

**FULL BOARD TELECONFERENCE
MEETING MINUTES
of the
Montana State Electrical Board
301 South Park Ave
Helena MT 59601
10:09 a.m. to 11:40 a.m.
January 14, 2021**

1. Call To Order - Establish Quorum - Introduction of Board & Staff Members Present (00:00:07)

Board Members Present:

Mr. John Gordon, Journeyman Electrician, Vice President
Mr. Rick Hutchinson, Master Electrician
Mr. Scott Wilson, Master Electrician
Mr. Harry Freebourn, Public Member

Board Members Not Present:

Ms. Dawn Achten, Public Member, Secretary

Staff Members Present:

Mr. Jason Steffins, Executive Officer
Ms. Jodi Koehnke, Administrative Specialist
Mr. Dan Baris, Board Counsel
Mr. Todd Younkin, Division Administrator
Mr. Eric Copeland, Building and Commercial Measurements Bureau Chief

Guests Present:

Mr. Jay Reardon, Registered Apprenticeship State Director
Mr. Keith Allen
Mr. Bill Bentley
Mr. Clay Ledbetter
Ms. Margaret Morgan

2. Approval and Tentative Modification of Agenda Order (00:01:05)

Motion (00:01:19): Mr. Rick Hutchinson moved to approve the agenda as presented. Mr. Harry Freebourn seconded. The motion carried unanimously.

3. Review Minutes (00:01:48)

a. October 8, 2020 – Full Board Minutes

4. Public Opportunity to Comment (00:02:06)

The presiding officer read the statement of public participation. No members of the public were in attendance who wished to comment.

5. Board Action

a. Department and Board Updates

- i. Welcome New Board Member: Mr. Scott Wilson, Master Electrician (00:02:53)**
- ii. Mr. Todd Younkin, Administrator (00:04:10)**
- iii. Election of Board Officers – President, Vice President, Secretary-Treasurer (00:15:00)**

Motion (00:15:13): Mr. John Gordon moved to nominate Harry Freebourn as President of the board. Mr. Rick Hutchinson seconded. Discussion ensued. The motion carried unanimously.

Motion (00:18:50): Mr. Rick Hutchinson moved to nominate Scott Wilson as Vice President of the board. Mr. John Gordon seconded. The motion carried unanimously.

Motion (00:20:07): Mr. Rick Hutchinson moved to nominate Dawn Achten as Secretary-Treasurer of the board. Mr. John Gordon seconded. The motion carried unanimously.

(00:20:42): Mr. Harry Freebourn took over as Chair of the meeting.

iv. Building Codes Update (00:21:17)

1. Update from Building Codes: Building Codes Permit Report

v. Apprenticeship Bureau Update (00:29:33)

1. Apprenticeship Report

b. Rules (00:38:16)

i. Discuss BSD Procedure 3.10 Applicants with Criminal Convictions Implementation and Associated Rulemaking (Information only, no action required)

1. Executive Summary (Information only, no action required)

2. Criminal Conviction Reporting and Processing Matrix (Information only, no action required)

3. Division Rules on Criminal Convictions, ARM 24.101.402 and 406; effective 11/21/2020 (Information only, no action required)

4. Review Draft Board Rule Language - discussion and possible motions

a. ARM 24.141.509 NONROUTINE APPLICATIONS

b. NEW RULE I APPLICANTS WITH CRIMINAL CONVICTIONS

5. Small Business Impact Determinations – Motion required

Motion (01:02:58): Mr. John Gordon moved to amend ARM 24.141.509 as proposed by staff and presented in the board book on page 39 and adopt New Rule I as proposed by staff and presented in the board book on page 39 and, if no public comments are received, adopt the amendment and New Rule exactly as proposed. Mr. Harry Freebourn seconded. Mr. Freebourn, Mr. Gordon, and Mr. Wilson voted in favor of the motion. Mr. Hutchinson voted against the motion. The motion carried.

Motion (01:08:50): Mr. John Gordon moved that based on advice from the board's legal counsel the proposed amendment of ARM 24.141.509 and the adoption of the New Rule I do not significantly and directly impact Montana small businesses. Mr. Scott Wilson seconded. Mr. Freebourn, Mr. Gordon, and Mr. Wilson voted in favor of the motion. Mr. Hutchinson voted against the motion. The motion carried.

c. Licensing

i. Provisional (Temporary) license extension revisit (01:10:14)

Motion (01:14:10): Mr. Rick Hutchinson moved to allow a license extension until April 8, 2021, for the provisional permit for individuals having issues scheduling with PSI. Mr. Scott Wilson seconded. Discussion ensued. The motion carried unanimously.

6. Legal Updates

a. Republishing of Statutes and Rules Booklet (00:07:47) (01:17:41)

7. Executive Officer Reports

a. Financial Report – FY21 (01:18:23)

i. **Cash Balance Discussion (01:20:49)**

b. **Application and License issued reports 10/1 to 12/23 (01:27:16)**

8. **Adjourn (01:30:26)**

Motion (00:00:00): Mr. Rick Hutchinson moved to adjourn the meeting. Mr. Scott Wilson seconded. The motion carried unanimously.