

**FULL BOARD TELECONFERENCE
MEETING MINUTES
of the
Montana State Electrical Board
Park Avenue Building
301 South Park Ave, 4th Floor,
Large Conference Room
Helena MT 59601
9:40 a.m. to 10:42 a.m.
July 22, 2020**

1. Call To Order - Establish Quorum - Introduction of Board & Staff Members Present (00:00:09)

Board Members Present:

Mr. Mel Medhus III, Master Electrician, President
Mr. John Gordon, Journeyman Electrician, Vice President
Ms. Dawn Achten, Public Member, Secretary
Mr. Rick Hutchinson, Master Electrician
Mr. Harry Freebourn, Public Member

Staff Members Present:

Mr. Jason Steffins, Executive Officer
Ms. Jodi Koehnke, Administrative Specialist
Ms. Jennifer Massman, Board Counsel
Mr. Dan Baris, Board Counsel
Mr. Todd Younkin, Division Administrator
Mr. Eric Copeland, Building Codes Program Manager

Guests Present:

Mr. Jay Reardon, Registered Apprenticeship State Director
Mr. Keith Allen
Ms. Margaret Morgan

2. Approval and Tentative Modification of Agenda Order (00:02:13)

Motion (00:02:19): Mr. John Gordon moved to approve the agenda as presented. Mr. Rick Hutchinson seconded. The motion carried unanimously.

3. Review Minutes (00:02:46)

a. April 9, 2020 – Full Board Minutes

4. Public Opportunity to Comment (00:03:01)

The presiding officer read the statement of public participation.

(00:03:42): Margaret Morgan requested the board investigate printing a booklet of the board's statutes and rules for electricians to have available as a resource.

(00:07:35): Keith Allen supported Ms. Morgan's suggestion of a printed booklet of statutes and rules. He also asked for information on the timeline on investigations.

5. Board Action

a. Department and Board Updates

i. Mr. Todd Younkin, Administrator (00:08:48)

- ii. **Building Codes Update (00:15:39)**
 - 1. **Update from Building Codes: Building Codes Permit Report**
- iii. **Apprenticeship Bureau Update (00:20:29)**
 - 1. **Apprenticeship Report**

b. Continuing Education

- i. **Board treatment of CE difficulties due to COVID-19 (00:30:07)**
 - 1. **Extend CE deadline 90 days past the last day of renewal (00:30:41)**

Motion (00:32:18): Mr. Mel Medhus moved for the Board to extend the date of compliance with CE requirements 90 days (10/13/2020) from the renewal deadline. Mr. John Gordon seconded. The motion carried unanimously.

- 2. **Request to delegate hardship requests to Department staff (00:32:41)**

Motion (00:34:22): Mr. Mel Medhus moved to delegate to Board staff the discretion to grant hardship waivers. Mr. Harry Freebourn seconded. The motion carried unanimously.

- 3. **Request for CE Audit Percentage (00:37:32)**

Motion (00:41:47): Mr. John Gordon moved to audit 50% of licensees for the 2018-2020 renewal cycle. Mr. Rick Hutchinson seconded. Ms. Dawn Achten voted against the motion. All other members voted in favor. The motion carried.

c. Licensing

- i. **Provisional (Temporary) license extension revisit – Authority expires August 1st (00:43:15)**

Motion (00:45:30): Mr. Mel Medhus moved to extend the license extension until November 1, 2020, for the provisional (temporary) permit. Mr. Rick Hutchinson seconded. The motion carried unanimously.

d. Travel

- i. **2020 NERA Conference – Bandera, Texas – October 19-21, 2020 (00:46:10)**

6. Executive Officer Reports

- a. **Financial Report – FY20 (00:46:35)**
- b. **Application and License issued reports (00:48:07)**

7. Adjourn (01:02:03)

Motion (01:02:03): Mr. Harry Freebourn moved to adjourn the meeting. Mr. Rick Hutchinson seconded. The motion carried unanimously.