

# DRAFT

## ARIZONA BOARD OF MANUFACTURED HOUSING

### ABBREVIATED MINUTES

#### AUGUST 26, 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, Terry Gleeson, Joe Hart, Everette Hoyle (*telephonic*), Paul DeSanctis (*telephonic*) and Zeek Ojeh.

Board Members absent: Arthur Chick, Greg Johnloz, and Michael Minnaugh.

Department of Fire, Building and Life Safety (“Department”) Staff: Interim Director Debra Blake; Assistant Attorney General, Frankie Shinn-Eckberg; Board Secretary Ayde Sanchez; Licensing/Investigation Section Manager, Donna Grant; In Plant Manager, Dave Meunier; Installation Manager, Jim Lang and Plan Reviewer, Patty Stecher.

#### RULE CHANGE RECOMMENDATION

As required by the Governor’s Executive Order 2015-01 the Department evaluated all current rules and provided recommendations to clarify, amend or repeal them. The Board and the Department reviewed all recommendations; Department staff explained the reasoning behind each recommendation.

Chairman Baird entertained a motion to accept the rule change recommendations; Board member Gleeson made motion to accept; motion seconded by Board member Zeek; the Board voted unanimously to accept.

#### APPROVAL OF APRIL 22, 2015 BOARD MINUTES

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

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## **DEPARTMENTAL UPDATES**

### **Staff Changes:**

- Blake presented Cassie Peters and Yvonne Caratachea who recently started working with the Department. Peters is the new Fire Training Coordinator and Caratachea is an IPIA Inspector.
- Sarah Vidales who was the Department's HR and Legislative Liaison gave her resignation early August. Instead of filling the vacant position Blake took into consideration the Governor's direction to all state agencies to look at consolidation efforts. Blake approached other state agencies to share resources. State Forestry who shares office space with the Department will be sharing their HR person and the Department of Financial Institutions will share Stephen Briggs, the Legislative Liaison.
- State Fire Marshal position is still vacant at this time.

### **Manufactured Home Installation Permit Application submittal online:**

- Blake announced to the Board that as of the end of July the Department has made the manufactured home installation permit application electronic submittal available to the public. It has been a great success for end users. The Department will keep both electronic and over-the-counter permit submittal options available as some entities do not have the means to submit payments electronically.

**Inter Government Agreement (IGA) Update:** As requested in the previous Board Meeting the Department provided an overview statistics report of the IGA partnership.

**Action Item:** Board member Gleeson made a motion to add the quarterly IGA statistic report going forward to the Board Packet, motioned seconded by Board member Hoyle and the Board voted unanimously to accept.

## **FINANCIAL REPORT**

Blake presented the March, April, May and June 2015 financial reports. The June 2015 report is the last report for the 2015 fiscal year bringing the Department to a 99.5 percent proration. The goal for the Department is between 95 and 105.

## **RECOVERY FUND**

Blake provided an update on the Recovery Fund balance of \$370,231 as of August 1<sup>st</sup>. At this time there are no claims pending hearing and no claims waiting to be scheduled to go to hearing.

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## **FEE STRUCTURE**

Blake presented the new fee schedule for the 2016 fiscal year. All fees remain the same compared to fiscal 2015; the only change was to add the \$10.00 administrative function fee per item changed/modified on an installation permit.

## **CALL TO PUBLIC**

Knute Knutson posed a question to the Board in regards to the rule change proposal process for the public to provide comments before they are voted in. He appeared dissatisfied that industry as a whole had not had an opportunity to review the proposed changes. Blake explained the Governor's Regulatory Review process is the appropriate avenue for the public to comment when and if the rule changes adopted by the Board are approved by the Governor's Office to move forward.

## **NEXT BOARD MEETING DATE**

Wednesday, October 21, 2015

## **ADJOURNMENT**

The meeting was adjourned at 3:00 p.m.