The Manufactured Housing Committee held a regular meeting on October 10, 2012. Officially attending the meeting was:

Robert Romero, Chairman
Becky Nottke, Member
Nancy Erickson, Member
James Knott, Member
Scott Christensen, Member
Chester Anderson, Member
Rick Word, Assistant Attorney General
Land Clark, Deputy Director

1. **Convene, Determination of Quorum and Introductions: Commissioners and Audiences**

Chairman Robert Romero established that a quorum of the Committee Members was present and convened the meeting at 9:35 a.m.

2. **Approve Agenda**

MOTION: Committee Member Knott moved to amend #7 and change 12-01-014 to 12-06-014 and approve the Agenda as presented. Member Nottke seconded the motion. VOTE: All voted in favor of the motion.

3. **Approve Minutes**

MOTION: Committee Member Knott moved for the approval of the minutes from the August 22, 2012 meeting. Member Nottke seconded the motion. VOTE: All voted in favor of the motion.

4. **Director’s Report – Deput**y Director Clark presented the Director’s report and highlights were as follows:

- The Albuquerque and Roswell MHD Inspector positions are being advertised
- Shannon Talent is assisting in training Alphonso Santistevan and conducting inspections in the field
- Compliance and unlicensed investigations are now being handled by the Compliance Section
- Congratulations to the following Committee Members on their appointment/reappointment to the Manufactured Housing Committee: James Knott, Scott Christensen and Chester Anderson
- MHD now has three inspectors who passed the utility release training (Joseph Aragon, Nick Ruiz, Shad Goldman)
• MHD has been preparing for the IBTS visit later this month. IBTS will review MHD’s completed “Verification of State Plan” information and program records and will discuss MHD’s State Plan performance. IBTS will also observe SAA personnel in the performance of a SAA record review at the Karsten Plant (Albuquerque)
• Director Martinez made a presentation before DoIT for C2 funding to create an integrated compliance tracking program for CID-MHD. A new electronic management system would need to interact with CTS (KIVA’s replacement) and allow for tracking of compliance inspections and contractor licensing searches. CID-MHD is dedicated to improve responsiveness and keeping case investigations on track, and has set improved measures for our fiscal year goals.

5. Old Business
   a. Committee Appointment Updates – Discussion took place with MHC members.

6. New Business
   a. Nominations for MHC Vice-Chair position –
      MOTION: Chairman Romero nominated Member James Knott as MHC Vice-Chair. Member Nottke seconded the motion. All voted in favor.
   b. Review of proposed NMAC 14.12.3.15 – Placement of Modular Structures - Discussion took place.
   c. Request to proceed to public hearing – NMAC 14.12.2.14 – Installer and Repairmen – The Division, with recommendation from a task force made of (3) persons representing GB contractors and (3) persons representing MHD contractors, recommends changes to the New Mexico Administrative Code 14.12.2.14 - Public hearings are proposed to be held in two locations, Albuquerque and Las Cruces to hear comments.
      MOTION: Member Knott moved to proceed to public hearing as presented. Member Erickson seconded the motion. All voted in favor of the motion.

7. Executive Session – Chairman Romero made a motion that the Manufactured Housing Committee go into Executive Session to discuss matters pertaining to the issuance, suspension, renewal or revocation of a license; to deliberate pending cases; and to discuss pending litigation. Committee Member Nottke seconded the motion. VOTE: A roll call vote was taken with all Committee members voting to adjourn to executive session. The meeting adjourned to executive session at 10:20 a.m.

   • MHD File Closures
   • NCA Recommendation

Chairman Romero entertained a motion to open the meeting to the public. He further stated that only matters exempt from the open meeting requirement, NMSA 1978 10-15-1(H). No other matters were discussed, and no other actions were taken during executive session. The meeting reconvened at 11:14 a.m.
8. Action on items discussed during Executive Session
   1. Recommendation to Close Cases:
   NM-11-03-009
   MOTION: Committee Member Knott moved to close case NM-11-03-009 as presented.
   Committee Member Nottke seconded the motion. VOTE: All voted in favor of the motion.

   2. NCA Recommendation – NM 12-06-014 and NM 12-01-012
   MOTION: Committee Member Christensen moved that NM 12-06-014 go to NCA. Committee
   Member Knott seconded the motion. Committee Member Erickson recused herself from voting.
   VOTE: All voted in favor of the motion.

   MOTION: Committee Member Christensen moved that NM 12-01-012 go to NCA. Committee
   Member Knott seconded the motion. Committee Member Erickson recused herself from voting.
   VOTE: All voted in favor of the motion.

9. Public Comment

8. Adjourn –
   MOTION: Committee Member Knott made a motion to adjourn at 11:58 a.m. Committee
   Member Nottke seconded the motion. All voted in favor of the motion.

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James Knott, Vice-Chairman         Date

ATTEST:

__________________________________________
Katherine Martinez, Secretary      Date