

Ohio Manufactured Homes Commission
January 16, 2011
10:00 AM
5100 Parkcenter Avenue, Suite 103
Dublin, Ohio 43017

Members Present

Evan J. Atkinson
Jim Demitrus
Regina Hanshaw
Emory Helmuth
Dan Rolfes, Chair
Ron Younkin, Vice Chair

Commission Staff

Janet M. Williams, Executive Director
Mavis Giska, Licensing Supervisor

Legal Counsel

Walter McNamara, AAG

Members Absent

Chris Miller

Guests

Andrea Reichman, OMHA
Tim Williams, OMHA
Warren Connolly, OCIB
Matt Klein, Criterium-Cincinnati
Rodney Hemming, Elsea, Inc.
Tim Wakely, Union County Bldg. Dept.
Troy Warnock, Licking County Bldg. Code Dept.

Call to Order

The meeting was called to order at 10:00 AM by Chair, Dan Rolfes.

Roll Call:

All Commissioners were present with the exception of Chris Miller.

Approval of the Minutes:

Action: A motion was made by Evan Atkinson to approve the minutes from the November 17, 2010 meeting. The motion was seconded by Ron Younkin. The motion passed unanimously.

Public Comment:

None

Executive Director's Report:

License Ratification:

Executive Director, Janet Williams presented a list of four (4) applicants for salesperson licenses that met the requirements for a salesperson's license.

Action: A motion was made by Ron Younkin and seconded by Evan Atkinson to approve four (4) salesperson applicants listed on the ratification list. The motion passed unanimously.

Louisville Show:

January 12 and 13 Mavis Giska and Janet Williams attended the Louisville Manufactured Home Show. It was great to see the show back after it being cancelled last year. There were approximately 25 manufacturer locations, and 55 service and supplier exhibitors. There were also three FEMA units displayed. There was a lot of good information and contacts. Mavis and Janet meet with the Kentucky Fire Marshalls Office, they run Kentucky's installation program. They got a lot of good information.

H.B. 186:

Executive Director, Janet Williams reported, as you probably all know the Senate did not meet and pass HB 186 before the end of the year. Janet stated she did get a report from the lobbying agency working with the Bill, they thought ODH did submit something in their budget Bill for the transfer of the licensing portion of the Bill only. The language has not been published for the public to see yet. They will keep us informed if they get a copy of it.

Rules Discussion: An updated timeline for the proposed Rule changes was reviewed. Staff will have all their suggested changes to AAG, Walter McNamara by January 6. Walter is asked to have them reviewed by January 20. Mavis Giska has been working with Julie West to learn the RAS system for entering Rules. They will work together and get a final proposed version done by early February. Janet Williams will email all Commissioners copies of the proposed Rule revisions, you will be able to see the old language as well as the proposed language. Rules will be emailed out at least a week before the meeting for their review. At the next meeting on February 16 the Commission will need to approve the final draft of the proposed Rules. After the meeting Mavis and Julie will be any necessary changes. The Rules will be final filed by March 15 and there will be a public hearing for those Rules on April 20. If all goes as planned the Rules should go into effect on June 1, 2011.

Homeowner/Installer Bulletin: At the last Commission meeting there was a motion to go forward with a policy for issuing permits to homeowners. As a result of that motion a bulletin was sent out on January 11. The homeowner/installer agreement spells out exactly who is doing what. It was sent out to all installers and inspection agencies.

OMHA's Memo Dated 1/7/11: Executive Director, Janet Williams received an email from Andrea Reichman from OMHA. The memo consisted of several issues. First, there are some areas of the state that appear to have some misinformation with regard to the Commission and their activities. Staff and some Commissioners will be addressing their concerns at a meeting set up for March 15, with a follow up meeting scheduled for October. Their second issue was they would support the licensing of dealers to install instead of installers. Staff thought perhaps there could be an installer of record, but the Commission would still have to have installers. There are many installers who set homes and not through a dealer transaction. Their last issue was an issue that was already addressed. A homeowner/installer bulletin was sent out as per a motion by the Commission at the previous meeting.

OMHA's Leadership Committee made a motion to explore a possible arrangement with the Commission for possible lobbying, communication, management and consulting services. They asked for appropriate legal and ethical issues consideration. This issue will require further investigation.

Installers Per County Breakdown: Staff presented a breakdown of the number of installers. The map showed just how many installers there are in each county, as you can see there are many counties where there are none. The second sheet showed the total of 242 installers. Of 88 Counties, there are 24 that have NO installers and 19 that have only 1. When consumers call in here looking for an installer that is close to them sometimes it is difficult to find one. Some installers listed only work in their own parks, work for certain dealers only and some only do foundations. Janet Williams also brought to the attention of the room the map that was prepared by staff. It is a county map of the state, it shows where the inspection agencies are located, they are the large blue circles and where the installers are located, they are the small red circles.

After discussion regarding the number of installers per County, the Commission suggested staff formulate a list, by County which installers will work in what Counties and what type of work they perform (ie: foundation only, tie down or setting of home) and whether they have any restriction (only work in a particular park), etc. Staff will be checking into the issue and the possibility of placing this information on the website.

Permits Issued for Calendar Year 2010:

Executive Director, Janet Williams explained a breakdown of the permits issued in the calendar year of 2010. The breakdown explained what agency purchased the seal, with the Third Party agencies in the shaded areas. It listed their total permits issued and what % of the total it represents. Of the 2353 permits issued, 72.67% were issued by Third Party Agencies and 27.33% issued by either Building or Health Depts. The very bottom of the breakdown gives the percentage of 62% on private lots and 38% of permits in parks. That is still not at all what we thought the numbers would look like. At one time we were being told there was at least two homes set in parks are every one home on private property. Janet believes because of the power companies not turning on power we are getting most of the private sets, but in parks there are still many slipping past us. If we can get the parks under the Commission's control she thinks we will see a big shift in permits issued in parks.

Upcoming Dealers/Brokers Renewal Notice:

A notice was sent out on November 19, 2010 reminding dealers/brokers of their upcoming renewals due on March 31, 2011. Also sent out with the notice was a copy of a sample bond and the language in the Rules regarding bonding. Staff received some flack on the bonding requirement for dealers. This was the fifth communication that dealers/brokers have received since the takeover July 1, 2010. Mavis Giska from the OMHC staff had countless conversations with an insurance company who assures us bonding should not be an issue. Brought over from the BMV the requirement of \$75,000 net worth continues and with that net worth there should be no one who should have an issue getting a bond.

Working on Keeping Affordable Housing Affordable, Discussion on Inspections:

Executive Director, Janet Williams discussed that the Commission is working on keeping affordable housing affordable. It is known that inspection agencies are not always doing three separate inspections in parks, sometimes it is two and in some cases it is only one. Staff came up with some scenarios of one trip inspections and two trip inspections in parks and a two trip scenario on private property. Basically a one trip scenario would be that a plans review determines that the foundation is adequate size and condition. The park would have to have a disconnect, the inspector would do the electric, final and verify that the foundation was fine in one trip. The two trip scenario is again the plans review determines that the foundation is adequate in size and condition. There would be the usual electric inspection for the power company to come out and then the final.

Also some food for thought.....after speaking with the Kentucky Fire Marshall who runs their installation program, they have their installers self certify all the connections and the Fire Marshall inspections the installation, staff was not suggesting self certification, because I they don't believe that is the way to go, but perhaps there could be some sort of self certification of the electric by the installer, they could place a seal and then the power company would turn on the power, the inspection agency would come in and do the final. Our installers have now been installing for over three and a half years and should know what they are doing. Of course new installers may have to be inspected for a certain period of time. Just something to think about.

The Commission currently does not set fees, but certainly, statutorily they can. If agencies are making less trips, they should be able to reduce the cost. Again, this is supposed to be affordable housing.

Warren Connolly, Third Party Inspector stated that Ohio code requires that an ESI to inspect the electric.

It was suggested that we poll the agencies and get their feed back.

Staff also stated that they are working at getting all inspection agencies fees listed on line so consumers can compare costs.

Local Health Dept & Plumbing Inspections:

Executive Director, Janet Williams stated it was brought to her attention at the past continuing education class that some health departments were charging for plumbing permits and registration to set homes. It dawned on her that when we sent out the notice for no exclusivity that it was only sent out to the health departments who are certified with us. On Dec. 29, there was an email sent out to ALL health departments informing them that they cannot be charging for additional plumbing inspections and registrations. She asked them to call if they had questions, to her knowledge staff did not receive any calls.

Budget Discussion:

Executive Director, Janet Williams provided some budget information. She stated, as you can see six months into the FY11 budget we have spent almost half of what we spent last year. Of course we do have another employee now which will add to our expenses. On the revenue side, six months into the year we are only about 12,000 less than the entire FY10, so that looks really good, we will also have renewals for dealers, brokers and salespersons in FY11. As for seals last year we were at 2451 for the entire year and we are at 1675 so far for the first six months of this year.

Illegal Set Report:

Nine counties have now been sent out, with three getting ready to go out soon. We will also be following up the nine with a second letter. Stats are at the bottom of the second page with 609 letters going out, 137 returned by mail, 147 are not illegal for a variety of reasons, 26 have obtained a permit as a result of the letter and 298 we have had no response (this are the one we will send a second notice).

It was suggested that maybe staff could get addresses to inspections agencies to follow up on the ones that we have had no response to.

Staff Mapping Parks:

OMHC staff is currently taking Counties maps and marking all the parks in each County. This way an inspector or staff member (for non-technical inspections) will be able to pick up the County map and set a route to hit the different parks in any given County easily. Staff will also explore the possibility of interactive maps on line.

Fiscal Position:

Executive Director, Janet Williams took the opportunity to introduce her newest employee, Qiana Jones. Qiana is doing the Fiscal job and has had her work cut out for her. She is doing a great job of getting us organized and setting up a really good filing system. She performed similar duties with the Department of Mental Health, so she has expertise with the State system. We will be having another State Audit coming up, we think starting in March and Qiana already has us on the road to making that a much easier process. Janet is especially am very happy to have her here.

New Business:

The issue was brought up that perhaps persons who attend Commission Meetings could receive partial continuing education credits. It was tabled for discussion at a future meeting.

Adjournment:

Action: A motion was made by Ron Younkin and seconded by Jim Demitrus at 1:45 pm to adjourn. The motion passed unanimously.

Minutes respectfully submitted and certified by Executive Director, Janet M. Williams

Janet M. Williams
Executive Director
Ohio Manufactured Homes Commission

Dan Rolfes
Chair
Ohio Manufactured Homes Commission

Ohio Manufactured Homes Commission
February 16, 2011
10:00 AM
5100 Parkcenter Avenue, Suite 103
Dublin, Ohio 43017

Members Present

Tim Apel
Evan J. Atkinson
Jim Demitrus
Regina Hanshaw
Emory Helmuth
Chris Miller
Ron Younkin, Vice Chair

Commission Staff

Janet M. Williams, Executive Director
Mavis Giska, Licensing Supervisor
Dave Long, Inspector/Investigator

Legal Counsel

Walter McNamara, AAG

Members Absent

Dan Rolfes, Chair

Guests

Andrea Reichman, OMHA
Tim Williams, OMHA
Warren Connolly, OCIB
Russ McPherson, AMHRO
Tim Wakely, Union County Bldg. Dept.
Troy Warnock, Licking County Bldg. Code Dept.
Bill Johnson, Delaware County Code Compliance
Duane Matlock, Delaware County Code Compliance
Wendy Fox, Delaware County Code Compliance
Allyn Sheldon, Pickaway County Bldg. Dept.
Martin Strayer, COCOA,RA,MPE,BO certified/retired

Call to Order

The meeting was called to order at 10:10 AM by Chair, Dan Rolfes.

Swearing In:

Executive Director, Janet Williams reported that the President of the Senate had made several appointments. She welcomed the newest Commissioner, Tim Apel. Tim is representing installers

Roll Call:

All Commissioners were present with the exception of Dan Rolfes and Regina Hanshaw. Regina Hanshaw arrived at 11:00 am.

Approval of the Minutes:

Action: A motion was made by Jim Demitrus to approve the minutes from the January 16, 2010 meeting. The motion was seconded by Emory Helmuth. The motion passed unanimously.

Public Comment:

Troy Warnock from Licking County spoke about the Affordable Housing Survey that was sent out. He stated he felt it was best to let the inspection agencies decide their fees based on circumstances, stating that all agencies are unique to their circumstances. He also felt that maybe this was the first step in the Commission setting fees. He felt it would be good to get a good line of communication going with COCOA and OBOA.

Allyn Sheldon from Pickaway County also spoke on the Affordable Housing Survey that was sent out. He stated he felt that the foundation inspection was a necessity. He also stated that their fees are lower because they are right in their County. They send out Plumbing inspectors to inspect at no additional cost to the consumer, and many times go out at no re-inspection cost.

Executive Director's Report:

License Ratification:

Executive Director, Janet Williams presented a list of three (3) applicants for salesperson licenses that met the requirements for a salesperson's license.

Action: A motion was made by Evan Atkinson and seconded by Chris Miller to approve three (3) salesperson applicants listed on the ratification list. The motion passed unanimously.

Executive Director, Janet Williams presented a list of two (2) applicants for installer licenses that met the requirements for an installer's license.

Action: A motion was made by Jim Demitrus and seconded by Emory Helmuth to approve two (2) installer applicants listed on the ratification list. The motion passed unanimously.

Rules Timeline: Staff will seek approval of the propose Rules at the February Commission. Proposed Rules will be submitted to JCARR by March 18, and there will be public hearing for the proposed Rules on April 20. Staff will final file them by May 24, to be in effect on June 3, 2011.

Rules Discussion: Janet Williams emailed all Commissioners copies of the proposed Rule revisions the week prior to the Commission meeting for their review. Commissioners were able to see the old language as well as the proposed language. There were discussions on all the Rules that were in question. For clarification there were a couple of motions prior to the final vote. AAG Walter McNamara was going to supply the staff with additional verbiage for several Rules.

Action: A motion was made by Tim Apel and seconded by Jim Demitrus for section 4781-6-02.9(D)(2)(b); Awnings and carports shall be open on at least one side. If enclosed on three sides, must maintain 36" means of egress toward the opposition of the open end. The motion passed unanimously.

Action: A motion was made by Tim Apel and seconded by Jim Demitrus for section 4791-11-18(C), the motion asked that the particular rule be stricken. The motion passed unanimously. The feeling in the room was that the timing was not right for the Rule, but that it would be re-introduced at a later date.

Action: A motion was made by Evan Atkinson and seconded by Jim Demitrus to approve the proposed Rules as changed during the February 16, 2011 meeting. The motion passed unanimously.

After the meeting Mavis and Julie will be making any necessary changes. The Rules will be final filed by March 15 and there will be a public hearing for those Rules on April 20. If all goes as planned the Rules should go into effect on June 3, 2011.

Upcoming Dealers/Brokers Renewal Notice:

All dealer and broker renewals were sent out January 27, 2011. Renewals are due on March 31, 2011. All dealers and brokers renewals were sent a copy of the application and they were pointed to the website for a copy of the sample bond form, which they had all received in a prior mailing. As of the date of the meeting, renewals are coming in. Staff is spending a great deal of time assisting dealers and brokers through the process of renewals.

Homeowner/Installer Bulletin: After some comments from Commission Emory Helmuth the Homeowner/Installer Bulletin was revised and resent out of February 9, 2011.

Wind Zone: At the last meeting there was a question raised with regard to wind-zones and the setting of homes. In the Commission packet was a copy of the section of the Rules that speaks to that issue. It states that, if a home is placed in a zone with is less than the zone listed on the data plate, then the anchoring and foundation requirements may be designed to the zone in which the home is placed; unless specifically excluded by the manufacturer of the home. Janet Williams also asked Dave Long from the staff to speak with Lane Pethel at HUD, Lane's response was, he stated if the home's installation instruction provides you with a method of installing a lesser load foundation, you may do it, but you can also get a P.E or R.A to design you with an installation design and instructions. Ohio is wind zone 1.

Enforcements:

Report from the Auditor: Dave Long was out on an inspection last week and stumbled onto some information that should help with enforcement. The local auditor's office provided Dave with a list of titles that have been transferred in or out of a particular park so that we can continue our enforcement efforts in parks. Staff is hopeful that this information will be available through other auditor's offices as well.

Sharing Information with ODH: There is a requirement in the rules (OAC 3701-27-083 B) that park operators submit to the licenser (local health department) a placement notification when they are about to move a home in or out of the park. According to ODH, the park owners are required to notify them within two business days prior to the move. Mavis Giska contacted LeeAnn Todd-Hoon from ODH to see whether we could also obtain this notification to assist us in enforcement in parks. While Ms. Hoon indicated that they cannot require the parks to notify any other entity (like the Commission), they could recommend that OMHC be notified by the local health departments when they receive this information. In turn, ODH requested the Commission notify the local health departments when a new permit is issued to a park in their county. Our office is working out the details with ODH in order to accomplish this.

Working on Keeping Affordable Housing Affordable, Discussion on Inspections:

Executive Director, Janet Williams and staff at the last meeting proposed some ways to perhaps lower the cost of inspections. The Commissioners asked the staff to get some feedback from the inspection agencies. A memo was sent out on February 4, 2011 to all agencies with the proposal and a comments form. In the Commission packets were on the first sheet the pros and cons and comments in parks and the second sheet was the pros and cons on private property. Janet stated, "As you can see there was a wide variety of comments and opinions and that is what they are, opinions". She felt the bottom line is that the Commission is trying to achieve homes that are set properly and safe for consumers, but at a fair cost. The Commission currently does not set fees, but certainly, statutorily they can. We would ask for inspection agencies to be fair, the agencies are all still performing three inspections, but if they are not making three trips there should be a cost savings realized by the consumer. The Commission realizes that agencies deal with a variety of circumstances that are unique, and that could dictate the number of inspections.

It was decided that staff would send a memo to all inspection agencies suggesting they keep their pricing in line with the number of trips. Also, each agency would receive what the Commission has for their agency as far as their fee pricing. They will be given an opportunity to revised their pricing and return their revised pricing to OMHA. When all pricing is received, it will be listed on the OMHC website.

Staff Mapping Parks:

Executive Director, Janet Williams reported that all 88 counties have been completed, mapping the location of all parks and dealers in each county. This way an inspector or staff member (for non-technical inspections) will be able to pick up the County map and set a route to hit the different parks in any given County easily. Staff will also explore the possibility of interactive maps on line.

Approval, Dave Long – COCOA Conference:

Executive Director Janet Williams stated, last year the Commission paid for Dave Long's COCOA.OBOA membership of \$60. The Commission also paid for Dave to attend their Annual Conference. This year the conference is being held in Columbus, the cost is \$250 for the two day conference. She asked that the Commission consider approving the payment of both, which would total \$310.

Action: A motion was made by Evan Atkinson and seconded by Jim Demitrus to pay for both the COCOA/OBOA membership and the Annual Conference, for a total expense of \$310. The motion passed unanimously.

Letter to Governor's Office:

The Governor's Office had requested that all Boards and Commissions sent to their office any information on any outstanding appointments. Executive Director Janet Williams sent them a letter stating that Jim Demitrus had filed his application and was waiting to hear back from them. Janet told them that the other appointment is through the Ohio Department of Health (ODH). She told them the Commission has tried repeatedly to get Director, Gene Phillips, from ODH to suggest an appointment. The previous Governor's Office made calls on OMHC's behalf to no avail. The law does not state that the recommendation for that appoint has to come from ODH, just that they represent them. Janet asked to discuss the appointment with him and is waiting to hear back.

Stats Sheet:

An informative stats sheet was included in the packet showing the sustained decline of manufactured homes nationwide from 1998 – 2010.

New Business:

Mavis Giska, Licensing Supervisor, asked if the Commissioners would consider a variance to the Rule that states a dealer must have a lot of at least 3500 sq. ft. and the display lot must be separated from any other business or residence with a permanent physical barrier for a existing dealer who relocated their place of business, Goldmark Homes at 3899 Grove City Road, Grove City, Ohio. After discussion the Commission voted.

Action: A motion was made by Tim Apel and seconded by Regina Hanshaw to grant a variance, and grant dealer's license to Goldmark Homes at 3899 Grove City Road, Grove City, Ohio. The motion passed unanimously.

Adjournment:

Action: A motion was made by Chris Miller and seconded by Emory Helmuth at 3:00 pm to adjourn. The motion passed unanimously.

Minutes respectfully submitted and certified by Executive Director, Janet M. Williams

Janet M. Williams
Executive Director
Ohio Manufactured Homes Commission

Dan Rolfes
Chair
Ohio Manufactured Homes Commission

Ohio Manufactured Homes Commission
March 16, 2011
10:00 AM
5100 Parkcenter Avenue, Suite 103
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Commission Staff

Janet M. Williams, Executive Director
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Dave Long, Inspector/Investigator

Legal Counsel

Walter McNamara, AAG

Members Absent

Guests

Andrea Reichman, OMHA
Tim Williams, OMHA
Warren Connolly, OCIB
Russ McPherson, AMHRO
Bill Geniella
Rodney Hemming, Elsea, Inc.
Gary B. Swift, Wood County Bldg. Inspection
Troy Warnock, Licking County Bldg. Code Dept.
Chris Celaschi, AAA Homes, Inc.
Rick Binder, Binder Inspection
Matt Klein, Criterium-Cincinnati

Call to Order

The meeting was called to order at 10:00 AM by Chair, Dan Rolfes.

Swearing In:

Executive Director, Janet Williams reported that the President of the Senate re-appointed Evan Atkinson as Commissioner. Evan is the Board representative representing the Ohio Manufactured Homes Association. The Governor's Office also re-appointed Jim Demitrus as Commissioner. Jim represents persons who live in manufactured homes.

Roll Call:

All Commissioners were present with the exception of Ron Younkin who arrived at 10:15 am.

Approval of the Minutes:

Action: A motion was made by Regina Hanshaw to approve the minutes from the February 16, 2010 meeting. The motion was seconded by Chris Miller. The motion passed unanimously.

Public Comment:

Tim Williams, Executive Vice President from the Ohio Manufactured Homes Association (OMHA) spoke on the five point plan that was proposed by OMHA. He stated he received very little feed-back, two for and two against. He suggested that the OMHA plan be taken as a starting point, with a re-examination of the issues. He would like to see some controlling of the fees and that all inspection agencies be on the same playing field.

Bill Geniella spoke and stated that the Commission was established for the betterment of the manufactured homes industry. He stated his concern that there are two sitting presidents from different industry groups who also serve as Commissioners to the OMHC. He also stated his concern that there are installers who served as Commissioners who did not meet the qualification to be a Commissioner. When talking about education for park owners he felt there needed to be an education process, and stated that it should not be voluntary. Bill also voiced his concern over self certification and called it a disservice to the Commission.

Rick Binder of Binder's Inspection Agency stated he is an inspector because of education and stated the importance of an education requirement.

Executive Director Janet Williams addressed some of the concerns stated, she read from the OMHC Law, 4781.02(B)(3)(a), Two members who are manufactured housing installers who have been actively engaged in the installation of manufactured housing for the five years immediately prior to appointment. She stated by our definition an installer does not have to throw on boots and go into the trenches, they can be a supervisor who oversees the set of a home. Because it came into question she asked both installer representatives to the Board how many years they had actively been installing homes. Commissioner Helmuth stated he has installed homes for forty (40) years, and Commissioner Apel stated he had installed homes for nineteen (19) years. She stated they both qualify to serve as installer representatives to the Board.

Evan Atkinson stated he felt there are several areas of concern. The Commission needs to stay on the path of enforcement, keeping a level playing field, and keeping affordable housing affordable. We need to be concerned about the cost of inspections, if inspection agencies are making fewer trips to do the inspections, then there should be some realized savings to consumers. It was also brought up that cost could be controlled in the contracts with the third party agencies.

Gary from Wood County stated that currently they are only inspecting in Wood County, but would be interested in branching out.

AAG Walter McNamara stated that next month he would give a report on SB 2, which had to do with future Rule filing.

Executive Director's Report:

Action: A motion was made by Evan Atkinson and seconded by Chris Miller to go into executive session for the purpose of personnel matters; to consider the employment, dismissal, discipline, demotion or compensation of an employee pursuant to RC 121.22(G)(1) and Court Action RC 121.22(H)(3). Roll call vote, voting Aye: Dan Rolfes, Ron Younkin, Evan Atkinson, Chris Miller, Regina Hanshaw, Jim Demitrus, Emory Helmuth and Tim Apel. The motion passed unanimously.

Action: A motion was made by Jim Demitrus and seconded by Ron Younkin to exit executive session for the purpose of personnel matters; to consider the employment, dismissal, discipline, demotion or compensation of an employee pursuant to RC 121.22(G)(1) and Court Action RC 121.22(H)(3). Roll call vote, voting Aye: Dan Rolfes, Ron Younkin, Evan Atkinson, Chris Miller, Regina Hanshaw, Jim Demitrus, Emory Helmuth and Tim Apel. The motion passed unanimously.

License Ratification:

Executive Director, Janet Williams presented a list of two (2) applicants for salesperson licenses that met the requirements for a salesperson's license.

Action: A motion was made by Ron Younkin and seconded by Evan Atkinson to approve two (2) salesperson applicants listed on the ratification list. The motion passed unanimously.

Executive Director, Janet Williams presented a list of one (1) applicant for installer licenses that met the requirements for an installer's license.

Action: A motion was made by Ron Younkin and seconded by Chris Miller to approve one (1) installer applicants listed on the ratification list. The motion passed unanimously.

Executive Director, Janet Williams presented a list of one (1) applicant for an inspector certification that met the requirements to become a certified inspector.

Action: A motion was made by Evan Atkinson and seconded by Ron Younkin to approve one (1) inspector applicant listed on the ratification list. The motion passed unanimously.

Status of Proposed Rules:

Janet Williams reported that Mavis Giska and Julie West from the OMHC staff worked very hard at entering all of the data into the State's Electronic Rules Filing (ERF) system. The Proposed Rules will be filed on Friday, March 18, 2011. The public hearing will be held at the next Commission meeting on April 20, 2011. The Proposed Rules will be put on the Commission website by Friday, March 18, 2011. If all goes as planned the Rules should go into effect on June 3, 2011.

Dealers/Brokers Renewal Notice Update:

All dealer and broker renewals were sent out January 27, 2011. Renewals are due on March 31, 2011. All dealers and brokers renewals were sent a copy of the application and they were pointed to the website for a copy of the sample bond form, which they had all received in a prior mailing. Staff is spending a great deal of time assisting dealers and brokers through the process of renewals. Mavis Giska reported that of the 300 or so renewals that were sent out, we have processed approximately 100 renewals. Five or six confirmed so far that they will not be renewing.

Audit:

On Thursday, March 17, 2011 staff will meet with Senior Audit Staff from the Auditor's Office. The Audit will include a two year audit of the OMHC books. The audit time period runs from July 1, 2009 through June 30, 2011. With the help of our new Fiscal position, we are sitting well with our books all reconciled.

Auditors Report:

Mavis Giska reported that staff is sending out the most recent quarterly updates for relocation notices. We appear to be getting a better response with the more recent notices, than the older ones.

Report from the Northeastern Area Meeting:

OMHC Staffers, Janet Williams, Mavis Giska and Dave Long, along with Commissioners, Ron Younkin, Evan Atkinson and Tim Apel met with approximately fifty persons from the Northeastern area of the State to address concerns that they have with the Commission. The meeting was very well received. Cost involved with inspections seemed to be one of their bigger concerns. Tim Williams from OMHA moderated the discussion. Executive Director Janet Williams stressed that if people are having concerns or issues they need to contact the Commission. The Commission is here to help and they want to help.

OMHA – Five Point Plan:

Executive Vice President, Tim Williams addressed the OMHA Five Point Plan during the Public Comments.

FY 12/13 Budget:

Executive Director, Janet Williams reported that the Governor's Blue Book report came out and recommended that the OMHC budget for FY12 go from \$742,100 to 652,922, which represents a 12% decrease, and for FY 13 go from 742,1000 to 642,267, which represents a decrease of 13.6% from the FY10 appropriated amount.

Working on Keeping Affordable Housing Affordable, Discussion on Inspections:

Executive Director, Janet Williams stated at the last meeting it was agreed that staff would go forward and send out a memo to all inspection agencies asking them to be fair. Inspection agencies are all still performing three inspections, but if they are not making three trips there should be a cost savings realized by the consumer. The Commission realizes that agencies deal with a variety of circumstances that are unique, and that could dictate the number of inspections. Staff will forward collecting the fee structures from the various agencies and would be putting the fee structure on their website, with the disclaimer that the Commission does not guarantee the fees are correct and they should contact the agency directly the verify pricing. Staff had held off on this issue in light of some of the correspondence they received from OMHA. Staff now plans to go forward.

ODH Transfer:

There was no language in the Governor's Blue Book for the transfer of licensing authority from the ODH to OMHC. We will stay tuned to see if anything shows up.

Franchise Agreements, Titling Issues Discussion:

There was some conversation with regard to franchise agreements for dealers. It was brought up that manufactured home dealers do not technically have franchise agreements with manufacturers. This was something that was required under BMV but the Commission asked staff to research the possibility of eliminating franchise agreements. Mavis indicated Director Janet Williams, AAG Walter McNamara and herself would try to set up a meeting with the new titling staff.

New Business:

There was an additional request filed for employment benefits by a former employee. OMHC paid a claim from February 2, 2010 until June 2010, which was 25 weeks. The employee must have started working and is longer employed, and has now filed another claim. Because the new claim was filed just five days shy of the one year period, OMHC is now obligated for another 26 week period. The new amount OMHC will be paying should be split with the employee's most recent employer.

Adjournment:

Action: A motion was made by Chris Miller and seconded by Jim Demitrus at 2:30 pm to adjourn. The motion passed unanimously.

Minutes respectfully submitted and certified by Executive Director, Janet M. Williams

Janet M. Williams
Executive Director
Ohio Manufactured Homes Commission

Dan Rolfes
Chair
Ohio Manufactured Homes Commission

Ohio Manufactured Homes Commission
April 20, 2011
10:00 AM
5100 Parkcenter Avenue, Suite 103
Dublin, Ohio 43017

Members Present

Tim Apel
Evan J. Atkinson
Jim Demitrus
Emory Helmuth
Dan Rolfes, Chair
Ron Younkin, Vice Chair

Commission Staff

Janet M. Williams, Executive Director
Mavis Giska, Licensing Supervisor

Legal Counsel

Members Absent

Regina Hanshaw
Chris Miller

Guests

Andrea Reichman, OMHA
Warren Connolly, OCIB
Russ McPherson, AMHRO
Bill Geniella
Rodney Hemming, Elsea, Inc.
Gary B. Swift, Wood County Bldg. Inspection
Mike Ruddy, Wood County Bldg. Inspection
Matt Klein, Criterium-Cincinnati
Martin Bell, Owner
Cecil Ayllon, Poly Vulc
Knut Chancey, Tie Down Engineering
Scott Oliver, Oliver Technologies

Public Hearing for Proposed Rules 10:00 am:

Matt Klein, Criterium Engineers spoke in favor of keeping the Rules as they currently stand with regard to ABS Pads.

Cecil Ayllon, Poly Vulc spoke in favor of the Proposed Rules with regard to ABS Pads.

Knut Chancey, Tie Down Engineering spoke in favor of the Proposed Rules with regard to ABS Pads.

Scott Oliver, Oliver Technologies spoke in favor of the Proposed Rules with regard to ABS Pads.

There were no further comments for the Proposed Rules. The Public Hearing closed at 10:45 am

Call to Order

The meeting was called to order at 10:50 AM by Chair, Dan Rolfes.

Roll Call:

All Commissioners were present with the exception of Regina Hanshaw and Chris Miller.

Approval of the Minutes:

Action: A motion was made by Evan Atkinson to approve the minutes from the March 16, 2010 meeting. The motion was seconded by Emory Helmuth. The motion passed unanimously.

Public Comment:

No Comments

Executive Director's Report:

Discussion from Public Hearing:

There was an extension discussion regarding ABS Pads. Comments were made that there should be better education for the installers using ABS Pads as well as the use of the pocket penetrometer. Comments were also made about the independent study that was performed in 1999 through the OMHA and how those homes are all setting soundly and have not moved. There was also a comment that HUD has approved the use of ABS pads in all sets.

Action: A motion was made by Jim Demitrus and seconded By Emory Helmuth to accept all of the Proposed Rules, comments will still be accepted until noon of April 21, 2011.

Announcement:

Inspector/Investigator Dave Long is out on extended medical leave. He had surgery on his right shoulder April 11, 2011. He appears to be doing well, but staff was told he could be out of maybe six (6) weeks. Needless to say it has put a large increased burden on the staff. OMHC has spent a lot of time in the past cross-training staff, so now they are being put to the test.

License Ratification:

Executive Director, Janet Williams presented a list of ten (10) applicants for salesperson licenses that met the requirements for a salesperson's license.

Action: A motion was made by Emory Helmuth and seconded by Evan Atkinson to approve ten (10) salesperson applicants listed on the ratification list. The motion passed with Ron Younkin abstaining from the vote.

Executive Director, Janet Williams presented a list of one (1) applicant for installer licenses that met the requirements for an installer's license.

Action: A motion was made by Jim Demitrus and seconded by Emory Helmuth to approve one (1) installer applicants listed on the ratification list. The motion passed unanimously.

Executive Director, Janet Williams presented a list of two (2) applicants for a dealer's license that met the requirements to become a dealer.

Action: A motion was made by Evan Atkinson and seconded by Jim Demitrus to approve two (2) dealer applicant listed on the ratification list. The motion passed unanimously.

CE Credits for Attending Commission Meetings:

At a past meeting it was suggested that persons who attend Commission Meeting might receive some continuing education credits. Currently the Rules state that installers and inspectors must receive at least half of their credits from an OMHC sponsored course. So, for installers that would have at least 4 credits, and for 6 for inspectors. They can both receive the additional 4 credits for installers and 6 credits for inspectors from a Commission approved outside source. All Commission approved outside courses the installer or inspector must pay \$5 per credit with an additional \$5 administrative fee. Executive Director, Janet Williams stated she believes that continuing education should be that, an education setting, a Commission meeting is not necessarily an education forum, but it's more of a place where policies and enforcements are discussed. After further discussion, it went to a vote.

Action: A motion was made by Emory Helmuth and seconded by Tim Apel to not allow continuing education credits be granted to persons attending Commission Meetings. The motion passed unanimously.

Dealers/Brokers Renewal Notice Update:

All dealer and broker renewals were sent out January 27, 2011. Renewals are due on March 31, 2011. All dealers and brokers renewals were sent a copy of the application and they were pointed to the website for a copy of the sample bond form, which they had all received in a prior mailing. Staff is spending a great deal of time assisting dealers and brokers through the process of renewals. Mavis Giska reported that of the 300 or so renewals that were sent out, we have processed approximately 216 renewals or about 75%. A number of dealers confirmed that they will not be renewing. The question was raised on how many were parks vs. straight dealers, staff will gather that information.

Salespersons Renewals:

Licensing Supervisor, Mavis Giska reported that all salespersons renewals will be going out early in May and that salespersons must renew by June 30, 2011.

Audit:

Commissioners reviewed a letter of arrangement from the State Auditor's Office. Staff has spent the last three weeks being audited. The letter of arrangement explained their expectation. This is the first time that the OMHC will have to pay for the audit. The letter of arrangement stated that the cost of that audit will not exceed \$8,600. Executive Director, Janet Williams stated, having no idea what it would cost, she had budgeted \$15,000. The audit consumed a great deal of staff time in the last month.

Rental Lease:

Commissioners reviewed a letter received from State Real Estate. OMHC rent was scheduled to increase on July 1, 2011 to \$13.50 per sq. ft. State Real Estate negotiated to keep the rate at the current rate of \$13.00 per sq. ft., that will be a savings of \$2,297.10 over the next biennium.

Budget Testimony:

Commissioners reviewed a report that was issued by the Gongwer News Service on the budget testimony given by Executive Director, Janet Williams. On March 29, Janet Williams testified in front of the House Sub-committee for the OMHC budget. The testimony went smoothly with the Committee asked a minimal amount of questions. Janet stated to the Committee that because of the budget cuts of over \$90,000 for FY 12 and \$100,000 for FY13 that OMHC may not be able to hire an additional inspector. A copy of her testimony was in the packet.

Budget Report:

Executive Director, Janet Williams presented a budget report. She explained the top half shows the revenues and where they were received from. Revenues from the first three quarters of FY11 exceed FY10 by approximately \$88,000. The lower half of the page shows the expenses to date of \$379,755. The FY11 appropriation is \$742,100. She stated that other than payroll, because we do have more employees than last year our expenses should be less because we had some moving expenses and equipment expenses with computers, desks, etc. for new employees and the Board room furniture.

ODH Transfer – HB 153:

Executive Director, Janet Williams stated, many of you may have heard, there was a transfer of authority from ODH to the 127 local health districts for authority of the licensing and authority of manufactured home parks in Ohio. The OMHC staff has worked diligently with other parties towards revising language to be submitted to the legislature. Enclosed in the packet was a copy of a letter that was submitted to Chairman Carey from Janet Williams.

A very preliminary, proposed, potential timeline was discussed should OMHC get authority of the parks. There will be no word on whether the transfer will go through to OMHC until probably June 15, 2011. That will leave a very short amount of time to complete a large amount of tasks to ensure a smooth transition.

180 Days and One Extension Discussion:

A bulletin was sent out by staff to all inspection agencies reminding them of the 180 day rule for permits. It states from the date the permit is issued until final approved the date must not exceed 180 days, unless the installer submits a letter justifying the reason why they need additional time. The inspector may grant one extension of time not to 180 days. Janet Williams was contacted by several agencies stating that they have persons who just cannot afford to be done in the 180 days along with the extension. Persons who are not living in the home, doing the work themselves, maybe they have lost their jobs, and the job is on hold. They certainly don't have the money to pay for another permit. We talked about granting them extensions on a case by case basis after the extension period of 180 days. After speaking to AAG, Walter McNamara, he believes that the Governor's Office would want us to work with these folks. He also reiterated that no one should be living in the home. The inspection agencies could grant extensions in these types of situations.

Wells Fargo:

Executive Director, Janet Williams just wanted to make the Commissioners aware that Wells Fargo with partner finance companies are looking to submit legislation which would create uniform standards for converting MH chattel property to real property. ie., surrendering the title to a deed. They are handling all of the legislative process with their own attorneys and lobbyists.

Licensing Dealers for Installation:

This is a topic the Commission discussed at a past meeting, having the dealer be responsible for the set of the home. AAG, Walter McNamara was going to look into this and discuss, but was unable to make it to the meeting.

SB 2:

At the last meeting Regina Hanshaw brought up SB2 and said it would have an impact on our future Rule filing procedures. AAG, Walter McNamara was going to look into this and discuss, but was unable to make it to the meeting.

Franchise Agreements, Titling Issues Discussion:

Mavis Giska spoke briefly on this topic. AAG, Walter McNamara was going to look into this and discuss, but was unable to make it to the meeting.

Spanish Step by Step:

The Commission now has a Spanish version of our step by step procedure for setting a manufactured home, for those interested. Janet Williams thanked the Attorney General's office for their assistance with it.

Illegal Occupancy Letters:

There were some issues with some letters that went out to folks telling them they may have set a home illegally. They responded back and told us no one was living in the home. Walter has come up with a letter that we will use in the future when someone tells us that the home is not occupied. AAG, Walter McNamara was going to discuss this, but was unable to make it to the meeting.

Approval of Policy (Internal):

As Executive Director Janet Williams earlier stated, we have had the Auditors at the office for the last three weeks. She stated that two years ago we were dinged because our policies were not approved by the Commission. She stated and showed the Auditor's Office that our Staff Policies were approved by the Commissioners. The Auditor stated internal policies should also be approved. Janet disagreed with her stating that the Executive Director is hired to administer the office and its' daily policy procedures, example, how to enter into e-licensing, how to enter checks into the states' OAKS system, and those are internal policy not approved by the Commissioners. To please the Auditor's Office Janet passed around to the Commissioner's a copy of the procedures we follow here in the office and requested a motion to approve them, and perhaps state to them that it is the Executive Director who approved those internal ways to doing the job.

Action: A motion was made by Ron Younkin and seconded by Jim Demitrus to approve all internal policies as set up by the Executive Director. He also added it is the Executive Director who approves the internal policies. The motion passed unanimously.

Past Employee - Unemployment:

OMHC received from the Ohio Department of Job and Family Services a statement that the OMHC will be responsible for 56.2607% of the \$470 a week payment of unemployment to a past employee. That amounts to \$264.43 weekly. OMHC may be responsible to pay for an additional 25 weeks.

New Business:

It was decided that there would be no Commission meeting on Wednesday, May 17, 2011. If a meeting is needed it will be scheduled for May 24, 2011

Adjournment:

Action: A motion was made by Tim Apel and seconded by Emory Helmuth at 3:00 pm to adjourn. The motion passed unanimously.

Minutes respectfully submitted and certified by Executive Director, Janet M. Williams

Janet M. Williams
Executive Director
Ohio Manufactured Homes Commission

Dan Rolfes
Chair
Ohio Manufactured Homes Commission

Ohio Manufactured Homes Commission
July 20, 2011
10:00 AM
5100 Parkcenter Avenue, Suite 103
Dublin, Ohio 43017

Members Present

Evan J. Atkinson
Jim Demitrus
Regina Hanshaw
Emory Helmuth
Dan Rolfes, Chair
Ron Younkin, Vice Chair

Commission Staff

Janet M. Williams, Executive Director
Mavis Giska, Licensing Supervisor
Dave Long, Inspector/Investigator

Legal Counsel

Walter McNamara

Members Absent

Tim Apel

Guests

Andrea Reichman, OMHA
Warren Connolly, OCIB
Joe Maskouyak, Ohio Poverty Law Center
Rodney Hemming, Elsea, Inc.

Call to Order

The meeting was called to order at 10:05 AM by Chair, Dan Rolfes.

Roll Call:

All Commissioners were present with the exception of Tim Apel.

Approval of the Minutes:

Action: A motion was made by Jim Demitrus to approve the minutes from the April 20, 2011 meeting. The motion was seconded by Emory Helmuth. The motion passed unanimously.

Public Comment:

Third Party Inspector, Warren Connolly spoke regarding the problems there have been up in the Northwestern section of the state, specifically Lucas County and surrounding areas. The power company will not hook up the electric until the building department is signing off and inspecting. OMHC inspections for electric are being done by ESI's and do not require additional inspections by the building department prior to the electric being turned on. Warren stated that it is costing the parks a fortune. Commissioner Regina Hanshaw will work with OMHC inspector, Dave Long, AAG, Walter McNamara and Jan Sokolnicki from Board of Building Standards to get a memo out regarding this issue.

Executive Director's Report:

Announcement:

Inspector/Investigator Dave Long has returned from extended medical leave. He had surgery on his right shoulder April 11, 2011. He appears to be doing well.

Commissioner, Chris Miller from Adventure Homes who represented manufacturers has submitted his resignation to the Board for his seat as Commissioner. Chris accepted a new position with a company in North Carolina. Andrea from OMHA stated that Adventure Homes would like to retain the seat and that their President, Wally Comer was submitting an application for the vacant seat.

License Ratification:

Executive Director, Janet Williams presented a list of thirteen (13) dealers who met the qualifications to be a dealer. Of the thirteen (13) there was one dealer that the Commission discussed a variance and two dealers that were asked to be ratified pending an OMHC inspection. The Commissioners discussed the variance and asked that the dealer look into securing a separate address from the post office for his dealership.

Action: A motion was made by Ron Younkin and seconded by Jim Demitrus to approve ten (10) dealers out right and to approve two (2) dealers pending the OMHC inspection and to approve one (1) dealer pending his attempt to secure a separate address for his dealership. The motion passed unanimously.

Executive Director, Janet Williams presented a list of fifteen (15) applicants for salesperson licenses that met the requirements for a salesperson's license.

Action: A motion was made by Jim Demitrus and seconded by Emory Helmuth to approve fifteen (15) salesperson applicants listed on the ratification list. The motion passed unanimously.

Executive Director, Janet Williams presented a list of one (1) applicant for installer licenses that met the requirements for an installer's license.

Action: A motion was made by Jim Demitrus and seconded by Emory Helmuth to approve one (1) installer applicants listed on the ratification list. The motion passed unanimously.

Dealers/Brokers Renewal Notice Update:

Renewals were due on March 31, 2011. Staff is spending a great deal of time assisting dealers and brokers through the process of renewals. Mavis Giska reported that of the 300 or so renewals that were sent out, we have processed approximately 227 renewals. 87 dealers did not renew their dealership. The question was raised on how many were parks vs. straight dealers, Mavis stated that 2/3's were in parks and 1/3 were straight dealers.

Licensing Supervisor, Mavis Giska reported that a bulletin was mailed out to approximately 575 parks that had over 50 lots in their park. The bulletin explained that if the park was selling more than five (5) homes in a twelve (12) month period they were required to have a dealer's license. This mailing has generated a lot of calls and approximately 15 dealership applications with more to follow.

Salespersons Renewals:

Licensing Supervisor, Mavis Giska reported that the deadline for all salespersons renewals was June 30. She reported that there are 217 active salespersons and 102 who had not renewed.

HUD Conference: Executive Director, Janet Williams reported that she attended HUD's SAA Midwestern Regional meeting in Minneapolis from June 20-23. The conference talked a lot about the roles of SAA states, installation programs and dispute programs. HUD's Director, Elizabeth Cocke announced she would be leaving HUD the middle of July and that Henry Czauski would be taking her place.

Gas Testing Bulletin/Form: On June 28, 2011 a bulletin was sent out from Dave Long. He had revamped the Gas System Testing form to make it easier to understand. The new form was sent out, along with an explanation of the revised form.

Budget Report:

Executive Director, Janet Williams presented a budget report. She explained that FY11 finished with nearly \$408,000 in revenues and \$498,000 in expenses compared to last year's figures of approximately \$238,000 in revenues and \$469,000 expenses. You can see there has been a big improvement. Some expenses OMHC incurred in FY11 that we will not have in FY12 is the approximate \$30,000 - \$40,000 spent on IT services for the BMV takeover and approximately \$11,000 in the 27th pay for the year.

ODH Transfer – HB 153:

Executive Director, Janet Williams stated, some of you may have heard the Commission will not be taking over the MH Parks at this time. According to the final budget that we just got a copy of late Monday all authority will stay with the Ohio Dept of Health as it has been in the past with no changes. We received information from one of the local health districts who said in the ODH weekly conference call between ODH and the local health districts that ODH was scrambling because they fully expected that they would no longer have the parks, and they had laid off their employees who were in charge of the site, and lot development approvals as well as the flood plain approvals.

There was much discussion of where to go from here. Some suggestions that were tossed out were possibly contacting the ODH and explore the possibility of a transfer through an MOU. Walter McNamara would have to check that out. Commissioner, Regina Hanshaw suggested going through the Lt. Governor's Office's Common Sense Initiative to make regulations more efficient, easier and better for small business. Explain the situation to them. Ultimately, the transfer of parks from ODH to the Commission needs to be a law.

Licensing Dealers for Installation:

This is a topic the Commission discussed at a past meeting, having the dealer be responsible for the set of the home. AAG, Walter McNamara was going to look into this and discuss what surrounding states were doing. He discussed West Virginia, Kentucky and Pennsylvania. Of those states, none of them require the dealer to do the inspections. He suggested a compliance agreement with dealers and installers, stating home will be set by a licensed installer or homeowner and that the home will not be occupied until final seal is placed.

Commissioner, Evan Atkinson would like to see the dealership licensed to set the homes, pull the permit and be the responsible party to see the job completed. He also would like to see if the dealer/park name could be added to the seal report.

Staff will explore some options and report back.

SB 2:

SB2 will go into affect the first part of the year (2012). It will affect us next time we revise or write new Rules. There will be a lot more required questions to be answered. We will be asked to state what if any impact our Rules will have on small business, consider the necessity of the Rule and take into consideration the safety and welfare of citizens. It is part of what is being called the Common Sense Initiative (CSI).

Information on Other State Installer Programs:

Included in the packets was information that was compiled by Florida's Installation Program for many different states regarding their installation program and their fees.

Scheduling of FY12 Commission Meetings:

Commission meetings are generally held the third Wednesday of every month. A list was submitted for every month of FY12, but it may be possible to go every other month, or schedule according to the items that must be discussed.

Action: A motion was made by Regina Hanshaw and seconded by Emory Helmuth to accept to schedule of meetings for FY12 as submitted by Executive Director, Janet Williams. The motion passed unanimously.

New Business:

Adjournment:

Action: A motion was made by Jim Demitrus and seconded by Emory Helmuth at 1:00 pm to adjourn. The motion passed unanimously.

Minutes respectfully submitted and certified by Executive Director, Janet M. Williams

Janet M. Williams
Executive Director
Ohio Manufactured Homes Commission

Dan Rolfes
Chair
Ohio Manufactured Homes Commission

Ohio Manufactured Homes Commission
August 17, 2011
10:00 AM
5100 Parkcenter Avenue, Suite 103
Dublin, Ohio 43017

Members Present

Tim Apel
Jim Demitrus
Regina Hanshaw
Emory Helmuth
Dan Rolfes, Chair
Ron Younkin, Vice Chair

Commission Staff

Janet M. Williams, Executive Director
Mavis Giska, Licensing Supervisor
Dave Long, Inspector/Investigator

Legal Counsel

Walter McNamara

Members Absent

Evan J. Atkinson

Guests

Andrea Reichman, OMHA
Warren Connolly, OCIB
Joe Maskouyak, Ohio Poverty Law Center
Rodney Hemming, Elsea, Inc.

Call to Order

The meeting was called to order at 10:00 AM by Chair, Dan Rolfes.

Roll Call:

All Commissioners were present with the exception of Evan Atkinson.

Approval of the Minutes:

Action: A motion was made by Regina Hanshaw to approve the minutes from the July 20, 2011 meeting. The motion was seconded by Jim Demitrus. The motion passed unanimously.

Public Comment:

Third Party Inspector, Warren Connolly spoke regarding the continuing of problems there have been up in the Northwestern section of the state, specifically Lucas County and surrounding areas. The power company will not hook up the electric until the building department is signing off and inspecting.

Executive Director's Report:

Announcement:

Executive Director Janet Williams announced that former founding Commissioner, Owner of Fairmont Homes and Owner of Gulfstream Motor Homes was inducted into the RV/MH Hall of Fame earlier this month. She also announced that the Commission also has some other esteemed members of the Hall of Fame. Dan Rolfes was in the Class of 2000 inducted, Ron Younkin in the class of 2006. Ron Younkin's father Floyd was in the Hall of Fame Class of 1981. She congratulated them all and stated that our Commission was well represented nationally.

Direct Deposit Forms:

Direct Deposit forms for reimbursement for Commissioner travel were sent out by email. Receiving payment by direct deposit saves the State a considerable amount over check processing. We still need forms back for Dan, Ron and Emory. The forms should be submitted to our office and we will forward them down town. Commissioners were thanked for their cooperation.

License Ratification:

Executive Director, Janet Williams presented a list of five (5) dealers who met the qualifications to be a dealer. Of the five (5) there were three (3) dealers that were asked to be ratified pending directional signage.

Action: A motion was made by Jim Demitrus and seconded by Emory Helmuth to approve five (5) dealers pending directional signage. The motion passed unanimously.

There was a discussion of a dealer last month with regard to him getting a separate mailing address. The dealer was Rebo. After additional discuss the Commissioners voted to grant him a license as a dealer.

Action: A motion was made by Ron Younkin and seconded by Regina Hanshaw to approve Rebo as a dealer. The motion passed unanimously.

Executive Director, Janet Williams presented a list of nine (9) applicants for salesperson licenses that met the requirements for a salesperson's license.

Action: A motion was made by Tim Apel and seconded by Emory Helmuth to approve Tiffeny N. Jones as a salesperson applicant listed on the ratification list. The motion passed with Jim Demitrus abstaining.

Action: A motion was made by Tim Apel and seconded by Jim Demitrus to approve Michael J. Campbell and Erin F. Percy as salesperson applicants listed on the ratification list. The motion passed with Dan Rolfes abstaining.

Action: A motion was made by Tim Apel and seconded by Ron Younkin to approve the remaining six (6) applicants for a salesperson license. The motion passed unanimously.

Executive Director, Janet Williams presented a list of one (1) applicant for installer licenses that met the requirements for an installer's license.

Action: A motion was made by Tim Apel and seconded by Emory Helmuth to approve one (1) installer applicants listed on the ratification list. The motion passed unanimously.

Salespersons Renewals:

Licensing Supervisor, Mavis Giska reported that the deadline for all salespersons renewals was June 30. She reported that there are 217 active salespersons and 102 who had not renewed.

Licensing Enforcement:

Commissioners were given samples of several letters that are being handed out as Janet Williams and Mavis Giska make Manufactured Home Park visits. They will eventually try to cover the state and have initially started with Franklin County. In addition to the letter parks are also receiving a copy of the Step by Step brochure. Mavis also explains that if they are selling more than five (5) homes in a twelve (12) month period they must also obtain a Dealer's license.

The staff continues to receive the relocation notices from the county auditor's offices. Staff checks them against the seal report and sends our possible illegal set letters. If the staff receives no response from letter that was sent out, those addresses are being split up between the inspection agencies and they are being asked to follow up. Of the 22 agencies that were sent addresses to follow up, only 11 have responded.

It was mentioned that staff has received calls from consumers complaining that they are calling inspection agencies and can't get through and are not getting return calls when they leave messages. When that does occur staff will phone the agency directly and ask them to call the consumer.

Mavis Giska reported that through a signed MOU the Commission will have access to titling information through the BMV. This information will also help to increase our enforcement efforts. She thanked AAG, Walter McNamara for his assistance with this effort.

Dave Long discussed the value to the Commission for using Google Earth in his investigative work. The Commission advised him to look into a subscription.

Dispute Resolution:

Inspector/Investigator Dave Long gave a report for the last quarter of FY 11 as well as a year-end report for FY11. The Dispute Resolution Program finished FY11 with five (5) complaint forms mailed out, three (3) forms returned as formal complaints, currently two (2) active cases with one (1) case closed.

Budget Report:

Executive Director, Janet Williams presented a budget report. She explained that the column on the right hand side show that through August 12 for FY12 we have spent \$52,234 and we have taken in \$45,290.

4K9 Fund Report:

Executive Director, Janet Williams explained that the 4K9 is the fund that all our monies are deposited and where the Commission gets its' funding. It is a strong fund made up of approximately 29 Boards and Commission. She stated that the fund started FY11 with about 38 million and after taking in revenues of about 39 million and having expenses of 27 million and the Governor's Office raiding the fund of just over 32 million, that the fund has a FY11 ending balance of just over 17 million. She also explained that the FY12 budget has allowed for the 4K9 fund to spent 3 million on upgrading a new data base system that all Boards and Commissions will be using. They expect the new system to be up and running after the first of the year. She also stated there would be a learning curve with the new system.

Flood Plain Management Seminar:

On July 27 OMHC was asked to provide a breakout session at the Flood Plain Management seminar put on by the Ohio Department of Natural Resources. Dave Long and Janet Williams spoke and Dave actually attended the two day conference. One thing taken away of our speech and the questions we received was there needs to be something more than just a yes or no on our applications on whether the home being set is in the flood area. If we are relying on the homeowner or the installer to answer that question, it is most probably going to be no it is not in a flood plain. It should be one of two proofs. It is either a letter from the flood plain administrator stating it is not in a flood area, or a copy of the permit that was issued from the flood plain administrator. We will be listing on our website here in the near future a link to the ODNR where inspection agencies can check to see who the flood plain administrator is in every area of the State.

ODH Transfer – HB 153:

At the last meeting staff with the Attorney General's Office was going to explore some ideas with regard to the park transfer. AAG, Walter McNamara spoke and stated that it is not possible to do an MOU with ODH for them to give up their authority. It may be possible to give some aspects up but not the entire program. Janet Williams felt it was not appropriate at this time to go to the Governor's office to discuss when the States Legislators just six (6) weeks ago decided the parks should remain with ODH. She felt we should take some time and figure out what the right move would be. She also felt that OMHC should foster a good relationship with ODH so when the time is right perhaps we could have a joint memo of support for the transfer from ODH to the OMHC. The Commission would like to see a meeting set up with ODH Director, Gene Phillips and Executive Director, Janet Williams to discuss.

Mavis confirmed with Mary Clifton at ODH that she is the contact person for park plan approvals, expansions and flood plain issues. Any calls relating to park licensing or operation of the park should be directed to LeeAnn Todd-Hoon. Mary asked that we provide callers with their main office number of 614-466-1390.

Meeting with BBS over Electrical Issue:

There was a meeting held on August 8, comments were deferred to the person in attendance of that meeting, AAG Walter McNamara, Dave Long, OMHC Inspector/Investigator, and Regina Hanshaw, Commissioner and BBS Executive Secretary. Other persons who attended that meeting included, Jan Sokolnicki and Steve Regoli from the BBS. The issue is that some building departments are charging additional fees for inspections on electrical services that third party inspection agencies are already inspecting. Both the building departments and the third party agencies electrical inspections are being done by BBS certified ESI's. The building departments claim that third party agencies are only inspecting from the meter base, down and the connection in the home. They feel it is their jurisdiction to inspect from the top of the meter base to the top of the pole, and they are charging consumers an additional fee for that inspection. Regina stated that BBS would be submitting a letter to the OMHC. She also wanted to have another meeting including Executive Director, Janet Williams prior to the next Commission Meeting regarding the letter. The Commission would like to have a solution worked out with the end consumer in mind first and foremost.

New Business:

Hearings – 1:00 PM:

Action: A motion was made by Jim Demitrus and seconded by Emory Helmuth to go into Executive Session. There was a roll call vote, Dan Rolfes, Ron Younkin, Jim Demitrus, Emory Helmuth and Tim Apel.

The Commission invited Executive Director Janet Williams, AAG Walter McNamara, Mavis Giska and Dave Long to remain in the room during Executive Session.

Action: A motion was made by Jim Demitrus to exit Executive Session; the motion was seconded by Emory Helmuth. There was a roll call vote, Dan Rolfes, Ron Younkin, Jim Demitrus, Emory Helmuth and Tim Apel.

Action: A motion was made by Jim Demitrus and seconded by Emory Helmuth that Installer, Ted Watt was not found guilty in violation of the charge of installing a manufactured home at 9863 Bayberry Lane, Garrettsville, Ohio 44231 in Portage County without first obtaining the proper permits from the proper authority. The motion passed with Tim Apel abstaining.

The Commission advised him that they felt if the stop work had not been issued on Thursday that he would have set the home on Friday, and then he would have been in violation. The Commission also stated that the permit must be secured prior to the setting of the home and the permit card should be posted in the window of the home being set.

Action: A motion was made by Jim Demitrus and seconded by Emory Helmuth to go into Executive Session. There was a roll call vote, Dan Rolfes, Ron Younkin, Jim Demitrus, Emory Helmuth and Tim Apel.

The Commission invited Executive Director Janet Williams, AAG Walter McNamara, Mavis Giska and Dave Long to remain in the room during Executive Session.

Action: A motion was made by Ron Younkin to exit Executive Session; the motion was seconded by Tim Apel. There was a roll call vote, Dan Rolfes, Ron Younkin, Jim Demitrus, Emory Helmuth and Tim Apel.

Action: A motion was made by Ron Younkin and seconded by Jim Demitrus that Installer, Greg K. Goodrich was found guilty in violation of two charges of installing manufactured homes at 4287 Manchester Avenue, Lot #4, North Lawrence, Ohio 44666 in Stark County and 4287 Manchester Avenue, Lot #6, North Lawrence, Ohio 44666 in Stark County without first obtaining the proper permits from the proper authority. The fine imposed will be \$500 per violation, with \$500 of the fine suspended. It was stated that all future sets should be set to the letter of the law. The motion passed unanimously.

Adjournment:

Action: A motion was made by Emory Helmuth and seconded by Ron Younkin at 3:00 pm to adjourn. The motion passed unanimously.

Minutes respectfully submitted and certified by Executive Director, Janet M. Williams

Janet M. Williams
Executive Director
Ohio Manufactured Homes Commission

Dan Rolfes
Chair
Ohio Manufactured Homes Commission

Ohio Manufactured Homes Commission
September 21, 2011
10:00 AM
5100 Parkcenter Avenue, Suite 103
Dublin, Ohio 43017

Members Present

Evan J. Atkinson
Tim Apel
Jim Demitrus
Regina Hanshaw
Dan Rolfes, Chair
Ron Younkin, Vice Chair

Commission Staff

Janet M. Williams, Executive Director
Mavis Giska, Licensing Supervisor
Dave Long, Inspector/Investigator

Legal Counsel

Walter McNamara

Members Absent

Emory Helmuth

Guests

Andrea Reichman, OMHA
Warren Connolly, OCIB
Rodney Hemming, Elsea, Inc.

Call to Order

The meeting was called to order at 10:00 AM by Chair, Dan Rolfes.

Roll Call:

All Commissioners were present with the exception of Emory Helmuth.

Approval of the Minutes:

Action: A motion was made by Tim Apel to approve the minutes from the August 17, 2011 meeting. The motion was seconded by Jim Demitrus. The motion passed unanimously.

Public Comment:

None

Executive Director's Report:

License Ratification:

Executive Director, Janet Williams presented a list of ten (10) applicants for salesperson licenses that met the requirements for a salesperson's license.

Action: A motion was made by Jim Demitrus and seconded by Ron Younkin to approve the list of ten (10) salesperson applicants listed on the ratification list. The motion passed unanimously.

Explanation of Background Checks (Dealer/Broker/Salesperson):

Licensing Supervisor, Mavis Giska explained that there is a difference in our laws for the licensing of dealers, brokers and salespersons compared to installers and inspectors. Where the Commission hears all felony applicant cases applying as installers or inspectors, the Commission only hears felony cases for dealers, brokers and salespersons when the felony is in connection with a manufactured home or the case involves bad business repute.

Licensing Enforcement:

The Commission staff has been following many different avenues when it comes to enforcement. Staff has now visited every park in Franklin County, some parks in both Madison and Clark. It has been a very worth while adventure. We are getting in front of park owners/managers giving them step by step brochures and a letter explaining the program also explaining if they are selling more than five homes they need a dealer's license.

Email to ODH:

Mavis Giska had a follow up email to ODH (LeeAnn Todd-Hoon) asking again about sharing some information. We were asking if we could receive a copy of the placement notification that the park owners are required to provide when a home is being moved into a park. This documentation will assist us with enforcement. The Commission would provide to them the homes being permitted in parks as that information would be useful to them.

ODOT Information:

Staff reported that a public records request was made to ODOT for oversize load permits on two specific transporters. A copy of the report was shared with the Commission. It was noted that because the reports do not specifically indicate the address the homes were dropped, only the nearest intersection, this information may not be as useful as staff had expected.

Titling Records:

Mavis Giska reported that BMV/Titling staff was scheduled to install software on our computers to access statewide Titling records. This was expected to be completed within the next 2 weeks.

Google Earth:

Staff discussed a seven day trail that they would pursue in the near future.

Illegal Set Report:

A progress report was discussed of relocation notices from Auditors and illegal set letters. It was stated that the staff is getting a better response from the newer ones instead of going on the way back to July 2007. Staff will drill down the information one County at a time. Staff will forward to the AG's office to one with no response.

Inspect 1 Inspection Agency:

Executive Director, Janet stated that she had received an email from Robert Humphrey from Inspect 1 Inspection Agency. The email was to inform the Commission that effective 9/1/11 Inspect 1 Inspection Agency would be resigning from active status as a third party agency. They stated they would complete their current obligations, completing all phases of inspections over the next several months. Staff has some ongoing investigative work. Staff will follow up with a letter prepared by Walter McNamara, AAG stating the agency must finish all their inspections and maintain their insurances and bonds until all jobs are completed, and we reserve the right to bring him in on charges.

Installation Permit/Inspection Card:

Janet Williams explained the memo that was sent out to all inspection agencies as well as installers reminding them that the permit card must be posted in the window during installation of the home.

Flood Plain Administration Link:

Janet Williams explained the memo that was sent out to all inspection agencies explaining where you go to on the OMHC website to get information on flood plain administrators in all areas of the state. She also explained that there is a link on the OMHC website that takes you to the ODNR website.

Budget Report:

Executive Director, Janet Williams presented a budget report. She explained that with the first quarter of FY12 nearly done, there have been expenses of \$112,479 and revenues of \$70,485.

Status with the Parks:

At the last meeting it was decided that Executive Director, Janet Williams should make some calls. She spoke with Gene Phillips from the Ohio Department of Health, it was a very cordial conversation he stated that it was at no urging from ODH that the transfer of parks did not go through to the Commission. They fully intended to give them up and had reduced their staff and had been having weekly teleconferences to the locals explaining what the procedures would be after the takeover. He was very surprised that it did not go through. He stated that there have been no serious conversations or formal decisions, but that the higher-ups at ODH would be discussing it in the next 2-3 weeks and he would get back to me. Janet stated that we have not always been on good relations with ODH in the past, but she would like that to change. She spoke with Beth Bickford who is the Executive Director with the Association of Ohio Health Commissioners, Beth also stated that it was at no urging from them, that we had reached an agreement with them to take over the parks and that they thought it was signed, sealed and delivered to go through. She stated that this is just as frustrating for them as it is for us. She stated as long as we stuck with our agreements with them, they would be willing to work with us again. Janet asked what is the word on the street, why the Commission did not get the parks. She said, of course this is just what she heard, but she thought that OBM, Office of Business and Management may have had something to do with it and well as she heard that the legislators felt we were too industry drive. Janet stated that we are a very specialized industry, and it is not a bad thing to work well with the folks who have the pulse of the industry and have been in this industry since 1947. Janet also spoke with Zach Holzaphel who is the legislative liaison for the Ohio Environmental health, which is the Sanitarians. He also stated that us not getting the parks was not at their request, they were happy with the first right of refusal language we had added. When asked if they would again support the transfer Janet got the impression that they would if we still agreed to what we had previously agreed to, although he stated, It is a different day and time and that he would be doing as he is directed by his Commissioners. When asking him what the word on the street is for us not getting the parks, he simply stated that the legislators wanted the authority with ODH. We suggested that if when or if we go forward again, that perhaps the Commission should work directly with ODH and not the Association. So where do we go from here???

Meeting with BBS over Electrical Issue:

Regina Hanshaw and two of her staff from the BBS came to the OMHC office for a meeting regarding the electrical issue. They have provided the OMHC with some information to look over. The topic will be discussed at a later date.

New Business:

Executive Director, Janet Williams thanked Dave Long for hanging the projector in the Board Room. She also stated that there were continuing education classes being held in the Board Room and the projector will be very helpful.

Executive Session to Discuss Personnel:

Action: A motion was made by Evan Atkinson and seconded by Jim Demitrus to go into Executive Session.

Roll call vote to go into Executive Session:

Dan Rolfes- Yes, Ron Younkin- Yes, Evan Atkinson- Yes, Jim Demitrus- Yes, Regina Hanshaw- Yes, Tim Apel- Yes.

Action:

A motion was made by Ron Younkin and seconded by Jim Demitrus to go out of Executive Session.

Roll call vote to go out of Executive Session:

Dan Rolfes- Yes, Ron Younkin- Yes, Evan Atkinson- Yes, Jim Demitrus- Yes, Regina Hanshaw – Yes, Tim Apel – Yes.

Adjournment:

Action: A motion was made by Regina Hanshaw and seconded by Evan Atkinson at 3:00 pm to adjourn. The motion passed unanimously.

Minutes respectfully submitted and certified by Executive Director, Janet M. Williams

Janet M. Williams
Executive Director
Ohio Manufactured Homes Commission

Dan Rolfes
Chair
Ohio Manufactured Homes Commission

Ohio Manufactured Homes Commission
November 16, 2011
10:00 AM
5100 Parkcenter Avenue, Suite 103
Dublin, Ohio 43017

Members Present

Evan J. Atkinson
Tim Apel
Wally Comer
Jim Demitrus
Regina Hanshaw
Ron Younkin, Vice Chair

Commission Staff

Janet M. Williams, Executive Director
Mavis Giska, Licensing Supervisor
Dave Long, Inspector/Investigator

Legal Counsel

Walter McNamara

Members Absent

Emory Helmuth
Dan Rolfes, Chair

Guests

Andrea Reichman, OMHA
Warren Connolly, OCIB
Rodney Hemming, Elsea, Inc.
Bill Geniella, AMHRO
Allyn Sheldon, Pickaway County
Russ McPherson, AMHRO
Rick Binder, Binder's Inspection Agency
Joe Maskovyck, Ohio Poverty Law Center (OPLC)

Call to Order

The meeting was called to order at 10:15 AM by Vice-Chair, Ron Younkin.

Swearing In:

Wally Comer, President and Owner of Adventure Homes in Indiana was sworn in by AAG Walter McNamara as a new Commissioner. Wally's Commission seat will represent manufacturers. He has been in the manufactured homes industry for many years and will be an asset to the Commission.

Roll Call:

All Commissioners were present with the exception of Emory Helmuth and Dan Rolfes.

Approval of the Minutes:

Action: A motion was made by Tim Apel to approve the minutes from the September 21, 2011 meeting. The motion was seconded by Regina Hanshaw. The motion passed with Wally Comer abstaining.

Public Comment:

Bill Geniella from AMHRO spoke quite kindly about industry leader, Dave Thalman who passed away. He acknowledged his contribution in education for the manufactured homes industry. He stated the industry is better than it would have been without Dave.

Allyn Sheldon, Pickaway County Building Department stated he has lived in three manufactured homes in his lifetime. He served on the Foundation's Committee when the Commission was first being set up. He stated he would not be renewing his certification and his inspections were affected due to the loss of exclusivity of inspections. He was stated that he was unhappy with Dave Long, Inspector/Investigator. He stated that someone in his office asked for some information and Dave directed him to the Rules, and told him to print it off. He felt Dave was a bully. He left immediately after his comments, before anyone could respond.

Executive Director, Janet Williams stated she had spoken to a Flood Plain Management Group recently where Al Sheldon stated he had only taken out one permit since exclusivity was dropped. She stated that according to seal report records show that Pickaway County Building Department has take out 11 permits since the exclusivity was dropped and the three years prior to that, they were averaging 9 per year.

Dave Long stated that they were some on-going investigations and that he could not talk about it.

Executive Director's Report:

License Ratification:

Executive Director, Janet Williams presented a list of six (6) dealers who met the qualifications to be a dealer. One of the five, Bayshore- Manns was asked to be ratified pending signage.

Action: A motion was made by Jim Demitrus and seconded by Tim Apel to approve six (6) dealers, one pending approval of signage. The motion passed unanimously.

Executive Director, Janet Williams presented a list of seventeen (17) applicants for salesperson licenses that met the requirements for a salesperson's license.

Action: A motion was made by Evan Atkinson and seconded by Jim Demitrus to approve the list of seventeen (17) salesperson applicants listed on the ratification list. The motion passed unanimously.

Executive Director, Janet Williams presented a list of three (3) applicants for installer licenses that met the requirements for an installer's license.

Action: A motion was made by Regina Hanshaw and seconded by Tim Apel to approve three (3) installer applicants listed on the ratification list. The motion passed unanimously.

Executive Director, Janet Williams presented a list of two (2) applicants for an inspector certification that met the requirements to become a certified inspector.

Action: A motion was made by Jim Demitrus and seconded by Tim Apel to approve two (2) inspector applicants listed on the ratification list. The motion passed with Regina Hanshaw abstaining.

Licensing Enforcement:

Park Visits:

The Commission staff has been following many different avenues when it comes to enforcement. Staff has now visited every park in Franklin County; other counties are in the works. Whenever there are inspections for new dealers that are being licensed, staff hits the parks in the area. It has been a very worthwhile adventure. We are getting in front of park owners/managers giving them step by step brochures and a letter explaining the program also explaining if they are selling more than five homes they need a dealer's license.

Titling Records:

The OMHC had software installed on four computers, at no charge so they would be able to search titling records. Mavis Giska reported that the reports are not quite getting all the information that we had hoped they would. We may be more successful with some reports supplied from the auditor's office.

Google Earth:

Staff explained they would be going forward with Google Pro as soon as they get an email set up on the front office. The cost is \$400 per year. Hopefully by next year we would be able to tie into the state system at no charge. Dave Long showed an example of how we are working with the information we can get from Google Earth.

ODH Notice:

Mavis had contacted LeeAnn at the Ohio Dept. of Health asking if we could get copies of the placement notifications that the park owners are required to provide when a home is being set. Lee Ann responded back on October 13 stating that they would be sending out a mass mailing to all local health departments and she would ask them for the information that we are seeking. She stated she can't require them to do it but would certainly encourage them. In turn we would share with the locals the homes we have listed on our seal report in their areas.

Vapor Barrier Clarification:

Dave Long prepared a chart to show a clarification of the use of vapor retarder under a manufactured home with base support systems that are extended to the frost line verses protected from frost heave. Dave explained the chart.

Oct. 7 – Spoke to Western Reserve Chapter of OMHA:

On October 7, Janet Williams and Mavis Giska went up to Kent and spoke to the Western Reserve Chapter Meeting of the OMHA. The speech was very well received. Janet explained some of the changes in Rules that took effect in June, and gave an update of the industry and Mavis spoke on licensing issues and the website. The crowd asked a lot of great questions, it went very well.

Real Estate License vs. OMHC Sales License:

AAG, Walter McNamara and Licensing Supervisor, Mavis Giska have been researching real estate licenses verses OMHC sales/broker licenses. Walter stated that this may be overly burdensome. This topic will be researched and discussed at a future meeting.

Non-Dealer/New Home Purchase:

The issue has been coming up about a company purchasing a home directly from the factory without being a dealer with the Commission, because they sell more than five homes in a rolling twelve month period. It was suggested that perhaps a memo be sent out to manufacturers stating that if they are selling to anyone other than dealers, the company they are selling to may not be able to get a title. Staff will be researching title law and this topic will be discussed again at a future meeting.

Outstanding Permits Report:

Janet Williams explained that in the packet is a copy of the report that was prepared a year ago, and now an updated report. She stated, as you can see with Ashtabula, they have finalized out 87, have 27 outstanding for a total of 114 permits issued to date. Of those outstanding, 8 are less than 6 months old, 3 are between 6-12 months and 16 are more than 12 months old, they have a total of 19 outstanding over 6 months, so their percent that is outstanding 19 of 27 is 70.37% over 6 month, or 19 of their total permits issued 114 is 16.67%. 42.85% of their sets were in parks and 35.8% were new homes. She stated she will be sending out a memo to all agencies with sample letters and a specific procedure to follow. After the procedure is followed through, those outstanding that went through the process will come off the agencies outstanding list.

Budget Report:

Executive Director, Janet Williams presented a budget report. She stated you can see as of November 14 we have taken in \$120,801. We have had expenses of \$199,139. As a reminder our budget does cycle lower one year and higher the next. This is the year when we do not get in all the licensing fees. There is another yellow sheet below the budget report. She stated staff had handed out a report similar to this one, Commissioners had asked for another column to be added. She explained, now you can see for example, Adams County, they have 24 parks with a total of 138 lots. Since July, 2007 when we started requiring permits, they have taken out 52. They have no parks with greater than 100 lots and they have no dealerships. She stated, what this really shows us is that there are a lot of areas not getting permits. Look at Hamilton County for example, they have 34 parks with 4048 lots and have taken out 6 permits in the last 4 years.

Attendance Policy:

Executive Director, Janet Williams explained a memo that she received from the Governor's Office with regard to attendance for Commission members. Basically it states that you must be present at least 60% of the meetings in a two year period if you fall below, you forfeit your seat. The OMHC office keeps records monthly with all the Commissioners percents that they have missed. If anyone is getting close, she will let them know.

Interesting Facts:

Janet Williams provided some interesting facts she had taken from the October issue of the Journal Magazine. She stated that beings she is sometimes a glass half full and sometimes three fourths full type person, she started by saying the manufactured homes industry has not suffered as much as the site-built industry in the last five years. 72% of all new homes sold under the price point of \$125,000 are manufactured homes. Average price of a manufactured home is \$64,900 compared to a site built home at \$213,000. The article stated that 19 million Americans live in a manufactured home and the market share of manufactured housing is back on the rise over the past two years. So.....she says, now let's bring some of those to OHIO.

Announcement:

Executive Director, Janet Williams stated she would be remiss if she didn't acknowledge the passing away of Dave Thalman. Dave was a long time industry leader and had served on the Commission's BMV Committee when we took over the licensing of dealers, brokers and salespersons. Dave was the owner/operator of one of the nicest Communities in the state, Troy Oaks Homes in Hiram Ohio, and if you called it a park, he would correct you, it is a community. He was a great guy and we and the industry will miss him greatly.

Hearings:

After hearing the cases against Daryl Whitley and David A. Webb, the Commission voted to go into Executive Session to discuss the cases.

Action: A motion was made by Jim Demitrus and seconded by Wally Comer to go into executive session for the purpose of discussing the matter of Daryl Whitley and David A. Webb. Voting Aye: Ron Younkin, Evan Atkinson, Regina Hanshaw, Jim Demitrus, Tim Apel and Wally Comer. The motion passed unanimously.

The Commission came out of executive session.

Action: A motion was made by Jim Demitrus and seconded by Tim Apel to come out of executive session for the purpose of discussing the matter of Daryl Whitley and David A. Webb. Voting Aye: Ron Younkin, Evan Atkinson, Regina Hanshaw, Jim Demitrus, Tim Apel and Wally Comer. The motion passed unanimously.

Action: A motion was made by Regina Hanshaw and seconded by Jim Demitrus that Daryl Whitley would be assessed a \$200 fine that would be stayed. If down the road he has another illegal set, this imposed fine of \$200 would be assessed in addition to any fines for new charges. The motion passed unanimously.

Action: A motion was made by Wally Comer and seconded by Regina Hanshaw to approve and grant a license to David A. Webb. The motion passed unanimously.

New Business:

There was a discussion with regard to out of state dealers. AAG, Walter McNamara to check it out.

Adjournment:

Action: A motion was made by Jim Demitrus and seconded by Regina Hanshaw at 3:00 pm to adjourn. The motion passed unanimously.

Minutes respectfully submitted and certified by Executive Director, Janet M. Williams

Janet M. Williams
Executive Director
Ohio Manufactured Homes Commission

Dan Rolfes
Chair
Ohio Manufactured Homes Commission