



State of Idaho
Division of Occupational and Professional Licenses
Public Works Contractors License Board

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Draft Minutes of 01/15/2026

Board Members Present:	Jake Claridge, Chair Tyler Resnick, Vice-Chair Larry Geyer Brian Gordon Matt Hartline Garry Mattson Jared Turner	Division Staff Present:	MiChell Bird, Executive Officer Greg Loos, Legal Counsel Jeannien DeWitt, Edu. Training Spc. Don Morse, Investigations Sup. Dana Ellis, Investigator Erin Einarsson, Board Support Spr. Charlotte Kovac, Board Support Spc.
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Board Members Absent:	Kasey Ketterling	Others Present:	Josh Bishop, Prosecuting Attorney
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The meeting was called to order at 9:01 AM MT by Chair Jake Claridge.

Approval of 08/21/2025 Minutes:

A motion was made and seconded to approve the August 21, 2025 meeting minutes. The motion carried with Vice-Chair Tyler Resnick abstaining.

DIVISION BUSINESS

Financial Report: Executive Officer (EO) MiChell Bird presented the Fiscal Year 2026, Quarter 1 Financial Report. As of January 1, 2026, a fee holiday has been implemented for one year. Renewal fees for Public Works Contractors Licenses waived. The Board recommended reinforcing industry development in Career and Technical Education programs in high schools, the Idaho LAUNCH program and other workforce development opportunities to reinvest resources into the industry.

Open Meeting Law Training: Legal Counsel (LC) Greg Loos presented the Open Meeting Law Training, reviewing the requirements for all meetings of appointed Boards and Commissions of Idaho.

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

BOARD BUSINESS

2026 Election of Officers: A motion was made and seconded to elect Tyler Resnick as the Board Chair. After discussion, an amendment to the motion was made and seconded to elect Mr. Resnick as the Vice Chair. The original motion failed, the amended motion passed unanimously, electing

Mr. Resnick as Vice Chair. The Board determined to move the final vote for the Chair to the April 9 meeting.

2 Year Renewal: EO Bird notified the Board that Public Works Contractors Licenses are transitioning to a 2-year renewal. Information regarding the change will be sent to licensees, with additional information to be provided on how this transition affects licensees closer to implementation.

Legislative Update: The Executive Agency Legislation was on Public Works Classes will determined to not be presented in the 2026 Legislative Session. The feedback DOPL staff received was for the licensing classes to be readjusted.

In 2025, per the Idaho Code Cleanup Act, DOPL conducted a thorough review of statute for all regulatory boards and commissions. This report was submitted to the Legislature and the Governor's office. The Governor's office will be presenting draft legislation in the 2026 Legislative Session.

EO Bird shared that the Pending Rules for the fee table will be presented in the 2026 Legislative Session.

License Base Report: EO Bird presented the License Base Report reflecting the total count for each license type and average processing time from Quarter 2. EO Bird noted delays in processing for Class D to Class C as licensees did not have the acceptable financial reports readily available and delays due to the exam requirement.

Public Works Contractors Education Plan: Education and Training Specialist (ETS) Jeannien DeWitt presented the Public Works Contractors Licensing Reference Guide with the Board's suggestions from the prior meeting incorporated. The Board suggested including a link to the Construction Management Association of America Credentialing Resources page where additional information on certification for construction managers can be found. ETS DeWitt will present Public Works Contractors Licensing training in conjunction with the April 9 Board meeting in Coeur d'Alene.

Contractor Exam: EO Bird notified the Board that in-house exams have transitioned to being proctored by PSI. This transition allows for increased opportunities throughout the state for licensees to test. EO Bird asked the Board to notify her if they hear any complaints or problems with the new test proctor.

April Board Meeting in Coeur d'Alene: The Board discussed the April 9 meeting to be held in Coeur d'Alene.

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, Vice Chair Resnick – Aye, Board Member Geyer – Aye, Board Member Gordon – Aye, Board Member Hartline – 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 authorize the processing of a Stipulation and Consent Order with the terms discussed in executive session for case number 1556972 and to authorize the Board Chair to sign on behalf of the board. The motion carried unanimously. A motion was made and seconded to authorize the Board's Prosecutor to file an administrative complaint should any of the negotiations expire or be rejected. The motion carried unanimously.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:14 PM.