



# State of Idaho

## Division of Occupational and Professional Licenses Public Works Contractors License Board

**BRAD LITTLE**  
Governor  
**RUSSELL BARRON**  
Administrator

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### Minutes of 07/11/2025

|                      |                           |                       |                                   |
|----------------------|---------------------------|-----------------------|-----------------------------------|
| <b>Board Members</b> | Jake Claridge, Chair      | <b>Division Staff</b> | Michelle Bird, Executive Officer  |
| <b>Present:</b>      | Tyler Resnick, Vice-Chair | <b>Present:</b>       | Gus Tate, Legal Counsel           |
|                      | Larry Geyer               |                       | Erin Einarsson, Board Support Spr |
|                      | Brian Gordon              |                       | Charlotte Kovac, Board Sprt Spc   |
|                      | Matt Hartline             |                       | Jeannien DeWitt, Ed. Training Spc |
|                      | Kasey Ketterling          |                       | Nicole Kenyon, Licensing Spr      |
|                      | Garry Mattson             |                       |                                   |

#### Board Members

**Absent:** Jared Turner

The meeting was called to order at 9:05 AM MT by Chair Jake Claridge.

#### APPROVAL OF 05/15/2025 MINUTES

A motion was made and seconded to approve the May 15, 2025, meeting minutes. The motion carried unanimously.

#### DIVISION BUSINESS

**House Bill 14 Discussion:** House Bill 14, The Idaho Code Cleanup Act, requires state agencies to review their titles and chapters of the Idaho Code for unnecessary, obsolete and outdated provisions and provide a report to the Legislature by September 1, 2025. Legal Counsel (LC) Gus Tate reviewed Idaho Code § 54-19 and Idaho Code § 54-45 with the Board and noted that if any of the Board's comments affect the overall report, he would follow up with Executive Officer (EO) Michelle Bird to determine the next steps.

#### BOARD BUSINESS

**Licensing Tier Legislation:** LC Tate presented the draft Executive Agency Legislation (EAL) to amend the licensing tiers for Public Works Contractors. Board Members provided comments and suggested changes which LC Tate will incorporate into the EAL.

**Public Works Contractors Education:** Education and Training Specialist (ETS) Jeaninne DeWitt presented a PowerPoint outlining the suggested topics for a Public Works Contractors Licensing Workshop Course. Board Members suggested including examples of the application process, exam information, bonding requirements, a list of sources and an overview of violations. ETS DeWitt added that she is also working on a handbook to include with the course. The Board directed ETS DeWitt to finalize the handbook and to provide a beta test for the Board to review.

**License Base Report:** Licensing Supervisor (LS) Nicole Kenyon presented the Fiscal Year 2025 License Base Report. LS Kenyon noted that D Tier Licenses will continue to appear on the report until they expire and the licensing team is continuing to monitor the expiration dates for all D tier licenses. The Board asked for additional information on application processing delays. EO Bird reported that the processing time for applicants who are required to take the exam is longer due to the limited availability of exam times, but that DOPL is moving towards working with a third-party exam provider to increase the number of locations and dates the exam will be available. LS Kenyon added that errors on an application can also increase the processing time, but once DOPL has the correct information, the processing time can be less than ten days.

**Public Comment:** There were no public comments.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 12:36 PM.