State of Idaho
Division of Occupational and Professional Licenses
Idaho Heating, Ventilation & Air Conditioning Board

BRAD LITTLE
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Draft Minutes of 08/27/2026

Board Members Present:	David Tully, Chair Bill Carter, Vice-Chair Judy Van Cleave Mike LaPray Garret Christoffersen Rick Nay	**Division Staff Present:**	Amy Lorenzo, Executive Officer Janice Beller, Legal Counsel Ryan Bernard, Legislative & Regulatory Affairs Chief Skip Liddle, Investigations Program Manager Ashlee Boyle, Licensing Supervisor Amanda Lee, Board Support Specialist

The meeting was called to order at 8:58 AM MT by Chair David Tully.

Approval of 02/25/2026 Minutes:
A motion was made and seconded to approve the February 25, 2026, meeting minutes. The motion carried unanimously.

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

Legislative Update: EO Lorenzo informed the Board of the Executive Agency Legislation being brought to the Legislature by the Division to move the code adoption language from Rules into Statute and discussed the changes to the code cycle update process.

State Travel Policy Update: EO Lorenzo reviewed the updated State Travel Policy that went into effect on July 1, 2026.

Universal Discipline Training: Legal Counsel Beller presented the Universal Discipline Training Presentation which provided an overview of the disciplinary enforcement tools available under the statute, which took effect July 1, 2026.

BOARD BUSINESS
License Base Report: Licensing Supervisor Boyle presented the Licensing Report for February 25, 2026, through August 24, 2026.

Notice of Violation (NOV) Report: Investigations Program Manager Skip Liddle provided the Notice of Violation Report for July 1, 2025, to June 30, 2026.

NOV Delegated Authority: The Board reviewed a proposal to formalize its current practice regarding the issuance of "Notice of Violation" (NOVs). The discussion included a review of the

current civil fines and how to address repeat violations. A motion was made and seconded for the Board to delegate authority to the staff to continue to issue NOV's with $200 civil fines for the first offenses and $500 for unregistered (unlicensed) practice. The motion carried unanimously.

Public Comment: There were public comments.

ADJOURNMENT
There being no further business, the meeting was adjourned at 10:23 AM.