



State of Idaho

Division of Occupational and Professional Licenses Idaho Contractors 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 Meeting Minutes of 07/16/2026

Board Members Present:	Gary Hall, Vice-Chair Becky Enrico-Crum Shane Anderson	Division Staff Present:	MiChell Bird, Executive Officer Gabriel Arroyo, Legal Counsel Liz McClung, Investigations Supervisor Claire England, Licensing Supervisor Jeannien DeWitt, Education & Training Spec. Amanda Lee, Board Support Specialist
Board Members Absent:	Mike Arrington Jeremy Schalk	Others Present:	Josh Bishop, Prosecuting Attorney

The meeting was called to order at 9:01 AM MT by Vice-Chair Hall.

Approval of 05/20/2026 Minutes:

A motion was made and seconded to approve the May 20, 2026, meeting minutes. The motion carried unanimously.

DIVISION BUSINESS

Financial Report: Executive Officer (EO) Bird presented the Fiscal Year 2026, Quarter 4 Financial Report.

State Travel Policy Update: EO Bird presented a summary of the changes incorporated into the updated Idaho State Travel Policy, which took effect on July 1, 2026.

Universal Discipline Training: Legal Counsel Arroyo provided an overview of House Bill 703, codified at Idaho Code § 67-2616 (Universal Discipline), which became effective on July 1, 2026, including the disciplinary enforcement tools available under the statute.

BOARD BUSINESS

Election of Officers: A motion was made and seconded to elect Board Vice-Chair Hall as Chair. The motion carried unanimously.

A motion was made and seconded to elect Board Member Schalk as Vice-Chair. The motion carried unanimously.

Contractor Education: Education & Training Specialist DeWitt presented the draft Contractor Education E-Learning course. A motion was made and seconded to approve the course with the changes discussed. The motion carried unanimously.

Attorney General Case Referral Report: Investigations Supervisor McClung reported that there were no updates to the referral report, as no new cases have been referred to the Attorney General's office since the previous meeting.

Felony Exemption Process: Licensing Supervisor England reviewed the Board's delegation of authority to the Division for the approval of registration applications involving specific felony conviction circumstances.

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), and Idaho Code § 74-206(1)(f). 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 and to discuss pending or imminent litigation with the Division's legal counsel. Roll call: Vice Chair Hall-Aye, Board Member Enrico-Crum-Aye, and Board Member Anderson-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 close case numbers 1348694, 2041772, and 1988792 with no action. The motion carried unanimously.

A motion was made and seconded to close case number 1999244 with an advisory letter. The motion carried unanimously.

A motion was made and seconded to authorize staff and retained legal counsel to prepare a stipulated order to be signed by the chair pursuant to the discussion in Executive Session for case numbers 1918422, 1918725, 1918294, 2037486, 2033359, 2044755, 1999243, and 1965655. The motion carried unanimously.

Motion(s) re: Application(s): A motion was made and seconded to deny application number 2031553. The motion carried unanimously.

A motion was made and seconded to approve application numbers 2052703, 2061488, and 2064008. The motion carried unanimously.

A motion was made and seconded to approve application numbers 2048975, 2080044, 2085193, 2086007, and 2130909 for a one-year conditional registration as discussed in executive session. The motion carried unanimously.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:07 PM.