

STATE DRIVING BUSINESSES LICENSURE BOARD
Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Conference Call Minutes of 7/19/2016

THIS IS A DRAFT DOCUMENT THAT HAS NOT BEEN APPROVED BY THE BOARD

BOARD MEMBERS PRESENT: Robert M Fenn - Chair
Lon A Pyper Sr
Sally K Phillips
Theresa A Bradford

BOARD MEMBERS ABSENT: Jason Jerome

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Administrative Support Manager
Lori Peel, Investigative Unit Manager
Maurie Ellsworth, General Counsel
Mitchell Toryanski, Legal Counsel

The meeting was called to order at 9:30 AM MDT by Robert M Fenn.

APPROVAL OF MINUTES

Ms. Phillips made a motion to approve the minutes of May 27, 2016. It was seconded by Ms. Bradford. Motion carried.

LEGISLATIVE REPORT

Ms. Cory gave the legislative report. She said that proposed law changes are due to the Governor's Office by August 1, and proposed rule changes are due to the Governor's Office by the third week in August for the 2017 Legislature.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of (\$1,144.22) as of 6/30/2016.

Ms. Hall presented the Board Contract for FY 2017. Ms. Phillips made a motion to approve the Board Contract and authorize the Chair to sign on behalf of the Board. It was seconded by Ms. Bradford. Motion carried.

OLD BUSINESS

To Do List – The Board reviewed the to-do list and no action was taken. The Board will add approval of Continuing Education (CE) Courses to the agenda for the September meeting.

Drafts of the proposed laws and rules were reviewed. Changes were made to 54-5405, Idaho Code to waive the certificate of occupancy for schools that do not have a physical classroom location and to require driving businesses to ensure instructors and apprentices are currently licensed. Mr. Pyper made a motion to approve the statute change and submit it to the Governor's Office for approval. It was seconded by Ms. Phillips. Motion carried.

Changes were made to Rule 225.05 regarding the list of instructors the driving business is required to maintain and 225.08 which requires on-line classroom instruction to meet the rules and be approved by the Board. Changes were made to Rule 227.07 that will require schools to send student performance information to the DMV within three business days of the completion of the program. Changes were made to Rule 250.05 that will change the type of physical examination required for licensure. Ms. Phillips made a motion to approve the rule changes and submit them to the Governor's Office for approval. It was seconded by Mr. Pyper. Motion carried.

NEW BUSINESS

Correspondence from Mike Arnell was reviewed regarding the transfer of fees from the State Department of Education. The Bureau followed up with the Department of Education and was informed that the numbers for the transfer of funds will be available in September. A response will be sent to him from the Bureau.

APPLICATIONS

Mr. Pyper made a motion to approve the following for licensure:

DB-483 – I Drive University LLC – DB-483

It was seconded by Ms. Bradford. Motion carried.

EXECUTIVE SESSION

Mr. Pyper made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under

the Idaho Public Records Law. The purpose of the Executive Session was to consider license reinstatement materials. It was seconded by Ms. Bradford. The vote was: Mr. Pyper, aye; Ms. Bradford, aye; and Ms. Phillips, aye. Motion carried.

Mr. Pyper made a motion to come out of executive session. It was seconded by Ms. Bradford. The vote was: Mr. Pyper, aye; Ms. Bradford, aye; and Ms. Phillips, aye. Motion carried.

Mr. Pyper made a motion to approve CE for reinstatement. It was seconded by Ms. Bradford. Motion carried.

NEXT MEETING was scheduled for September 23, 2016 at 2:00 p.m.

ADJOURNMENT

Mr. Pyper made a motion to adjourn the meeting at 10:55 a.m. It was seconded by Ms. Bradford. Motion carried.

Robert M Fenn, Chair

Jason Jerome

Lon A Pyper Sr

Sally K Phillips

Theresa A Bradford

Tana Cory, Bureau Chief