

DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

February 4, 2025 BOARD MEETING

CALL TO ORDER

Chairman Roe called the meeting to order at 1:02 p.m.

ROLL CALL

Board Members present: Chairman David Roe, Kory Beickel, Jay Daniels (telephonic), Jan Doughty, Terry Gleeson (telephonic), Everette Hoyle (telephonic) and Gregory Johnloz

Absent: Michael Young

Arizona Department of Housing (“Department”) Staff: Assistant Deputy Director, Tara Brunetti (Brunetti); Board Secretary Ayde Sanchez and Ashley Solis.

Public Present: Allison Alva

CALL TO PUBLIC

Allison Alva provided an informational packet to the Board Members only, regarding the purchase of her building for the Board Members to review to determine if it is under the Board’s purview for the permitting requirements with the local jurisdiction and state. Chairman Roe advised Alva that they would review the documents and if it is under the Board’s purview, they will direct the Department to take an action on it.

CHAIRMAN SELECTION

Board member Gleeson entertained a motion to elect Roe as the Chairman for the Arizona Board of Manufactured Housing; Board member Hoyle made a motion to accept and the Board voted unanimously to accept.

APPROVAL OF OCTOBER 16, 2024 BOARD MINUTES

Board member Johnloz entertained a motion to accept the prior Board Meeting Minutes; Board member Doughty made a motion to accept and the Board voted unanimously to accept.

SUNSET AUDIT & AGENCY CONTINUATION UPDATE

Brunetti informed the Board that the Sunset Audit has concluded. The Continuation hearing has voted in favor for continuing the agency. A Bill has been proposed for a one-year extension continuation of the agency.

LEGISLATIVE PROPOSAL & RULE CHANGE UPDATE

Brunetti updated the Board on the proposed Bill 2626 that was presented to Commerce. The Bill would remove the Installation Certificate requirements. The permitting system currently captures the same information as the Certificates.

INSTALLATION TRAINING SESSION

Chairman Roe informed the Board that Manufacturing Committee, MHIA, and the Department are working together to create an in-person training for the Department's licensees. This would involve hands on training at the manufacturing facility. The proposed training sessions is scheduled to begin in April or May.

STAFFING UPDATE

Brunetti informed the Board that the Department is fully staffed with twelve (12) new full time employees and five vehicles have been received based on the approved fees for Fiscal Year 2025.

NEXT BOARD MEETING DATE

The next meeting is tentatively scheduled for April 16, 2025.

ADJOURNMENT

Chairman Roe thanked the Board members for their attendance. The meeting adjourned at 1:49 p.m.