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Draft Minutes of 01/28/2026

Board Members Present:	Rick Stark, Chair Jim Marchetti, Vice-Chair Chad Fields Josh Madsen Jeff Bradley Alex Owens Paul Cook Casey Wilson	Division Staff Present:	Amy Lorenzo, Executive Officer Greg Loos, Legal Counsel Steve Greene, Electrical Program Mgr. Melissa Ferguson, Education Prog. Sup. Jessica Spoja, Licensing Program Mgr. Ashlee Boyle, Licensing Supervisor Charlotte Kovac, Board Support Spc.
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The meeting was called to order at 9:12 AM MT by Chair Rick Stark.

Approval of 10/29/2025 Minutes:

A motion was made and seconded to approve the October 29, 2025 meeting minutes. The motion carried unanimously.

DIVISION BUSINESS

Financial Report: Executive Officer (EO) Amy Lorenzo presented the Fiscal Year 2026 Quarter 2 financial report.

Respectful Workplace Training: The 2026 Respectful Workplace Training was provided.

BOARD BUSINESS

License Base Report: EO Lorenzo presented the License Base Report from October 29, 2025, to January 23, 2026. EO Lorenzo asked if the Board would like to see additional comparative reports and trend data for inactive, lapsed, and expired licenses at the next meeting. Board Member Jeff Bradley requested data reconciliation for each quarter. EO Lorenzo will provide a sample report at the next meeting.

Licensing Staff Communication: EO Lorenzo discussed how DOPL staff verify self-reported work hours and educate apprentices to keep track of hours for submission.

Future Rule Changes: Electrical Program Manager Steve Greene presented a list of exceptions for the Board's review. Chair Stark asked the Board and stakeholders to document any confusion or conflicts they have encountered and to provide that information to EO Lorenzo. EO Lorenzo will present an updated list at the next meeting.

NOV Report: EO Lorenzo presented the Notice of Violation (NOV) report for July 1, 2025 to January 28, 2026. EO Lorenzo noted that Failure to Supervise remains the highest violation and that Unlicensed Contractors and Failure to Permit violations have increased since October 2025. EO Lorenzo will provide an in-depth NOV report at the next meeting.

Exam Update: Education Program Supervisor (EPS) Melissa Ferguson presented the Electrical Exam Pass Rates report to the Board. With the transition of the Idaho Journeyman and Master exams to PSI Services in December 2025. EPS Ferguson was able to share preliminary data and will provide a more thorough report at the next meeting. EPS Ferguson noted that the National Association of State Contractors Licensing Agencies (NASCLA) pass rates have increased, most likely due to instructors focusing on topics covered in the exam and the exam transition to the 2023 National Electric Code in August 2025. EPS Ferguson asked if there was additional data the Board would like to see in the report and Chair Stark requested comparative data on the pass rates for exam re-takes.

Post-Secondary Program Visit Update: DOPL staff visited Idaho State University and North Idaho College to provide students with education on apprentice supervision requirements, tracking hours and maintaining their registration. DOPL has scheduled a visit with the College of Eastern Idaho and plans to visit the post-secondary programs yearly.

Residential Electrician Program Review: EO Lorenzo informed the Board that the standards for the Residential Electrician license will need to be approved before the Division of Career Technical Education can create and implement the education program. The standards for the Residential Electrical license will be discussed at the next meeting.

IDOC Apprenticeship Presentation: Crystal Robles, Mike DiNardo, Kevin Green, and Ted Oparnico from the Idaho Department of Correction (IDOC) presented information on the electrical education curriculum provided through the workforce development program and asked for guidance to become an approved apprenticeship program. EO Lorenzo will schedule a date to tour the IDOC program and invited Board Members to contact her if they are interested in joining.

Tradeworks Presentation: Tom Bangle from Tradeworks University presented the Field Technician (Pump) Training Accreditation Proposal. The proposal would introduce an “electrical operator card” to be granted to graduates of the program. The Board discussed the scope of indirect and direct supervision for apprentices in the program. No action was taken by the Board.

Public Comment: There were 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 an applicant to obtain a license or registration. Roll call: Chair Rick Stark – Aye; Vice-Chair Jim Marchetti – Aye; Board Member Chad Fields – Aye; Board Member Josh Madsen – Aye; Board Member Jeff Bradley – Aye; Board Member Alex Owens – Aye; Board Member Paul Cook – Aye; Board Member Casey Wilson – 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: Application(s): A motion was made and seconded to approve waiver request number 000130646-46. The motion carried unanimously.

A motion was made and seconded to deny waiver request numbers 000129242-72 and 000130486-95. The motion carried unanimously.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:50 PM.

DRAFT