

DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

APRIL 22, 2015 BOARD MEETING

CALL TO ORDER

Chairman Sam Baird called the meeting to order at 1:00 pm.

ROLL CALL

Board Members present: Chairman Sam Baird, Arthur Chick, Terry Gleeson, Greg Johnloz, Michael Minnaugh, and Everette Hoyle.

Board Members absent: Paul DeSanctis, Joe Hart, and Zeek Ojeh

Department of Fire, Building and Life Safety (“Department”) Staff: Interim Director Debra Blake; Assistant Attorney General, Mary Williams; and Board Secretary Ayde Corella.

APPROVAL OF OCTOBER 15, 2014 BOARD MINUTES

Chairman Baird entertained a motion to accept the prior Board Meeting Minutes; Board member Chick made motion to accept; motion seconded by Board member Gleeson; and the Board voted unanimously to accept.

INTRODUCTION OF NEW BOARD MEMBER

Chairman Baird introduced new Board member, Greg Johnloz. Johnloz is representing Manufactured Home Park Owners. Johnloz shared with the Board a summary of his background in the manufactured home industry.

DEPARTMENTAL UPDATES

Staff Changes:

- Gene Palma who had been the Director of the Department for about 5 years resigned mid-March to pursue a different opportunity.
- Governor Ducey’s office has appointed Blake as the Interim Director until a permanent decision is made.
- Bob Barger, State Fire Marshal, retired at the end of January, at this time the State Fire Marshal position is vacant.
- Holly Mesnard who served as the Department’s Legislative Liason and HR has left the Department to pursue her nursing career.

- Blake introduced Sarah Vidales who recently started working with the Department. Vidales will be filling Mesnard's vacant position.

Governor Directives:

- Blake and a few Department staff members have been involved in the Lean Transformation Project as directed by the Governor's office. The intent of the Lean is to provide better quality customer service. Lean Transformation will be an ongoing project.
- The Governor has requested that all State agencies evaluate all current rules with recommendations to clarify, amend or repeal them. Recommendations must be submitted to the Governor by September 1st. Department staff is currently working on that and plan to have it complete as early as possible for the Board to review as it is the Board's responsibility to adopt rules.

Inter Government Agreement (IGA) Update: Blake provided an update on the IGA partnership. Muller, the Department's IGA Liaison has performed six audits as of February.

Action Item: *Provide a report on the IGA audits.*

Installation Training: The 2015 Installation Training Schedule is available on the Department's website. Training sessions are scheduled to begin this month.

Recap of Action Items from previous Board Meeting

Call to the Public Signup Form was finalized and posted on the Department's website. Hard copy was also made available for the public prior to starting the meeting.

The Department will agendize the selection of Chairperson for the Board.

FINANCIAL REPORT

Blake presented the September, October, November, December 2014, January and February 2015 financial reports.

RECOVERY FUND

The Department recently recovered \$15,320 surety bond payment from Bankers Insurance Company. Blake provided an update on the Recovery Fund; at this time there are no claims pending hearing and no claims waiting to be scheduled to go to hearing.

FEE STRUCTURE

Department's Recommendations to meet the 95-105 percent recovery cost:

- Plan Review –Change fee from \$150 to \$200. Based on the volume for FY14, the actual cost to perform plan review was \$205.92 per plan, there was a deficiency of \$12,000 for FY14.

- Add an administrative fee for changes made to an existing installation permit –No fee currently; the Department suggests \$10.00 to be consistent with the current Administrative Function Fees. The Department is spending a lot of administrative time updating permit records due to an excessively large amount of requests received to make modifications to an existing installation permit.
- Remove the IGA \$600.00 per story fee cap for FBB permits –Keep the FBB permit fees consistent to the Department’s current fee of \$4.50LF per story.
- Inspection Fees –Change the manufacturer facility inspection fee from \$51.00 to \$82.00 per hour. Department requesting the manufacturer facility inspection fee be consistent to the current installation re-inspection fee.

Board Member Johnloz entertained a motion to leave the plan review fee at \$150.00; remove the IGA fee cap for commercial building permits; leave the manufacturing facility inspection fee at \$51.00 and add a \$10.00 fee per change, per permit into the administrative function fees; motion seconded by Board member Gleeson; and Board voted unanimously to approve the motion.

ANNUAL SELECTION OF CHAIRPERSON FOR THE BOARD

Board member Gleeson made a motion that Sam Baird continue as Chairman; seconded by Board member Hoyle; Board voted unanimously to approve the motion.

CALL TO PUBLIC

Knutson posed a question on where he can find the Board Packet information from today’s meeting. Corella informed Knutson that the Board Packet is available on the Department’s website under the Board tab.

NEXT BOARD MEETING DATE

Wednesday, July 15, 2015

ADJOURNMENT

The meeting was adjourned at 2:43 p.m.