



State of Idaho

Division of Occupational and Professional Licenses Public Works Contractors License Board

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Minutes of 05/15/2025

Board Members	Jake Claridge, Chair	Division	MiChell Bird, Executive Officer
Present:	Tyler Resnick, Vice-Chair	Staff:	Russ Spencer, Legal Counsel
	Jared Turner		Amanda Lee, Board Support Spc.
	Matt Hartline		Jeannien DeWitt, Ed. Training Spc.
	Brian Gordon		
	Kasey Ketterling		
	Garry Mattson		

Board Members

Absent: Larry Geyer

The meeting was called to order at 9:00 AM MT by Chair Jake Claridge.

APPROVAL OF 02/28/2025 MINUTES

A motion was made and seconded to approve the February 28, 2025 meeting minutes. The motion carried unanimously.

DIVISION BUSINESS

Financial Update: Executive Officer (EO) MiChell Bird delivered the Board's third-quarter financial report, detailing activity through March 2025.

OASIS Update: EO Bird informed the Board that the updates related to the Type 4 Specialty License have been completed and are now live and active in Oasis.

Legislative Update: House Bill 14 directs state agencies to review Idaho Code using the same approach previously applied to administrative rules. Agencies are required to identify outdated, obsolete, or unnecessary provisions within their assigned sections and submit recommended changes to the Legislature by September 1, 2025. A draft of these recommendations will be shared with the Board at its July 2025 meeting. The Legislature will consider the proposal and may take action to simplify or remove unnecessary laws during the 2026 legislative session.

DOPL Strategic Plan: EO Bird provided a high-level overview of DOPL's 2025-2028 Strategic Plan.

BOARD BUSINESS

Licensing Tier Legislation and Administrative Rules: EO Bird explained the procedure DOPL must follow to propose legislative changes regarding licensing tiers (license types) and administrative rules (such as fees), noting that both processes can advance simultaneously for potential legislative approval. Legal Counsel Spencer suggested inverting the license types either alphabetically, from lowest to highest, or by using a numerical system.

Public Works Contractors Education: Jeannien DeWitt, Education Training Specialist, presented a draft guideline for an upcoming workshop through a PowerPoint presentation titled *“Design Plan for the Public Works Licensing Workshop.”* Board Members provided suggestions for additions and revisions.

Quarterly Board Report: EO Bird presented the PWC License Report covering the period from November 1, 2024, to May 1, 2025.

Public Comment: Representatives from the Carpenters Union expressed concerns regarding Public Works Contractors with lower-level license classifications allegedly violating PWC statutes and rules. Complaints have been filed with DOPL’s Investigation Team. Legal Counsel Spencer clarified the distinction between criminal enforcement and administrative complaints, including the appropriate jurisdictions for each.

There being no further business, Chair Claridge adjourned the meeting at 11:08 AM.