

Ohio Manufactured Homes Commission
March 18, 2015
10:00 AM
5100 Parkcenter Avenue, Suite 103
Dublin, Ohio 43017

Members Present

Ron Younkin
Emory Helmuth
Tim Apel
Tom Rehrig
Rodney Hemming

Commission Staff

Janet M. Williams, Executive Director
Angel Legge, Program Administrator
Gary Whitaker, Inspector/Investigator
Terry Swackhammer, Inspector/Investigator

Legal Counsel

Lydia Arko, AAG

Members Absent

Dan Rolfes
Regina Hanshaw

Guests

Warren Connolly, OCIB
Andrea Reichman, OMHA
Frank Pojman, AMHRO
Elizabeth Birch Esq., OMHA
Jim Demitrus, AMHRO
Elaine Gauck, Lake Terrace

Call to Order

The meeting was called to order at 10:05 AM by Ron Younkin.

Roll Call

All Commissioners were present with the exception of Dan Rolfes and Regina Hanshaw.

Swearing in of Commissioners:

Lydia Arko, AAG swore in the re-appointed Commissioner, Tom Rehrig, Senate appointed, representing Manufacturers, and the newly appointed Commissioner, Ron Younkin, House appointed, representing OMHA.

Election of Officers:

Ron Younkin asked for nominations for Chair.

Action:

Tom Rehrig nominated Dan Rolfes as Chair. The nomination was seconded by Ron Younkin. No other nominations were offered. Nomination passed unanimously.

Ron Younkin asked for nominations for Vice Chair.

Action:

Tom Rehrig nominated Ron Younkin as Vice Chair. The nomination was seconded by Emory Helmuth. No other nominations were offered. Nomination passed unanimously.

Approval of the Minutes

Ron Younkin asked for a motion to approve the minutes from the December 17, 2014 meeting

Action: A motion was made by Tim Apel to approve the minutes from the December 17, 2014 meeting. The motion was seconded by Rodney Hemming. The motion passed unanimously.

Public Comment

No Public Comment.

Executive Director's Report

Executive Director Janet Williams introduced the newest staff member of the Commission. Thomas Martin. Thomas will be assuming the duties of Fiscal Specialist along with other administrative duties as needed.

Executive Director, Janet Williams presented a list of twelve (12) 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 the twelve (12) salesperson applicants listed on the ratification list. The motion passed unanimously.

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

Action: A motion was made by Tim Apel and seconded by Tom Rehrig to approve the three (3) dealer applicants listed on the ratification list pending the inspection and finger printing results. The motion passed unanimously.

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

Action: A motion was made by Tim Apel and seconded by Rodney Hemming to approve the one (1) applicant for an installer's license listed on the ratification list. The motion passed unanimously.

Inspectors Report

Gary Whitaker presented the update on the Inspectors Report. It was discussed that the information contained on the report may be changing to reflect the inter-office changes we have made to better the process. This will be reviewed and implemented prior to the next meeting.

Budget Report

Executive Director Janet Williams presented the update on the budget as of the current date. Revenue for both funds is \$1,032,416 and expenses are \$615,672. Ron Younkin stated his concern that he wants to make sure we are performing all the duties we need to be performing to ensure licensees are compliant. Janet Williams discussed upcoming expenditures with the educational fair and new enforcement program.

Muskingum County Sink Hole Event

Gary Whitaker stated that all five homes have been inspected and approved. All families are now in their homes. Project is complete.

HUD Consensus Committee

Janet Williams announced that our former commissioner, Jim Demitrus, has been appointed to the HUD Consensus Committee. Mr. Demitrus shared with the board that HUD is moving forward with removing the term single family housing as the definition of a single family has changed to align with the changing demographics of the American family.

Local Health Districts (LHD) – MOUS's for 2015

The MOU's have all been returned and finalized. 67 LHD's stayed with the program, 4 dropped out and all 3 TPA's remained in the program. Inspection season starts April 1, 2015.

Sunset Estates, Ohio Supreme Court

AAG Lydia Arko and OMHA Legal Counsel Elizabeth Birch explained the Supreme Court ruling made recently in the Sunset Estates vs the City of Lodi case. The Ohio Supreme Court ruled that it is unconstitutional for local municipalities to deny a property owner the right to their property. The Supreme Court ruled that the City of Lodi was doing just that and therefore their zoning law was unconstitutional.

What to do After One Year From Set

Janet Williams explained that the staff has experienced several calls / complaints in regards to potential problems with the installation of homes that were installed greater than a year ago. She is asking for direction on how to address issues / concerns when they stem from installations performs greater then one year ago which makes them ineligible for the dispute resolution program.

Several board members expressed their opinions and concerns but also would like to seek the guidance of the BBS to determine how they handle complaints about the building of site built homes after the final inspection has been approved by the local building departments. Regina Hanshaw with the BBS was absent at this meeting so the discussion was tabled until the next meeting when Mrs. Hanshaw would be present to offer some insight.

HUD Conference

Janet Williams stated that the HUD conference has been scheduled for April 6-10 in Washington DC. HUD covers all cost at 100% related to attending the conference. However, Ms. Williams is requesting board approval to attend the conference.

Action: Tim Apel made a motion to approve Janet Williams to attend the HUD conference on April 6-10 with 100% of the cost being covered by HUD. Tom Rehrig seconded the motion. Motion passed unanimously.

Updated Website

Angel Legge informed the board the website has recently been updated and is still under construction to make it more user friendly. She asked that each board member please review the website and look around and see if there are any errors or omissions. Please let the staff know if anything needs corrected, updated or changed.

EPA Meeting

Janet Williams and Angel Legge recently attended a meeting with Beth Messer from the EPA in regards to proposed law changes the EPA is presenting to Congress. The law changes will effect park operators that are regulated by the EPA for their drinking water. The proposed changes will:

- expand the escrow requirements to all privately owned water systems with fewer than 500 service connections unless the system is regulated by the Public Utilities Commission of Ohio
- increase the maximum amount the owner must deposit in escrow with the EPA from \$50,000 to \$250,000
- allow the Director to accept other forms of financial assurance
- Force owners of existing properties who fail to address significant deficiencies that present a public health risk and don't have adequate funds in escrow to escrow the monthly rent to the EPA who will repair the problems.

They will keep us updated on the status of the bill through Congress.

Community Operator Fairs

Angel Legge discussed the plan to hold educational fairs throughout the state in the next few months in hopes of educating park operators and managers on the Chapter 4781 of the Ohio Revised Code and their duties and responsibilities associated with that chapter.

Engineered Drawings

Gary Whitaker gave an update on the status of the engineered drawings presented to the board at the last meeting. The final revisions are being completed and then the drawings will be presented for approval.

Vacant Board Seats

The two vacant board seats are still awaiting appointment from the Governor's office. The candidate supported by the board for each seat has been submitted and we are awaiting to hear back.

CE Class

The first CE class of 2015 was held in February. The format has been redesigned to offer a more interactive experience for the attendees. Tim Apel was present for the February class and stated that he felt the changes that were made were great and it was a great class.

Park Renewal Report

As of today 1470 parks have completed the renewal process. There are 24 parks in various stages of the renewal process, 98 parks have not responded at all to the communication efforts made by our staff and 10 parks remain unlicensed for more than two years. 2 of those 10 parks have been submitted to the Attorney General to request injunctions. 2 parks have closed in 2014, bringing the total number of known parks in the state to 1602.

Versa Update

We do not have any updates to the new database. At this time, Versa has been scrapped and the state is looking for a replacement.

Mike Lawhead

Janet Williams informed the board of the passing of a longtime certified installer, Mike Lawhead.

Fracking Article

Janet Williams presented an article written in the Columbus Dispatch about the Ohio Supreme Court's ruling on whether local governments have the authority to regulate fracking.

New Business

Janet Williams presented copies of the IG report and recommendations to the board. She explained the agency's response to the recommendations.

Action: A motion was made by Tim Apel to move into Executive Session under ORC 121.22(G)(1) to consider the discipline of a public employee or employees. The motion was seconded by Rodney Hemming.

Roll call: Younkin Yes; Helmuth Yes; Apel Yes; Hemming Yes; Rehrig, Yes
Motion carried.

Time in: 1:40 Time out: 1:50

No action taken.

Action: A motion was made by Tim Apel to move into Executive Session under ORC 121.22(G)(1) to consider the discipline of a public employee or employees and pending or imminent court action under ORC 121.22(G)(3). The motion was seconded by Rodney Hemming.

Time in: 1:55 Time out: 3:30

Roll call: Younkin Yes; Helmuth Yes; Apel Yes; Hemming Yes; Rehrig, Yes
Motion carried.

No action taken.

Adjournment:

Action: Motion to adjourn made by Tom Rehrig and seconded by Rodney Hemming. 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
June 17, 2015
10:00 AM
5100 Parkcenter Avenue, Suite 103
Dublin, Ohio 43017

Members Present

Ron Younkin
Regina Hanshaw
Tim Apel
Tom Rehrig
Rodney Hemming

Commission Staff

Janet M. Williams, Executive Director
Angel Legge, Program Administrator
Gary Whitaker, Inspector/Investigator
Terry Swackhammer, Inspector/Investigator

Legal Counsel

Lydia Arko, AAG
Julie Brigner, AAG

Members Absent

Dan Rolfes
Emory Helmuth
Eric Zgodzinski

Guests

Warren Connolly, OCIB
Andrea Reichman, OMHA
Elaine Gauck, Lake Terrace

Call to Order

The meeting was called to order at 10:05 AM by Vice- Chair, Ron Younkin

Roll Call

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

Approval of the Minutes

Ron Younkin asked for a motion to approve the minutes from the March 18, 2015 meeting.

Action: A motion was made by Tom Rehrig to approve the minutes from the March 18, 2015 meeting. The motion was seconded by Tim Apel. The motion passed unanimously.

Public Comment

Warren Connolly spoke in regards to electrical inspection issues he was dealing with in Hamilton and Butler County. Mr. Connolly stated that Duke Energy is requiring that new service meters be inspected by the local building authority and Mr. Connolly feels that should be under the jurisdiction of the OMHC. Several discussions ensued and it was determined that the OMHC would look into rule changes in conjunction with the BBS to better define the gray areas of the law in regards to inspection rights.

Action: A motion was made by Tim Apel to move into Executive Session under ORC 121.22(G)(1) to consider the compensation of public employees. The motion was seconded by Tom Rehrig.

Roll call: Younkin Yes; Hanshaw Yes; Apel Yes; Hemming Yes; Rehrig, Yes
Motion carried.

Time in: 10:20 Time out: 10:30

Action: Tim Apel moved that the Ohio Manufactured Homes Commission implement the compensation provisions for public employees that will be set forth in the General Assembly's FY 2016/2017 Budget Bill. Regina Hanshaw seconded the motion.

Roll call: Younkin Yes; Hanshaw Yes; Apel Yes; Hemming Yes; Rehrig, Yes
Motion carried.

Executive Director's Report

Executive Director, Janet Williams presented a list of eighteen (18) applicants for salesperson licenses that met the requirements for a salesperson's license.

Action: A motion was made by Regina Hanshaw and seconded by Tom Rehrig to approve the eighteen (18) salesperson applicants listed on the ratification list. The motion passed unanimously.

Executive Director, Janet Williams presented a list of five (5) applicants for a dealer license that met the requirements for a dealer's license.

Action: A motion was made by Regina Hanshaw and seconded by Tom Rehrig to approve the five (5) dealer applicants listed on the ratification list pending the inspection and finger printing results. The motion passed unanimously.

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

Action: A motion was made by Tom Rehrig and seconded by Rodney Hemming to approve the one (1) applicant for an installer's license listed on the ratification list. The motion passed unanimously.

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

Action: A motion was made by Tom Rehrig and seconded by Regina Hanshaw to approve the three (3) applicants for an inspector's license listed on the ratification list. The motion passed unanimously.

Future Meeting Dates

Janet Williams presented the FY 2016 Commission Board Meetings for approval.

Action: Rodney Hemming made a motion to accept the FY 2016 Commission Board Meetings which was seconded by Tom Rehrig. Motion passed unanimously.

What to do After One Year From Set

The topic of how to address consumer complaints in regards to installation concerns greater than a year after the installation was tabled at the last meeting until further information could be obtained. After discussions with Regina Hanshaw in regards to how this matter was handled relative to complaints of this nature by the Board of Building Standards, the Commissioners determined that all complaints regardless of how much time has passed since the installation/final approval was completed will be addressed by Commission staff members as needed.

Hamilton County – Deck & Steps

Terry Swackhammer discussed the issue with Hamilton County requiring park owners to obtain permits from Hamilton County Building Dept. for all decks and steps (including fiberglass steps) placed on manufactured homes regardless of the size or purpose. A letter was sent to Hamilton County Building Dept. in regards to code requirements, law requirements and authority having jurisdiction to enforce said code and law requirements as well as a phone call was made to the building department from Regina Hanshaw with the BBS to discuss the matter and resolve any confusions. At this time, the issue appears to be resolved.

Inspectors Report

Gary Whitaker presented the update on the Inspectors Report. Since the previous meeting, the process of collecting the information on the report has been changed and the report now accurately reflects all issues that have been resolved by OMHC staff for the stated time period. The report shows that the number of complaints has decreased over the course of the past year.

Budget Report

Executive Director Janet Williams presented the update on the budget as of the current date. We are 15 days away from the close of FY15 therefore the information on the report will be fairly close to the final numbers for FY15. Revenue for both funds is \$1,130,564 and expenses are \$785,602. Once again the topic of lowering fees in the future was discussed. The fact that we still need to make many strides towards improvement of processes involving enforcements cautions any fees from being lowered so that we will have the funds to make those improvements. This will be monitored closely over the next FY and a determination of fees and expenses will be made in the future.

Audit

The 2015 Audit has been completed and we are awaiting the results. Early indications show that the audit went relatively well and we are not anticipating any major violations or concerns. The cost of the audit is expected to be at max \$9,229.

Community Inspections for 2015

Annual park inspections began in April. As of today 471 inspections have been completed. The staff is currently in the process of converting over to the new database which will improve inspection follow-up immensely. We have brought in a temporary staff member to aid in the transition of information from the old database to the new one.

May 4th – Community Operators Bulletin

A bulletin went out to all the communities asking them for the most recent information in regards to the park and the owner to better serve the transition into the new database. The new database will only be as good as the information that is entered into it. Therefore we are requesting the most accurate information so that we can efficiently manage the park inspections.

EPA Flowchart

Over the course of the past few months it has come to our attention that there are several communities in Ohio that by definition of law should be regulated by the EPA for their drinking water. This is a somewhat confusing area to work through the facts to determine if a park should be regulated. Therefore a flowchart was designed to better aid our staff members as the calls come in concerning drinking water. The flowchart is used to determine if the OMHC, the local health department or the EPA is the authority over the concern and helps dictate our next step in resolving the concern.

HUD Conference

Janet Williams spoke about the recent HUD Conference she attended in Washington DC. It was very informative and she brought back several items that we can use to better our agency as well.

Councilman Polensek – Euclid Beach MHP

Janet Williams informed the board that she along with Gary Whitaker traveled to Euclid Beach MHP due to concerns raised by Councilman Polensek. Councilman Polensek spoke of deplorable conditions existing at Euclid Beach MHP along with 11 or more abandoned homes that posed health and safety risks to the neighboring businesses and residents in the surrounding area. During the visit by Janet and Gary, it was discovered that the conditions at Euclid Beach MHP were quite the opposite and the overall condition of the park was good. There were no deplorable conditions found and very few minor violations such as tall grass and some solid waste on two home sites. There are also no abandoned homes in Euclid Beach MHP. All the homes located in the community are owned by homeowners residing in the community or by the park owner. The condition of the vacant homes owned by the park owner are in good shape and pose no health or safety risk to the neighboring businesses or surrounding community. All these items were addressed with Mr. Polensek however at this time Mr. Polensek is still pressing the issue of having the vacant homes removed. More follow up will be done in regards to this matter.

DeWeese Home – Delaware County

Terry Swackhammer gave an update on the DeWeese home installation and the progress made towards resolve. Mr. and Mrs. DeWeese went out of town for a short time but have now returned and work will resume next week. The concrete for the mateline piers has been poured and additional lags have been installed. The installer will also be constructing a retaining wall on the northwest corner of the home to prevent gravel and soil from moving away due to the location the homeowner's chose to place the home.

HB18 – Display of Flags

There is a bill that has been passed by the House and currently in the Senate that will prohibit park operators from not allowing residents to display the American Flag or other service flags. Once the bill is passed into law a notice will be sent out to all park operators as a curtesy notifying them of the new law.

License Types – Numbers

A chart was presented to the Commissioners showing the number of licenses active today vs licenses active 3 years ago.

CE Sponsors	No change	Installers	Decreased by 12%	Inspectors	Decreased by 14%
3 rd Party Agencies	No change	Certified HD's	Decreased by 33%	Certified BD's	Decreased by 13%
Brokers	Decreased by 45%	NH Dealers	Increase by 4%	UH Dealers	Decreased by 69%
Salesperson	Increase by 3%	Parks	Decreased by 1%	<i>Total Licensees Decreased by 3%</i>	

Engineered Drawings

Gary Whitaker gave an update on the status of the engineered drawings presented to the board at the last meeting. Tom Rehrig asked to take the drawings and compare them to rules. He will get back to the Commission staff. The final revisions are being completed and then the drawings will be presented for approval.

CE Class

The second CE class was held. The new format is continuing to be used and seems to be working well. Final CE class for the year will be in October.

Versa Update / Rent Manager

The Commission now has Rent Manager in house and are currently in the process of completing the transfer of information from the old database to the new one.

HUD Newsletter

The most recent HUD Newsletter was given to the board members for their review if they would like to read it.

MHARR Production April 2015

The most recent article in regards to manufactured home production was given to the board members.

Mobile Homes & Trailers Dead Article

Janet Williams shared with the board an article written that discusses the difference in terminology and construction in our industry and the changing times.

Thank You and Appreciation Note – Gary

Janet Williams shared a Thank You note that was received by a member of the public in regards to assistance to given to her by Gary Whitaker.

Sympathies to Christopher Garceau Family

Janet Williams informed the board of the passing of a licensed installer.

New Business

Janet Williams informed the board that Commissioner Emory Helmuth had suffered several strokes over the past week and is currently recovering in the Hospital. He is expected to be moved to a rehab facility soon and she will forward the information along once she gets it if anyone would like to send well wishes or stop by for a visit.

Rodney Hemming asked that the staff consider revamping the license renewals that go out to dealers as they renew their license. The law states that the dealer's license must be posted however what is sent to the dealers is not worthy of being displayed. It is a simple slip of paper that does not look very professional.

Adjournment:

Action: Motion to adjourn made by Tom Rehrig and seconded by Rodney Hemming. The motion passed unanimously. Meeting ended at 1:40pm.

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 19, 2015
10:00 AM
5100 Parkcenter Avenue, Suite 103
Dublin, Ohio 43017

Members Present

Dan Rolfes, Chair
Ron Younkin, Vice Chair
Tim Apel
Regina Hanshaw
Rodney Hemming
Tom Rehrig

Commission Staff

Janet M. Williams, Executive Director
Angel Legge, Program Administrator
Terry Swackhammer, Inspector/Investigator
Gary Whitaker, Inspector/Investigator

Legal Counsel

Lydia Arko, AAG

Members Absent

Emory Helmuth
Eric Zgodzinski

Guests

Warren Connolly, OCIB
Elaine Gauck, Lake Terrace
Ben Horne, LASC
Andrea Reichman, OMHA

Call to Order

The meeting was called to order at 10:20 AM by Chair, Dan Rolfes

Roll Call

All Commissioners were present with the exception of Emory Helmuth and Eric Zgodzinski.

Approval of the Minutes

Dan Rolfes asked for a motion to approve the minutes from the June 17, 2015 meeting.

Action: A motion was made by Regina Hanshaw to approve the minutes from the June 17, 2015 meeting. The motion was seconded by Tim Apel. The motion passed unanimously.

Public Comment

No public comments

Executive Director's Report

Janet Williams discussed an informational sheet about the Commission that was done so at the request of the Governor's office. It is an informative description of the Board, the members, the meetings and general information. This sheet will be distributed to new attendees as needed.

Executive Director, Janet Williams presented a list of eleven (11) applicants for salesperson licenses that met the requirements for a salesperson's license.

Action: A motion was made by Ron Younkin and seconded by Regina Hanshaw to approve the eleven (11) salesperson applicants listed on the ratification list. The motion passed unanimously.

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

Action: A motion was made by Regina Hanshaw and seconded by Tom Rehrig to approve the two (2) dealer applicants listed on the ratification list pending the inspection, finger printing results and bond verification. The motion passed unanimously.

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

Action: A motion was made by Tom Rehrig and seconded by Rodney Hemming to approve the one (1) applicant for an inspector's license listed on the ratification list. The motion passed unanimously.

Inspectors Report

Gary Whitaker presented the update on the Inspectors Report. Number of complaints are up and the contributing factor appears to be the increased rain the state as experienced. We have had an increase in calls relating to standing water and storm drains not properly working. This is a more prominent issue in the older communities that have large trees and older pipes that clog more easily. We are working with the communities that have a regular problem in this area to encourage line replacement and tree removal. We have also seen an increase in communities having their water to the community shut off by local municipalities for non-payment of water bills. The Commission is getting notice of the situation at a point where it is too late to help in most cases. Regina Hanshaw suggested a letter go out to all local municipalities explaining who we are and when it would be a good time to contact us in these cases so that maybe we can help facilitate a positive resolution.

Budget Report

Executive Director Janet Williams presented the update on the budget as of the current date. FY15 is closed and the figures are pretty close to being final numbers for the year. We are still awaiting some encumbered funds/invoices to be paid out. Again, Ron Younkin brought up that the Commission needs to lower fees to help an industry that is struggling. We have had a surplus in funds for three years and it is time to reduce fees. Janet Williams explained that we have been very frugal on our spending in the recent years in order to judge the expenses that we will incur with taking on the licensing of the communities but that will be changing this fiscal year. We are now at a better understanding of staffing needs and administrative needs and the surplus of funds will be used in the coming future to better serve the communities that we licensed. Ron Younkin asked that a committee be formed to show the pros and cons of lowering fees and the impact it will have.

Audit

The 2015 Audit has been completed and we are awaiting the results. Early indications show that the audit went relatively well and we are not anticipating any major violations or concerns. The cost of the audit is expected to be at max \$9,229.

Legislative Service Commission (LSC) Report

Janet Williams discussed the recent LSC report that was due in June. The report details the number of active licensees for the Commission at the end of FY15 as well as list the number of new licensees during FY15. A comparison was made to FY14's numbers and that is as follows: Installers are down by 22, Inspectors are down by 4, Dealers/Brokers are down by 4, Salespeople are down by 25, Park Operators are down by 8, Building Departments are down by 2 and we have had no change in TPA's or LDH's.

Community Inspections for 2015

The first phase of the inspections were completed on June 30, 2015. As a result, we have 920 community inspections completed. Of those 920, we have 550 inspections in various stages of follow up and 370 inspections have been closed / resolved. We have 682 inspections remaining to be completed by September 30, 2015.

Park Renewal Report

There are 1602 communities throughout the state. Of those 1602, 1568 have active license to operate as of today's date. 24 communities have failed to renew their license for 2015 and the staff is currently working with them to get that resolved and an additional 10 communities have failed to renew their license for 2015 and prior years and have reached the point of legal action. We will be working with the AG's office to resolve the issue of the 10 communities that have not renewed for 15 and prior years.

Representative Pelanda – HB 273

A draft of HB 273 was presented explaining the changes that State Rep Dorothy Pelanda is proposing to the current Abandoned Home Law. Janet Williams attended a public meeting in regards to the proposed changes to discuss some concerns and questions regarding those changes. Mrs. Pelanda arrived at the meeting greater than 30 minutes late and could only stay for about 20 minutes so a minimum amount of items of concern were able to be discussed. Janet Williams did follow up to the State Representatives office with a list of concerns. We are currently awaiting the next public meeting to be scheduled to try to address our concerns and questions at that time.

Engineered Drawings

Gary Whitaker presented the recent changes made to the engineered drawings for use by installers and homeowners. Tom Rehrig discussed his concerns about the changes. Gary and Tom will get together at a later date to revise the changes and present them to the Commission for final approval.

Rule Revisions

The staff is currently in the process of the 5 year Rule review. All rules that will be presented as “no change” have been included in the packets for all Commissioners to review for the upcoming public hearings as they are scheduled. More rules will be presented at the next meeting.

Versa Update / Rent Manager

The conversion to Rent Manager has been completed. All the modifications and configuring for the new program is complete. The system is working great and has increased productivity by 10 fold.

The state has also decided on a new database for the eLicensing system. They will be converting over to Salesforce. Three boards have already gone live in some components of their operation. They will be moving more components over at the end of the year. Our board will be converted at a later date, possibly a year or two from now.

MHARR Production June 2015

The most recent article in regards to manufactured home production was given to the board members.

DeWeese Home – Delaware County

Terry presented an update to the DeWeese install. All repairs and corrections have been made to the installation. All work was performed by the original installer, Chad Campbell and overseen by the original inspector, Warren Connolly. Terry Swackhammer overseen the entire project to aid in the comfort level of the homeowners. Mr. Deweese and his girlfriend, Ms. Cookstone sent appreciation letters to Terry thanking him for his work and dedication in getting all these matters resolved.

Tiny Houses – Fact Sheet from Minnesota

Janet Williams shared an informational sheet about the growing trend of “Tiny Houses” and how they are regulated in the state of Minnesota. She stated to Commissioner, Regina Hanshaw that the Board of Building Standards may find some of the information useful.

Update on Staff Increases

Janet Williams shared with the Commissioners that all staff did receive the agreed upon raises as passed by the Bargaining Unit and Governor’s office. These raises are cost of living raises and not incentive or performance raises. The expected future raises are 2.5% next year and the year after that. A one-time \$750 bonus was given as well to employees who received the cost of living raise.

Status of Resident of Manufactured Housing Commission Seat

Janet Williams expressed her dismay over the seat vacated by Jim Demitrus still remaining unfilled at this time. A candidate for the position applied in December of 2014 and the Governor’s office has yet to appoint anyone to the position. Janet has made contact with Nick Gatz at the Governor’s office on several occasions inquiring on the status of the appointment. Each time she is told they are still working on it.

Update on Commissioner, Emory Helmuth

Emory Helmuth recently suffered two strokes which has resulted on paralysis of the right side. He has been moved to an extended care facility for rehab and therapy. He has regained some function back on his right side

and is slowly improving. Janet will provide each of the Commissioners his mailing address if they would like to send a well wishes note.

Flash Floods

Janet Williams shared with the board a recent article on flooding that happened in Southern Ohio which resulted in the tragic deaths of several family members as their home was swept away down the Ohio River.

New Business

No new business

Adjournment:

Action: Motion to adjourn made by Tom Rehrig and seconded by Tim Apel. The motion passed unanimously. Meeting ended at 1:40 pm.

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 3, 2015
10:00 AM
5100 Parkcenter Avenue, Suite 103
Dublin, Ohio 43017

Members Present

Dan Rolfes, Chair
Ron Younkin, Vice Chair
Tim Apel
Regina Hanshaw
Rodney Hemming

Commission Staff

Janet M. Williams, Executive Director
Angel Legge, Program Administrator
Terry Swackhammer, Inspector/Investigator
Gary Whitaker, Inspector/Investigator

Legal Counsel

Lydia Arko, AAG
Christie Limbert, AAG

Members Absent

Emory Helmuth
Eric Zgodzinski
Tom Rehrig

Guests

Warren Connolly, OCIB
Melissa Benson, LASC

Call to Order

The meeting was called to order at 10:15 AM by Chair, Dan Rolfes

Roll Call

All Commissioners were present with the exception of Emory Helmuth, Eric Zgodzinski and Tom Rehrig.

Approval of the Minutes

Dan Rolfes asked for a motion to approve the minutes from the August 19, 2015 meeting.

Action: A motion was made by Tim Apel to approve the minutes from the June 17, 2015 meeting. The motion was seconded by Regina Hanshaw. The motion passed unanimously.

Public Comment

Warren Connolly stated that he was still experiencing problems in Clermont County with the building department requiring homeowners to obtain an electrical permit from their agency prior to service being connected for new service. It was explained to Mr. Connolly that is the right of Clermont County Building Department and they are not doing anything outside their jurisdiction.

Executive Director's Report

Executive Director, Janet Williams presented a list of fourteen (14) applicants for salesperson licenses that met the requirements for a salesperson's license.

Action: A motion was made by Regina Hanshaw and seconded by Rodney Hemming to approve the fourteen (14) salesperson applicants listed on the ratification list pending the results of the fingerprinting. The motion passed unanimously.

Executive Director, Janet Williams presented a list of six (6) applicants for a dealer license that met the requirements for a dealer's license.

Action: A motion was made by Ron Younkin and seconded by Rodney Hemming to approve the six (6) dealer applicants listed on the ratification list. The motion passed unanimously.

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

Action: A motion was made by Tim Apel and seconded by Rodney Hemming to approve the two (2) applicant for an installer's license listed on the ratification list. The motion passed unanimously.

Louisville Show

Janet Williams requested approval for herself along with 3 staff members to attend the Louisville Show in January 2016.

Action: A motion was made by Tim Apel and seconded by Rodney Hemming to allow Janet Williams and three staff members to attend the Louisville Home Show in January of 2016. The motion passed unanimously.

Inspectors Report

Gary Whitaker presented the update on the Community Complaints Resolved. Numbers show that there has been a slight decrease in complaints resolved since last meeting. No other abnormalities were noted.

Budget Report

Executive Director Janet Williams presented the update on the budget as of the current date. Total expense for FY16 outweighs total revenue by \$179,947.00 as of today. Once license renewals for parks start to come in, the revenue should pick up to cover the expenses. Once again, Ron Younkin stated he wanted fees lowered at this time. Janet Williams stated that the next topic of discussion is in regards to that matter.

OMHC Funds

A spreadsheet was provided to everyone showing all the fees charged by the Commission. The report laid out the average revenue and expense of the Commission over both the 4K9 and 5MC0 funds. The report also indicated the fees that would be removed or reduced with the upcoming rule changes to reflect the desire of the board to lower fees. The report then outlined the additional expenses that would be coming down the pike that would be cutting into the surplus of revenue and eliminate the ability to reduce other fees as our expense would not allow it.

Ron Younkin expressed that the fees proposed to be reduced would not be enough to satisfy the Board's desire and that the cost of a seal should be lowered as well. It was explained that lowering the cost of seals or lowering the cost to obtain a license to operate a park would not have a direct impact on the consumer that Board expresses it is looking for. Lowering the price of the seal is only guaranteeing more money being made by the inspection agency issuing the permit. There is no guarantee that the inspection agency will lower their fee to the consumer. Lowering the fee to obtain a license to operate a park will not lower the site rent charged to the resident of the park. In reality the park operator will continue to raise lot rent over the coming years. Therefore the consumer will not experience any relief by lowering the cost of seals or licensing the operation of a park. The Director expressed the desire to provide more services to the public due to the surplus of funds. Dan Rolfes and Ron Younkin felt that increased services were not needed as much as lowering the cost of seals to inspection agencies. Ron Younkin asked that a committee be formed to determine the amount of work the staff of the Commission does, where they can increase their workload at and what additional fees will be reduced. Janet Williams asked for volunteers for the committee. Commissioners Ron Younkin and Rodney Hemming volunteered as well as staff members Gary Whitaker and Terry Swackhammer. Dan Rolfes requested that someone not employed by the Commission be present on the committee as well. Janet Williams will set up the committee and report back to the board the findings.

Audit Management Letter

Janet Williams shared the audit report received by the Auditor of State. She also shared the response letter sent back to the Auditor.

Community Inspections for 2015

All community inspections for 2015 have been completed. 967 inspections have been followed up on, completed and closed. 632 inspections are in various stages of follow up.

Park Renewal Report

Of the 1598 communities in the State of Ohio, all have renewed for 2015 with the exception of 19. Staff is currently working with 10 of those to get the licensing issues resolved. The remaining 9 communities have not renewed their license since 2012. The staff feels the requirements made by the Attorney General's office to pursue the communities who have not renewed their license can not be met and therefore the cases have stalled with no further plans of action. Regina Hanshaw asked that the memo from the Attorney General's office be reviewed again and discussed at the next meeting.

Engineered Drawings

Gary Whitaker presented the recent changes made to the engineered drawings for use by installers and homeowners. Tom Rehrig discussed the most recent revisions over the phone and Gary shared his concerns with the Board members. The board agreed with Tom Rehrig's recommendations. Gary will instruct the architect to make the revisions and present them again.

Mods In Communities

The Commission was recently contacted by an outside party inquiring if modular homes were permitted to be installed in manufactured home communities. The Board made a request to Lydia Arko AAG to research Chapter 4781 to determine if the Commission has anything in their law that would allow a Modular homes (Industrialized Unit) to be placed in a manufactured home community.

Hearing Officers or Not

Lydia Arko, AAG, presented to the Board the difference between using hearing officers for 119 hearings vs hearing the cases themselves. She explained the pros and cons of using hearing officers. The Commissioners stated they wanted to start using hearing officers for all 119 hearings moving forward.

Possible 119 Hearing

Angel Legge began to present evidence to the Board in regard to a licensee the staff is requesting to bring in for a 119 hearing. Regina Hanshaw announced that she must reclude herself from the discussion and vote due to a conflict of interest. With the reclusion of Regina Hanshaw, there is no longer a quorum for action to be taken on this matter so all subject matter was tabled until the next meeting.

Non-Occupancy Affidavit

Janet Williams shared with the Board an affidavit the staff will begin to use for individuals who install homes not intending to be used as living quarters.

Memo sent to Water Service Providers

Janet Williams shared with the Board a letter that was sent out to all providers of water service throughout the state of Ohio. The letter is in regards to water service providing to manufactured home communities. The agencies were asked that if water service to a community is threatened due to non-payment, please contact our agency as soon as possible so that we can contact the park operator as well to try to come to a resolution that best serves the public.

HUD – Recertification, Dispute Resolution

Janet Williams notified the Board she completed the recertification for the Dispute Resolution program through HUD.

Rule Revisions

Rule revisions have begun and several no change rules are ready to be filed.

Action: Regina Hanshaw made a motion to approve the no change rules phase 1 and direct the staff to file with the appropriate agency rules 4781-1-01, 4781-1-03, 4781-2-01, 4781-2-02, 4781-2-03, 4781-2-05, 4781-3-01, 4781-4-01, 4781-5-01, 4781-6-01, 4781-8-02, 4781-8-05, 4781-8-06, 4781-8-07, 4781-8-09, 4781-8-10, 4781-8-11, 4781-9-04, 4781-11-09, 4781-11-10, 4781-11-11, and 4781-11-18. Rodney Hemming seconded the motion. The motion passed unanimously.

Community Renewals (Postmarked 12/31 or not?)

Community renewals will go out and continued to be timestamped as they have been in year's past.

Commission Minutes on the Website

Janet Williams asked the Board if they would like the minutes from the Board meetings posted on the Commission website. General census is that is a good idea. Minutes will now be posted on the website as they are approved.

CE Class, October 29, 2015

Final CE class for 2015 was held on Oct 29, 2015. Class appeared to go well and feedback was good. The next class is scheduled in May of 2016.

E-Licensing 3.0 Update / Rent Manager

There has not been any changes or updates to the conversion of 3.0 at this time.

Employee Dashboard Report

Janet Williams shared a recent survey done by the staff of the Commission. The survey discusses the staff's views and opinions of their jobs and roles within the Commission. The survey is part of a new initiative from the Governor's office tied in the annual workforce planning requirement.

MHARR Production August 2015

The most recent article in regards to manufactured home production was given to the Board members.

State's Combined Charitable Campaign

Janet Williams shared with the Board, the Commission's staffs successful attempt to reach the goal of \$500 in employee donations. The Commission exceed the goal and raised \$550. The Commission was also successful in reaching the MBE Edge requirement of 15% and the Edge requirement of 5%.

Passing of Inspector, Roy W Mason, Ashtabula County

Janet Williams expressed condolences on the passing of Inspector Roy W Mason.

New Business

Gary Whitaker and Terry Swackhammer expressed a new concern raised over rule 4781-6-03.3(F)(2)(a). The rule states "All frame piers between thirty-six and sixty-seven inches high and corner piers over three blocks high shall be constructed out of double, interlocked concrete blocks..." The confusion arises in the description of "corner piers over three blocks". Blocks are different dimensions and all other codes refer to pier construction in measurements, not block description. The inspectors are requesting to replace the verbiage with "corner piers over 28 inches high". Discussion ensued and agreed that it would be included in the next rule review phase.

Action: A motion was made by Tim Apel to move into executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to discuss the compensation of public employees. The motion was seconded by Rodney Hemming.

Roll Call: Rolfes Yes; Younkin Yes; Hanshaw Yes; Apel Yes; Hemming Yes
Motion Carried.

Time In: 2:37pm Time Out: 2:47pm

Action: Rodney Hemming made a motion to accept the Director's recommendation for Gary Whitaker, Janet Williams and Angel Legge to receive the employee's compensation package with a 6% pay increase. Ron Younkin seconded the motion. The motion passed unanimously.

Adjournment:

Action: Motion to adjourn made by Rodney Hemming and seconded by Tim Apel. The motion passed unanimously. Meeting ended at 2:52pm.

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
December 16, 2015
10:00 AM
5100 Parkcenter Avenue, Suite 103
Dublin, Ohio 43017

Members Present

Dan Rolfes, Chair
Ron Younkin, Vice Chair
Regina Hanshaw
Tim Apel
Tom Rehrig
Rodney Hemming
Eric Zgodzinski

Commission Staff

Janet M. Williams, Executive Director
Angel Legge, Program Administrator
Terry Swackhammer, Inspector/Investigator
Gary Whitaker, Inspector/Investigator

Legal Counsel

Lydia Arko, AAG
Christie Limbert, AAG

Members Absent

Emory Helmuth

Guests

Warren Connolly, OCIB
Melissa Benson, LASC
Elaine Gauck, Lakeside Terrace

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. Regina Hanshaw left at 11:30am

Swearing in of Eric Zgodzinski, Registered Sanitarian Seat

Christie Lambert, AAG performed the swearing in of the newest Commissioner Eric Zgodzinski.

Approval of the Minutes

Dan Rolfes asked for a motion to approve the minutes from the November 3, 2015 meeting.

Action: A motion was made by Tim Apel to approve the minutes from the November 3, 2015 meeting. The motion was seconded by Regina Hanshaw. The motion passed unanimously.

Public Comment

Warren Connolly stated he wanted the Commission to add language to the rules that state the point of service is where the OMHC's jurisdiction begins for electrical inspections. It was explained to Mr. Connolly that the rules already state that. The problem with whose jurisdiction of the electrical inspections can't not be fixed with language change in the rules. If it was that easy it would have already been done. Ms. Hanshaw suggested to Mr. Connolly to prepare language that can be presented to the Board of Building Standards. The BBS will review it and see if it is plausible to make the change and if by making that change, will it resolve the issue.

Executive Director's Report

Janet Williams introduced the new AAG, Christie Limbert to the board members. Lydia Arko, AAG, will no longer be serving as the AAG for the Commission. Ms. Limbert will resume that role effective immediately.

Executive Director, Janet Williams presented a list of eight (8) applicants for salesperson licenses that met the requirements for a salesperson's license.

Action: A motion was made by Tim Apel and seconded by Rodney Hemming to approve the eight (8) salesperson applicants listed on the ratification list pending the results of the fingerprinting. The motion passed unanimously with Ron Younkin and Tom Rehrig abstaining from the vote.

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

Action: A motion was made by Tim Apel and seconded by Tom Rehrig to approve the one (1) dealer applicant listed on the ratification list. The motion passed unanimously.

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

Action: A motion was made by Tim Apel and seconded by Tom Rehrig to approve the one (1) applicant for an inspector's license listed on the ratification list. The motion passed unanimously.

Inspectors Report

Gary Whitaker presented the update on the Community Complaints Resolved. Numbers show that there has been an increase in complaints resolved since last meeting. No other abnormalities were noted.

Budget Report

Executive Director Janet Williams presented the update on the budget as of the current date. Total expense for FY16 to date is \$432,280 and total revenue to date is \$443,339. Ron Younkin questioned why the revenue for community licenses has decreased by \$47,501. It was explained that in FY14 community license renewal fees were not separated with community transfer and late fess as they are now for FY15. For the next budget report, FY14 will show the separation of the fees as separated in FY15.

Community Inspections for 2015

All community inspections for 2015 have been completed. 1197 inspections have been followed up on, completed and closed. 397 inspections are in various stages of follow up.

Community Renewal Report

Community renewals for 2016 have been mailed out. 575 have been returned and processed, and 1010 have yet to be returned.

Permit Activity Report

A snapshot was given to the Commission in regards to the number of permits that have been sold and the stats of homes set in communities or on private land.

Engineered Drawings

Gary Whitaker presented the recent changes made to the engineered drawings for use by installers and homeowners. Further revisions were discussed. These will be presented to the architect and returned at the next meeting.

Mods In Communities

The AG's office is preparing the memo in regards to Mods in communities and will present it at the next meeting.

Unlicensed Communities

Due to the change in staffing at the AG's office this topic will be discussed with the new AAG and will be presented at the next meeting.

10 TV Report

Channel 10 did a follow up story on the home set in Worthington Arms. We are expecting this to be the last story on this case.

Contracts

The MOU's and contracts went out for the local health departments and third party agencies. This year the certified building departments will also receive contracts in regards to expectations of installation inspections similar to the third party agencies.

Possible 119 Hearing

A case was presented to the Commission for possible disciplinary actions.

Action: Tom Rehrig made a motion to bring Rick Binder in for a 119 hearing on charges of conducting inspections he was not licensed or certified to conduct. Eric Zgodzinski seconded the motion. Motion passed unanimously.

Rule Revisions

Phase 1 and 2 rule revisions were presented to the Commission along with Phase 2 no change rules.

Action: Rodney Hemming made a motion to accept the rule revisions as presented in Phase 1 Rule Revision packet with the revised changes to 4781-8-08. Tom Rehrig seconded the motion. The motion passed unanimously.

Action: Rodney Hemming made a motion to accept the rule revisions as presented in Phase 2 Rule Revision packet. Tom Rehrig seconded the motion. The motion passed unanimously.

Action: Ron Younkin made a motion to accept the no change rules as presented in the Phase 2 No Change packet. Rodney Hemming seconded the motion. The motion passed unanimously.

MHARR Production September 2015

The most recent article in regards to manufactured home production was given to the Commission members.

Staff Appreciation Notes

Janet Williams shared with the Commission members several notes received by consumers showing appreciation for the work staff has done for them.

Passing of Community Owner / Dealer, Mary Irene Younkin

The industry recently suffered a great loss with the passing of Mary Irene Younkin. Dan Rolfes expressed his condolences to the Younkin family and stated that Mrs. Younkin was the Queen of the Industry with a moral compass like no other. The Commission is blessed to have her blood on this Commission and still doing work within the industry.

Thanks for the years of service for Chairman Dan Rolfes and Commissioner Emory Helmuth

With great sadness, this is the final meeting for Chairman Dan Rolfes and Commissioner Emory Helmuth. They have been with the Commission since its inception in October of 2014. Mr. Rolfes and Mr. Helmuth have provided invaluable service to this Commission and they will be greatly missed.

New Business

Janet Williams expressed her gratitude to Lydia Arko AAG for her work with our Commission and we wish her well on her future endeavors.

Action: A motion was made by Tim Apel to move into executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to discuss the compensation of a public employee. The motion was seconded by Rodney Hemming.

Roll Call: Rolfes Yes; Younkin Yes; Apel Yes; Rehrig Yes; Hemming Yes; Zgodzinski Yes
Motion Carried.

Time In: 1:41pm Time Out: 1:55pm

Action: Tim Apel made a motion to amend the 6% increase from the November 3, 2015 meeting to \$35 an hour to be in line with the Program Administrator 3 title. Rodney Hemming seconded the motion. The motion passed unanimously.

Adjournment:

Action: Motion to adjourn made by Tom Rehrig and seconded by Rodney Hemming. The motion passed unanimously. Meeting ended at 1:56pm.

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