

# DRAFT

## ARIZONA BOARD OF MANUFACTURED HOUSING

### ABBREVIATED MINUTES

#### JANUARY 15, 2014 BOARD MEETING

#### CALL TO ORDER

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

#### ROLL CALL

Board Members present: Chairman Samuel Baird, Terry Gleeson, Neal Haney, Joe Hart, Everette Hoyle and Zeek Ojeh.

Board Members absent: Arthur Chick and Paul DeSanctis

Department of Fire, Building and Life Safety Staff: Director Gene Palma; Deputy Director Debra Blake; and Board Secretary Ayde Marquez.

Public/Industry Members present: Ken Anderson, President Arizona Housing Association; Dave Arfin, Pac-Van, Inc; Tom Frederick, Arizona Modular, LLC; Robert Gomez, Williams Scotsman; Knute Knutson, Design Modular's, Inc; Marci Mitchell, Ameri Fab LLC; and Rocco Tiberio, Ameri Fab LLC.

#### APPROVAL OF July 17, 2013 BOARD MINUTES

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

#### DEPARTMENTAL INFORMATION

Legislative Update: The first official 52<sup>nd</sup> legislative session took place on January 13, 2014 and will typically run through at least May 1<sup>st</sup>. At this time there are two bills that AMHO is dropping that interest the Department.

First bill: Increase the current \$1,000 amount available from Relocation Fund to assist in the rehabilitation of a mobile home to \$1,500. AMHO is seeking to increase the fee so there's no out of pocket fee for a tenant that needs to have their mobile home rehabilitated according to State law before they can move. Each tenant will have to qualify for the assistance based on their income.

Second bill: Correct language in some of the statutes that address relocation.

### Staff Changes:

- John Dingeman, former Board member, has resigned. Dingeman accepted a new position and is relocating out of state. At this time there is an open public seat; information has been posted on Department's website along with the link to information on how to apply with Boards and Commissions.
- Georgina Marin, former Local Jurisdiction Liaison has left her position. Marin recently completed her Master's degree in Emergency Management and was seeking for an opportunity to utilize her education skills.
- Robert Muller, former Tucson Installation Inspector, was promoted to fill the vacant Local Jurisdiction Liaison position. Muller brings critical technical knowledge for field installation work and also recently earned his international code counsel certification as a Residential Building Inspector.

Expedited Plan Review: At this time the Department has suspended the Expedited Plan Review program temporarily. Plan Reviewer, Patty Stecher, has successfully reduced her service level down and the number of plans submitted has decreased; therefore, allowing her to stay within a seven business day turn around. It didn't seem appropriate to the Department to continue to accept the higher fee knowing that the plans could be turned around in the seven days that the expedited plan offered. The Department will re-implement the expedited plan review when the need arises.

License Renewal: As follow-up to an action item from a prior Board meeting, Blake provided information on the frequency of license renewals by other regulatory Agencies in Arizona. The highest percentage renew every 2 years.

**Action Item:** Board to discuss possible action in the April 2014 Board Meeting and any impact the change would have to the licensing fees. *Note:* any change would require statutory change, so would not be feasible for the FY15 fee schedule.

2014 Installer Training: Schedule of classes has not yet been finalized but will be available on the Department's website soon. Chairman Baird posed including other licensees in these sessions so they benefit from having a better understanding of installation requirements. Blake provided an update that currently there is no statutory authority to require any licensee other than installers to attend. Board members agreed having the training available without a fee is a plus. Board members discussed communication options for making this information available.

**Action Item:** Department to communicate with stakeholders, manufacturer/dealer/salesperson licensees about the availability of installer training classes at no charge. Installer licensees must attend and pay the fee established by the Board.

## **Recap of Action Items from previous Board Meeting**

**Errors and Omission (“E & O”) Insurance:** Blake contacted, Melissa Cornelius, Director at the Board of Technical Registration, who verified that only her home inspector registrants have to have the E & O insurance. Architects, engineers and the rest of their licensees are not required to have E & O insurance.

**Recovery Fund Payout:** Blake informed the Board Members that the \$15,000 claim was paid out to US Homes, a dealer licensed through the Department.

**Action Item:** Verify US Homes’ license status and report back to Board at its next meeting.

## **FINANCIAL REPORT**

Blake presented the June, July, August, September, October and November 2013 financial reports. June 2013 was the last report for fiscal year 2013.

### **Action Items:**

1. Include FY13 ending financial report in April 2014 Board packet.
2. Do not include licensing information for monthly reports in the Board packet going forward since the information is emailed to Board members.
3. Do not include monthly pie charts in Board packets going forward; except for the most current quarterly charts.

## **FEE STRUCTURE**

Blake presented the current Fee Schedule for 2014 fiscal year. 2015 fiscal year fees will be discussed in the upcoming April meeting.

### **Action Items:**

1. Add linear foot versus square foot calculation for FBBs as a discussion item on the Agenda for next Board meeting.
2. Add installer training fee (approved by Board in 2008) as a discussion item on the Agenda for next Board meeting.
3. Prepare cash flow and cost analysis to Board members in advance for the April 2014 meeting.

## **RECOVERY FUND**

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.

### **CALL TO PUBLIC**

Knute Knutson from Design Modular commented on changing the cost for commercial building permits from linear foot to square foot. No Board discussion; the Board will discuss this topic in the upcoming meeting.

### **NEXT BOARD MEETING DATE**

Wednesday, April 16, 2014

### **ADJOURNMENT**

The meeting was adjourned at 2:10 p.m.