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

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Draft Minutes of 09/01/2026

Board Members Present:	Jake Claridge, Chair Tyler Resnick, Vice-Chair Kasey Ketterling Brian Gordon Matt Hartline Garry Mattson Jared Turner	**Division Staff Present:**	MiChell Bird, Executive Officer Cesley Metcalfe, Executive Officer Gabe Arroyo, General Counsel Skip Liddle, Investigations Program Supervisor Jeannien DeWitt, Education and Training Specialist Claire England, Licensing Supervisor Erin Einarsson, Board Support Supervisor
		Others Present:	Josh Bishop, Prosecuting Attorney

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

Approval of 01/15/2026 Minutes:
A motion was made and seconded to approve the January 15, 2026, meeting minutes. The motion carried. Kasey Ketterling was recused from the minutes vote.

DIVISION BUSINESS
Financial Report: Ms. Bird presented the Fiscal Year (FY) 2026 Financial Report, reflecting the full fiscal year ending June 30, 2026. The Board asked who is leading the effort to identify options for investing the cash balance in the industry, such as trade programs and the Idaho LAUNCH program. Ms. Bird introduced incoming Executive Officer Ms. Metcalfe and added that Ms. Metcalfe and Ms. DeWitt will lead that effort, including potential partnerships with associations such as the Idaho Associated General Contractors (AGC). Ms. Bird noted that spending is limited by the agency's appropriation as well as by the cash balance.

Legislative Update: Ms. Bird reported that the proposed legislation to restructure the Public Works license classifications was submitted for consideration but will not move forward during the 2027 Legislative Session. The Board discussed the continued need to raise the unlimited license threshold to reflect current construction costs and to distinguish contractors qualified for large projects. Ms. Bird stated that she and Ms. Metcalfe will work with General Counsel to bring options back to the Board.

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

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

BOARD BUSINESS

Discipline Process Overview: Mr. Liddle reviewed the complaint and discipline process with the Board, noting that all complaints submitted to the Division are first screened for jurisdiction and potential violations. Complaints without merit are closed without being presented to the Board, and those with potential violations are investigated and brought to the Board for a decision. Resolution options include an advisory letter, a confidential agreement requiring corrective action, or formal discipline through a Stipulation and Consent Order. Cases that cannot be resolved informally are referred to the Office of Administrative Hearings, and the recommended order returns to the Board for a final decision. The Board suggested including information on the complaint process in the Public Works Contractors Licensing training.

Election of Officers: A motion was made and seconded to elect Kasey Ketterling as Board Chair. The motion carried unanimously. Board members and Division staff thanked Chair Claridge for his years of service as Chair.

Board Meeting Calendar: A motion was made and seconded to schedule Board meetings on November 3, 2026, January 21, 2027, April 22, 2027, July 14, 2027, and October 14, 2027. The motion carried unanimously

License Base Report: Ms. England presented the License Base Report for January through August 2026.

Public Works Contractors Education: Ms. DeWitt presented the Public Works Contractors Licensing Reference Guide and Training to the Board and suggested identifying associations or organizations to host the training. The Board recommended holding an initial small training of approximately ten participants before a larger rollout, suggesting Ms. DeWitt schedule the first training, which Board Members may attend if available.

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 Section 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code Section 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 Ketterling – Aye, Board Member Gordon – Aye, Board Member Hartline – Aye, Board Member Mattson – Aye, and Board Member Turner – Aye. The motion carried unanimously.

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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 Regarding Discipline:
A motion was made and seconded to close case number 1673880 with an advisory letter. The motion carried unanimously.

ADJOURNMENT
There being no further business, the meeting was adjourned at 12:22 PM.

The next meeting date is January 21, 2027.

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