

DRAFT

ARIZONA BOARD OF MANUFACTURED HOUSING

ABBREVIATED MINUTES

JULY 16, 2014 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, Paul DeSanctis, Terry Gleeson, Neal Haney, Joe Hart, Everette Hoyle and Michael Minnaugh

Board Members absent: Zeek Ojeh

Department of Fire, Building and Life Safety (“Department”) Staff: Director Gene Palma; Deputy Director Debra Blake; Assistant Attorney General, Jean Calvin; and Board Secretary Ayde Marquez.

Public/Industry Members present: Knute Knutson, Design Modulares, Inc.

APPROVAL OF April 16, 2014 BOARD MINUTES

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

DEPARTMENTAL UPDATES

Legislative Update: In early discussion with stakeholders on topics for legislative proposals. Deputy Director Blake (“Blake”) provided an update on federal legislation regarding the RV industry and possibility of creating a new class of unregulated structures – towable RVs and Park Models. More information to come as it becomes available.

Staff Changes: The Department recently hired Ron Booher to fill the vacant Tucson Installation Inspector position. Ron has completed his training and is now performing inspections on his own.

Inter Government Agreement (IGA) Update: Robert Muller, the Department’s IGA Liaison is now transitioning into his new position. Muller has been working on facilitating contract renewals. Dewey-Humboldt has recently entered into agreement with the Department. The Town of Cottonwood and Greenlee County had major staff changes;

the Department's staff is currently working on providing training to continue those partnerships.

In-Plant Inspectors (IPIA) Update: The Department's IPIA Inspectors were recently audited by HUD and those audits found that the IPIA are performing without issue. It doesn't happen very often with any state that they get a good score so the Department is proud of its IPIA inspectors.

Recap of Action Items from previous Board Meeting

Blake and the Installation Inspectors met with installer members after the last Board meeting based on a request by two public members. The meeting went very well and everyone seemed very satisfied with the outcome.

Blake and Knute Knutson are currently in the works of scheduling a meeting with the FBB industry members.

FY15 fee scheduled was posted to the Department's website in June 2014. No fees changes were made by the Board at its April meeting.

FINANCIAL REPORT

Blake presented the March, April and May 2014 financial reports.

Action Item: Provide via email to Board Members the end of FY14 expenditures summary report as soon as it is available.

FEE STRUCTURE

Blake presented the new fee schedule for 2015 fiscal year. All fees remain the same compared to fiscal 2014; the only change was the Department has included the one hundred dollar fee for the installation training fee which was approved by the Board in 2008.

RECOVERY FUND

Blake provided an update on the Recovery Fund balance of \$241,000; at this time there are no claims pending hearing and no claims waiting to be scheduled to go to hearing. Blake also presented the newly drafted bond recovery process which was already implemented.

CHAIRMAN DISCUSSION

Chairman Baird discussed the importance of making a public appearance at the Board meetings rather than attending telephonically. At previous Board meetings the telephonic situation has not been very functional as people on the other end are making noise and communication is not clear enough. Board member DeSanctis provided his input to the reasoning telephonic appearance is important to have in case quorum can't be met at the last minute.

Chairman Baird entertained a motion to make a general practice not to have telephonic appearances, but not have a total bar in the event that quorum isn't met; Board member Hart made motion to accept; motion seconded by Board member DeSanctis; and the Board voted unanimously to accept.

Chairman Baird presented to the Board members an attendance chart of Board members' attendance since 2012. He emphasized the responsibility each Board member has to attend each meeting as they are responsible for representing a specific segment of the industry.

Blake presented a chart with the Board members information of what position on the Board each Board member represents and the expiration date of their term. Blake informed the Board members how to go about the renewal process. Blake requested that if a Board member has made a determination to not to continue to serve on the Board to notify Chairman Baird or herself as they will need to look for a replacement in that position.

Action Item: Provide via email to all Board Members verification of the term expiration dates.

CALL TO PUBLIC

Chairman Baird brought to the Board members consideration whether or not to move up the "Call to Public" as perhaps there may be a topic pertaining to the meeting.

Action Item: Create a sample "Call to Pubic" sign up form for review and consideration.

NEXT BOARD MEETING DATE

Wednesday, October 15, 2014

ADJOURNMENT

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