



State of Idaho

Division of Occupational and Professional Licenses Public Works Contractors License Board

BRAD LITTLE
Governor
RUSSELL BARRON
Administrator

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Draft Minutes of 01/25/2023

Board Members	Jake Claridge, Chair	Division Staff:	Russ Barron, Administrator
Present:	Garry Mattson, Vice-Chair		Michelle Bird, Executive Officer
	Brian Gordon		Lea Kear, Legal Counsel
	Matt Hartline		Linda Pratzner, Board Support
	Jim Roletto		Adrianna Burton, Licensing Supp
			Christopher Gilliam, HR Spc Sr
Board Members	Chuck Graves		
Absent:	Larry Geyer		
	Brian Price		

The meeting was called to order at 9:13 AM MT by Jake Claridge

APPROVAL OF MINUTES

A motion was made and seconded to approve the 08/22/2022 minutes. The motion carried unanimously.

DIVISION BUSINESS

Division Update: Administrator Russ Barron provided an update on the DOPL organization.

Respectful Workplace Training: Christopher Gilliam, Human Resource Specialist, Senior, presented Respectful Workplace training.

Zero Based Regulation Administrative Rules Process: Lea Kear, Legal Counsel, explained the process for Zero Based Regulations.

Strategic Plan: Ms. Bird presented DOPL's four-year strategic plan.

Confidentiality and Conflict of Interest Agreement: These two forms were presented for the Board member's signature.

Schedule Meeting Dates for 2023: The following dates will be scheduled for meetings: 02/23/2023, 03/30/2023, 05/25/2023, 06/28/2023, and 09/28/2023.

BOARD BUSINESS

Quarterly License Report: The Quarterly PWCL Board report was presented.

Licensing Process: A flowchart was presented outlining how an application is processed.

Public Comment: There was no public comment.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:40 AM.

01/27/2023/lp

The next meeting is 02/23/2023.

DRAFT