

DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

January 19, 2022 BOARD MEETING via Zoom

CALL TO ORDER

Chairman Roe called the meeting to order at 1:01 p.m.

ROLL CALL

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

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

Director Simplot Comments and Conversation:

Director Simplot introduced himself and discussed importance of Manufactured Housing to the housing industry. Director Simplot announced the Department will be hiring a new Liaison to follow bills pertaining to the Department.

CALL TO PUBLIC

No comment from Public.

CHAIRMAN SELECTION

Board member Johnloz entertained a motion to elect David Roe as the Chairman for the Arizona Board of Manufactured Housing; seconded by Board Member Gleeson; Board voted unanimously to approve the motion. Chairman David Roe will serve as Chairman for calendar year 2022.

APPROVAL OF January 19, 2022 BOARD MINUTES

Chairman Roe (“Roe”) made a motion to accept the prior Board Meeting Minutes; Board; motion seconded by Board member Johnloz and the Board voted unanimously to accept.

FINACIAL REPORTS:

Board Members Johnloz and Doughty questioned the amount for estimated annual revenue and annual expenditures. Brunetti explained the amounts will adjust as the estimates do not account for HUD subsidies and the carry over set aside for new e-licensing system.

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RULE UPDATE:

Brunetti informed the Board that every 5 years GRRC requests agencies to review their rule package as a whole. In the course of 5 years the Department has requested and submitted three waivers for a rule change to the Governor and GRRC for approval. The rule changes addressed updates to the definitions, building codes and installer license classifications. The due date for the Departments 5 year review was set for February 2022; however the Department requested an extension. The extension was granted and the review is due June 2022.

LEGISLATIVE PROPOSAL UPDATE:

Brunetti informed the Board that Representative Kaiser agreed to sponsor a bill that includes changes to Manufactured Housing and Building Division legislation. Changes are attached to House Bill 2165. The proposed updates are meant to clarify the language in the statutes for three different areas.

The first change is to modify the language for factory built buildings to coincide with the new license classification description.

The second update is for the language involving the civil penalties applied by the Department. As a State Administrative Agency (SAA) the Department has the authority to act on behalf of HUD with regards to HUD manufactured products. The proposed update will state any civil penalty amount applied per HUD's guidelines would be applied by the State of Arizona.

The third proposed update involves the fingerprint requirement for the licensing section. Currently the Department requires applicants to submit a physical fingerprint card. The Department is requesting be placed on the list of agencies who require applicants to obtain a DPS Level One Clearance Cards prior to applying for licensure. This change will allow our licensing section to process the applications for efficiently.

E-Licensing Solution & Digital Plan Review

Brunetti provided an update on the new system that will streamline the online licensing, permitting, inspection and plan review processes. The go-live date is tentatively scheduled to take place mid-February 2022. User guides will be provided on the Department's website to assist all users in navigating the new system.

In October the Department announced plan review's transition to digital format. Brunetti is pleased to report effective January 2022 plan review is only accepting digital plans.

ANNOUNCEMENTS

No announcements.

NEXT BOARD MEETING DATE

The next meeting has been tentatively scheduled for April 20, 2022.

ADJOURNMENT

Chairman Roe thanked the Board members for their attendance. The meeting adjourned at 1:45 p.m.