

# DRAFT

## ARIZONA BOARD OF MANUFACTURED HOUSING

### ABBREVIATED MINUTES

October 25, 2022 BOARD MEETING via Zoom

#### **CALL TO ORDER**

Chairman Roe called the meeting to order at 1:00 p.m.

#### **ROLL CALL**

Board Members present: Chairman David Roe, Kory Beickel, Jay Daniels, Jan Doughty, Terry Gleeson and Gregory Johnloz. Absent: Everette Hoyle, Wayne Syrek and Michael Young.

Arizona Department of Housing (“Department”) Staff: Assistant Deputy Director, Tara Brunetti (Brunetti); Board Secretaries Ayde Sanchez, Amanda Duncan and Evelyn Estrella.

Public: Henrietta Nations and Ken Anderson

#### **CALL TO PUBLIC**

Henrietta Nations approached the Board for clarification in regards to Salesforce system and Board Member term and selection due to the upcoming governor election.

#### **APPROVAL OF April 20, 2022 BOARD MINUTES**

Board member Gleeson made a motion to accept the prior Board Meeting Minutes; motion seconded by Board member Johnloz and the Board voted unanimously to accept.

#### **FINANCIAL REPORTS:**

Brunetti presented the September 2022 financial report. Board Member Daniels requested for the Department to review the year to date total fees for plan review and installation permits.

#### **DIVISION UPDATES**

Brunetti provided an update on the recently hired staff and future positions that the Department is seeking approval from the Arizona Department of Administration (ADOA).

Augustine Acosta and Ted Caviness recently joined the Department. Acosta was hired as a Licensing Auditor and Caviness is the new Plan Reviewer.

Brunetti offered an overview of the agency's use of the Salesforce platform in response to Nations's inquiry to the Board. In addition Brunetti provided a status update on the progress of resolving the issues encountered with the new system.

Brunetti informed the Board Members of the Inspection Service Agreement (ISA) currently the Department has forty nine jurisdictions in partnership and three contracts pending.

The Department will provide an update of the Native Tribal Land that are participating in the ISA program.

**ANNOUNCEMENTS**

No announcements.

**NEXT BOARD MEETING DATE**

The next meeting has been tentatively scheduled for January 18, 2023.

**ADJOURNMENT**

Chairman Roe thanked the Board members for their attendance. The meeting adjourned at 1:39 p.m.