

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

Date: **Wednesday, May 2, 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).

The agenda is subject to change up to 24 hours prior to the meeting, in which case a new agenda will be prepared and distributed in the same manner as the original agenda. You may also 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 January 17, 2018 meeting
- IV. Departmental Information – discussion only – *Standing Item*

Topics for this meeting:

- a. New hire to manufactured housing in plant monitoring staff
- b. Interviewing for replacement position for installation inspector for Northern Arizona
- c. Collaborative Meeting with Installers
- d. Plan for 2018 Installer Training
- e. Update on IT projects for manufactured housing
- f. Update on Rules package
- g. Update on Arizona Management Deployment
- h. Legislative session
- i. Modular Building Institute Convention in March 2018
- j. Manufactured Housing Consensus Committee Meeting in September 2018
- k. Manufactured Housing Institute Congress in April 2019

- V. Call to the Public

Public Comments Those wishing to address the Board need not request permission in advance; however, they must complete a form available at <https://housing.az.gov/manufactured-housing/board-manufactured-housing> or at the meeting. Each person addressing the Board will be limited to five minutes on any one

issue. Pursuant to A.R.S. § 38-431.02(H), the Board may only take action on matters listed on the agenda. 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.

- VI. Intergovernmental Agreement Report – review, discussion, and possible action. – *Standing Item*
- VII. Financial Report – review, discussion, and possible action. – *Standing Item*
- VIII. Rules – review, discussion, and possible action.
 - Status of proposed rule changes.
- IX. Recovery Fund – review, discussion, and possible action – *Standing Item*
 - a. Recovery Fund Summary: Credits, debits, balance
 - b. Complaints Verified Inspections Summary
- X. Fee Structure – pursuant to A.R.S. § 41-4010 (A) (4), this is the Board Meeting to determine level of fees for Fiscal Year 2019 beginning on July 1, 2018 and ending June 30, 2019
 - a. Presentation by Department Staff
 - b. Review, discussion, and possible action on fees
- XI. Announcements of future meeting dates and other information concerning the Board.
- XII. Adjournment