



# State of Idaho

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

### Draft Minutes of 08/21/2025

**Board Members Present:** Jake Claridge, Chair  
Larry Geyer  
Brian Gordon  
Matt Hartline  
Kasey Ketterling  
Garry Mattson  
Jared Turner

**Division Staff Present:** MiChell Bird, Executive Officer  
Gus Tate, Legal Counsel  
Jeannien DeWitt, Edu. Training Spc.  
Nicole Kenyon, Licensing Spr.  
Dana Ellis, Investigator  
Skip Liddle, Investigation Prog. Mgr.  
Charlotte Kovac, Board Support Spc.

**Board Members Absent:** Tyler Resnick, Vice-Chair

**Others Present:** Josh Bishop, Prosecuting Attorney

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

#### Approval of 07/11/2025 Minutes:

A motion was made and seconded to approve the July 11, 2025 meeting minutes. The motion carried unanimously.

#### DIVISION BUSINESS

**Financial Report:** Executive Officer (EO) MiChell Bird presented the Fiscal Year 2025, Quarter 4 Financial Report.

#### BOARD BUSINESS

**2026 Board Meeting Dates:** A motion was made and seconded to schedule Board meetings on January 15, 2026, in Boise and April 9, 2026, in Coeur d'Alene. The motion carried unanimously.

**License Tier Legislation:** EO Bird presented the updated draft of the Executive Agency Legislation (EAL) to the Board. The updated EAL includes the two additional license tiers as well as the change from letters to numbers for the license tier categories as discussed at the July 11, 2025 meeting. EO Bird added that the draft EAL was shared with the Idaho Associated General Contractors, Idaho Home Builders Association and the Idaho American Federation of Labor and Congress of Industrial Organization and that the associations expressed support for the legislation. EO Bird shared the updated financial requirements for license tiers with the Board. The Board provided direction to DOPL staff regarding where the financial requirements should be listed.

**Public Works Contractors Education:** Education and Training Specialist (ETS) Jeannien DeWitt presented the Public Works Contractors Reference Guide. The Board requested the addition of information regarding electrical, plumbing, and mechanical licensing as it can cross-over to Public Works Contractors as well as learning material for exams to the draft proposed by ETS DeWitt.

**License Base Report:** EO Bird presented the License Base Report for active licenses as of June 30, 2025. It was noted the breakdown numbers did not match the total volume of applications and renewals seen in the report. Licensing Supervisor Nicole Kenyon will review the report and provide an update at the next meeting.

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

### **EXECUTIVE SESSION**

A motion was made and seconded for the Board to enter into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session is to discuss documents relating to the fitness of a licensee to obtain or retain a license or registration. Roll call: Chair Claridge – Aye, Board Member Geyer – Aye, Board Member Gordon – Aye, Board Member Hartline – Aye, Board Member Ketterling – Aye, Board Member Mattson – Aye, Board Member Turner – Aye. The motion carried unanimously.

**Motion to Exit Executive Session:** A motion was made and seconded to exit executive session. The motion carried unanimously.

### **MOTION(S) RESULTING FROM THE EXECUTIVE SESSION**

**Motion(s) re: Discipline:** A motion was made and seconded to table discipline case number 1556972 until the next Board meeting, and to direct Division staff to further investigate based on the discussion in executive session. With Board Member Kasey Ketterling recusing himself, the motion carried.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:26 AM.