12/2025

Board	James Cavataio - Chair	Division	Allegra Earl, Executive Officer
Members	Andrew Marini	Staff:	Greg Loos, General Counsel,
Present:	C Randal Willie		Lizzie Kukla, Licensing Unit Supervisor
	Richard Clark		Julie Brown, Licensing Specialist
	Kristin Galloway		Christian Runnalls, Board Support Specialist

The meeting was called to order at 9:00 AM by James Cavataio.

Approval of Minutes

A motion was made and seconded to approve the 10/24/2024 and 12/04/2024 minutes. The motion carried unanimously.

DIVISION BUSINESS

2025 Legislative Session Update: Ms. Earl presented information on H0099 that removes confusing language and clarifies the process for parents or guardians to privately teach their children to drive and obtain an Idaho driver's license. It also increases the options to fulfill the thirty-hour classroom requirement. The bill has been referred to the Transportation & Defense Committee. Ms. Earl also presented information on the following legislation: H0014, H0107, H0217, and H0228. Ms. Earl will continue to track and report on any new legislation that may affect the Board.

DOPL Strategic Plan: Ms. Earl provided an overview of the Division's strategic plan. She explained that it is updated annually and will be presented to the Board each year. This year's updates primarily involved removing completed initiatives, such as consolidation efforts, the implementation of the new licensing system, and process streamlining.

Board Meeting Survey: Ms. Earl stated the Division has updated the Board meeting feedback survey, which is sent to all Board members after each meeting. She encouraged Board members to submit feedback to help identify what is going well or any opportunities for improvement.

Financial Update: Ms. Earl gave the financial report for the second quarter of FY2025, which indicated that the Board had a cash balance of \$294,141.14 as of December 31, 2024. Ms. Earl reviewed the legislative intent language that requires boards to be within 30% to 150% of their five-year rolling average of expenditures and explained that while the Board's balance is high, we will look at multiple options to bring it into alignment with the new requirements.

BOARD BUSINESS

Biennial Licensure: Ms. Earl stated that DOPL ran Executive Agency Legislation last year that changes renewals to a biennial cycle. This Board will implement biennial licensure renewal starting July 1, 2025. Communication with licensees that this change is happening will continue until the change is implemented.

Licensing Report: Ms. Kukla presented the licensing report. The Board asked what action a Driving Business takes when closing. Ms. Earl clarified the Business notifies DOPL and then their license is canceled.

Complaint Memorandum: Ms. Earl stated the complaint memorandum is not ready to present to the Board and will be presented at the next meeting.

Adjourn

There being no further business, the meeting was adjourned at 9:31 AM.

The next meeting is on 10/09/2025.