

AMENDED A G E N D A
BOARD OF MANUFACTURED HOUSING
Arizona Department of Housing

Date: **Wednesday, January 17, 2018; 1:00 P.M.**
Arizona Department of Housing
1110 West Washington, **Suite 280 (2nd Floor)** Phoenix, AZ 85007

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the general public that the members of the Board of Manufactured Housing will hold a regular meeting open to the public at the Board's office, at 1110 West Washington, Suite 280 (2nd Floor), Phoenix, Arizona. The Board, upon a majority vote of a quorum of the members, may, when necessary, hold an Executive Session to obtain legal advice regarding any of the agenda items, pursuant to A.R.S. § 38-431.03(A)(3).

Those wishing to address the Board need not request permission in advance; however, the Board suggests that no more than three (3) people address the Board during the "Call to the Public" on any one issue. Pursuant to A.R.S. § 38-431.02(H), the Board can only take action on matters listed on the agenda. If appropriate, actions on public comment matters that are not listed on the agenda will be limited to directing staff to study the matter or schedule the matter for further discussion at a later date.

The agenda is subject to change up to 24 hours prior to the meeting. Please call **602-364-1433** or email Ayde.Sanchez@azhousing.gov for any changes. Agenda items are noted by number and letter for convenience and reference. The Board may address the agenda items in any order within the time frame indicated, and may set over matters to a later time when necessary. The Board reserves the right to change the order of items on the agenda, except for matters set for a specific time.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Ayde Sanchez at 602-364-1433 or email Ayde.Sanchez@azhousing.gov. Requests should be made as early as possible to allow time to arrange the accommodation.

1:00 P.M.

- I. Call to Order (Chairman)
- II. Roll Call (Secretary)
- III. Review and Action on Abbreviated Minutes of April 26, 2017 and May 10, 2017 telephonic meeting
- IV. Annual Selection of Board Chair from current membership (Chairman)
- V. Departmental Information – discussion only; no Board action required – *Standing Item*

Topics for this meeting:

- a. Introduction of new Director Carol Ditmore
- b. Restructuring of manufactured housing staff
- c. Expansion of dealer audit staff
- d. New hire to manufactured housing in plant monitoring staff
- e. Collaborative Meeting with Installers
- f. Update on Department meeting with Manufactured Housing Industry of Arizona
- g. 2017 Annual Installer Training
- h. Plan for 2018 Installer Training
- i. Update on IT projects for manufactured housing

- j. Update on Rules package
 - k. Update on Arizona Management Deployment
 - l. Upcoming Legislative session
 - m. Modular Building Institute Convention in March 2018
 - n. Manufactured Housing Consensus Committee Meeting in April 2018
 - a. Pamela Danner detailed to the Office of Single Family Housing
 - o. Manufactured Housing Institute Congress in April 2018
- VI. Call to the Public
- Public Comments (Consideration and discussion of comments from the public. Those wishing to address the Board need not request permission in advance; however, must complete a form available at <https://housing.az.gov/manufactured-housing/board-manufactured-housing> or at the meeting. Action taken as a result of public comments will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.)
- VII. Intergovernmental Agreement Report – review, discussion, and possible action. – *Standing Item*
- VIII. Financial Report – review, discussion, and possible action. – *Standing Item*
- IX. Rules – review, discussion, and possible action.
- Proposed addition to a future Rule packet to clarify the Recovery Fund claim statute.
- X. Recovery Fund – review, discussion, and possible action – *Standing Item*
- a. Recovery Fund Summary: Credits, debits, balance
 - b. Advisement of Criminal Restitution and recent payment to Recovery Fund
 - c. Complaints Verified Inspections Summary
- XI. Announcements of future meeting dates and other information concerning the Board.
- XII. Adjournment