



CANNON BUILDING  
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STATE OF DELAWARE  
DEPARTMENT OF STATE

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DIVISION OF PROFESSIONAL REGULATION

<b>PUBLIC MEETING MINUTES:</b>	<b>The Manufactured Home Installation Board</b>
<b>MEETING DATE AND TIME:</b>	<b>Monday, July 9, 2012 at 9:00 a.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B, Cannon Building</b>
<b>MINUTES APPROVED:</b>	October 1, 2012

### **MEMBERS PRESENT**

Jill Fuchs, President  
Keith Rudy, Vice-President  
Richard Snyder, Secretary  
Charlie Eggleston, Complaint Officer  
Leslie Persans, Education Officer  
Victor Kennedy  
Kevin Reinike  
Dean Pierson

### **DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

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

### **MEMBER ABSENT**

James Brockton

### **CALL TO ORDER**

Ms. Fuchs called the meeting to order at 9:19 a.m.

### **REVIEW OF MEETING MINUTES**

The Board reviewed the minutes of the April 2, 2012 meeting. Mr. Eggleston made a motion, seconded by Mr. Rudy to approve the minutes. The motion was unanimously carried.

## **UNFINISHED BUSINESS**

### **Status of Complaint**

Complaint No. 37-01-11 has been closed by the Investigative Office. Mr. Eggleston advised the Board that he has some concerns about this complaint being closed. A discussion was held concerning unlicensed practice and a licensee not being on the job site. Ms. Heeney explained about the investigative process. Mr. Rudy made a motion, seconded by Mr. Snyder to formally request that the Investigator Supervisor attend the next Board meeting so that the Board may become more informed of their processes and procedures. The motion was unanimously carried.

## **NEW BUSINESS**

### **Status of Complaint**

Complaint No. 37-01-12 – After the election of officers, a copy of this complaint was given to Mr. Reinike.

### **Election of Officers**

Mr. Reinike made a motion, seconded by Ms. Persans to nominate Mr. Rudy as President. The motion was unanimously carried.

Mr. Eggleston made a motion, seconded by Mr. Reinike to nominate Mr. Snyder as Vice-President. The motion was unanimously carried.

Mr. Eggleston made a motion, seconded by Mr. Kennedy to nominate Ms. Persans as Secretary. The motion was unanimously carried.

Mr. Eggleston made a motion, seconded by Mr. Snyder to nominate Mr. Reinike as Complaint Officer. The motion was unanimously carried.

Ms. Fuchs made a motion, seconded by Mr. Eggleston to nominate Mr. Pierson as Education Officer. The motion was unanimously carried.

### **Discussion: Review of Audit Information**

Ms. Melvin reported on the audit process. For the past renewals, the audit information has been reviewed by the office staff. The Board decided that for this audit, the audit information will be reviewed by Board members.

Ms. Persans reported that there were approximately 25 licensees that attended the first continuing education course that was held in April. There are approximately 10 licensees signed up to attend the next course which will be held in September.

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

Mr. Rudy reported on Senate Bill 64. This bill authorizes DNREC to adopt guidance and minimum standards to minimize risk from flooding with the input from a stakeholder advisory group. Such standards or equivalent standards shall subsequently be adopted by local

governments to the extent that existing requirements do not meet the minimum standards established under this Bill. The Bill also authorized the DNREC Secretary to waive regulatory requirements of the Wetland and Subaqueous Lands Regulations to protect public health and safety and to prevent catastrophic damage to property. Mr. Rudy stated that he had written to DNREC advising of his concerns. Ms. Persans stated that as a result of a work group, there may be regulations. There will be workshops held for jurisdictions to have input.

Ms. Melvin introduced Ms. Wagner, the new administrative specialist, who will be taking her place for the Board.

Ms. Heeney advised the Board that Delaware is now a HUD approved state.

### **PUBLIC COMMENT**

There was no public comment at this meeting.

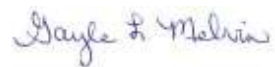
### **NEXT SCHEDULED MEETING**

The next meeting was scheduled for Monday, October 1, 2012, 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. Eggleston made a motion, seconded by Ms. Fuchs to adjourn the meeting. The motion was unanimously carried. The meeting adjourned at 10:54 a.m.

Respectfully submitted,



Gayle L. Melvin  
Administrative Specialist III