



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
DEPARTMENT OF STATE

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: WWW.DPR.DELAWARE.GOV

DIVISION OF PROFESSIONAL REGULATION

<b>PUBLIC MEETING MINUTES:</b>	<b>The Manufactured Home Installation Board</b>
<b>MEETING DATE AND TIME:</b>	<b>Monday, September 14, 2009 at 9:00 a.m.</b>
<b>PLACE:</b>	<b>861 Silver Lake Boulevard, Dover, Delaware Conference Room B, Cannon Building</b>
<b>MINUTES APPROVED:</b>	<b>October 13, 2009</b>

**MEMBERS PRESENT**

James Brockton, President  
Kathleen Bartron, Vice-President  
Jill Fuchs, Secretary  
Victor Kennedy  
Leslie Persans  
Keith Rudy  
Richard Snyder

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Eileen Heeney, Deputy Attorney General (by phone)  
Gayle Melvin, Administrative Specialist III

**MEMBER ABSENT**

Charlie Eggleston

**OTHERS PRESENT**

Robert Coleman  
Robert McGinnis  
Jennifer Allen, FSMHA

**CALL TO ORDER**

Mr. Brockton called the meeting to order at 9:03 a.m. Mr. Snyder was welcomed to the Board.

## **REVIEW OF MEETING MINUTES**

The Board reviewed the minutes of the July 13, 2009 meeting. Ms. Bartron made a motion, seconded by Ms. Fuchs to approve the minutes. The motion was unanimously carried.

## **NEW BUSINESS**

### **Ratification of Applications for Manufactured Home Installer**

Mr. Kennedy made a motion, seconded by Mr. Snyder, to ratify the following applications for manufactured home installer:

Todd Webster  
Robert Coleman

The motion was unanimously carried.

### **Discussion: Proposed Revisions to the Rules and Regulations**

Board members had received a draft of proposed revisions to the rules and regulations prepared by Ms. Heeney. These proposed revisions were a result of the passing of Senate Bill 160. Ms. Heeney reviewed these proposed revisions with the Board. It was decided that Ms. Heeney will prepare the proposed revisions in draft rule and regulation form for review at the next meeting. Board members should also reviewed the rules and regulations before the next meeting to see if there are any other proposed changes that need to be made.

### **Resignation of Ms. Class**

An email was received from Ms. Class advising that she can no longer serve on the Board since she retired from her position as a manufactured home retailer effective September 1, 2009.

### **Election of Education Officer**

Ms. Bartron made a motion, seconded by Ms. Fuchs to nominate Ms. Persans as the Education Officer. The motion was unanimously carried.

### **Appoint Board Member to Review Applications for Manufactured Home Installation Inspector Certification**

Mr. Snyder was appointed to review applications received for manufactured home installation inspector certification.

## **OTHER BUSINESS BEFORE THE BOARD (for discussion only)**

The Board acknowledged the death of Mr. Dale Hammond, who had served on the Board from 2006 to 2009. He will be missed by friends and family.

## **PUBLIC COMMENT**

Mr. Coleman asked about which guidelines to follow for installing homes. He stated that the county guidelines were different than the HUD Code. He was advised to contact the county where the home is located or contact an attorney for legal advice.

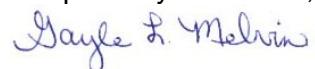
**NEXT SCHEDULED MEETING**

The next meeting was scheduled for October 13, 2009 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**ADJOURNMENT**

There being no further business, Mr. Snyder made a motion, seconded by Ms. Fuchs to adjourn the meeting. The motion was unanimously carried. The meeting adjourned at 9:31 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Gayle L. Melvin". The signature is written in a cursive style.

Gayle L. Melvin  
Administrative Specialist III