

**Meeting Minutes**  
**ELECTRICAL COMMISSION**  
217 W. Missouri Ave. Pierre SD  
Or Microsoft Teams  
July 19, 2022 8:30 A.M. CDT

President Lyons called the meeting to order at 8:30 a.m. JJ Linn, Executive Director called the roll.

**Members of the Board in Attendance:** Sean Lyons, Rick Cronin, Dave Eide and John Hoffman.

**Members of the Board in Attendance via Microsoft Teams:** Tor Sorlien and Russ Vanderwerff.

**Others Present:** JJ Linn – Executive Director, Roxie Mobley – Office Secretary, and Jerry McCabe – Legal Counsel.

The meeting agenda was presented. President Lyons requested additions or comments on the agenda. President Lyons declared the agenda correct as presented.

January 13, 2022, Commission minutes were presented. President Lyons declared the minutes correct as presented as no comments were received from members.

President Lyons opened the floor to public input. No comments were received.

Inspectors report:

President Lyons requested Director Linn to conduct an inspector update.

- There has not been an inspector meeting since the last Commission meeting.
- IAEI Western Section in Sioux Falls in September.
- Rehired Scott Ochsner in the Tea/Harrisburg District on 2/24/22.
- Hired John Smallbrock in the Southern Hills District on 4/11/22.
- Hired Seth Warner in the Aberdeen/Gettysburg District on 5/16/22.
- Dan Larson retired on 5/23/22.

Old Business:

- President Lyons stated there is no old business on the agenda.

New Business:

- President Lyons requested Director Linn to review the Uniform Complaint and Declaratory Ruling Procedure – SDCL 36-1C. Eide made a motion to authorize the investigative committee the ability to dismiss a complaint as promulgated in 36-1C-4 and impose an administrative fine as promulgated in 36-1C-5. Hoffman seconded the motion. Discussion ensued. Hoffman made an amending motion to strike, “impose an administrative fine as promulgated by 36-1C-5”. Seconded by Lyons. A roll call vote was held. **AMENDMENT PASSED.** (Cronin-aye, Eide-aye, Hoffman-aye, Sorlien-aye, Vanderwerff-aye, Lyons-aye). Discussion ensued on the amended motion. A roll call vote was held. **AMENDED MOTION PASSED.** (Cronin-aye, Eide-aye, Hoffman-aye, Sorlien-aye, Vanderwerff-aye, Lyons-aye).
- Hoffman made a motion to enter into executive session at 9:15 a.m. Seconded by Sorlien. Lyons called for the vote. **OTION PASSED.**
- The Commission came out of executive session at 9:45 a.m. Hoffman made a motion to dismiss the complaint. Seconded by Eide. A roll call vote was held. (Cronin-aye, Eide-aye, Hoffman-aye, Sorlien-aye, Vanderwerff-aye, Lyons-aye)
- President Lyons announced nominations are now in order for the office of President. Cronin nominated Sean Lyons; Seconded by Eide. President Lyons requested additional nominations.

Hearing none, President Lyons declared Sean Lyons elected to the position of President by acclamation. President Lyons announced nominations are now in order for the office of Secretary/Treasurer. Cronin nominated John Hoffman; Seconded by Lyons. President Lyons requested additional nominations. Hearing none, President Lyons declared John Hoffman elected to the position of Secretary/Treasurer by acclamation.

#### Reports:

- The reports for January 2022 to June 2022 were reviewed.

#### Code Committee Report:

- No pending items at this time.

#### President's Report:

- No pending items at this time.

#### Executive Director's Report:

- Director Linn noted the Commission is not current on billing installers for permits that have been finaled due to renewal. Reasons for this include the COVID pandemic, the loss of a 42-year employee, and the hiring of two new staff, all of which occurred close to or during renewal and an inspection fee increase. The Commission has been diligent to inform licensees multiple times of the delay in billing. Roxie stated we are almost caught up.
- Director Linn noted Roxie Mobley will be retiring from the Commission on Sept. 18, 2022. Director Linn and the members thanked Roxie for over 36 years of service and her patronage over those years to the industry.
- Director Linn informed the members the Commission has started the preliminary process of updating the licensure/permit database. Director Linn will update the Commission on progress. Director Linn estimated a 6/30/23 timeline.
- Director Linn updated the Commission on the emailed license cards. The Commission had processed 20% more licenses by 6/30/22 than 6/30/20.
- Director Linn updated the members on the move to the new location which occurred on February 8.

President Lyons noted the next Commission meeting is tentatively scheduled for October 20, 2022.

President Lyons requested comments from the members. Hearing none, President Lyons made the following inquiries:

- Does wiring in an island require protection?
- Does an HVAC disconnect require labeling?
- Can you provide detail on flush mounted Installation?

Director Linn will follow up on the inquiries and provide the information to the members.

Hoffman made a motion to adjourn the Commission meeting. Eide seconded the motion. A roll call vote was held. **MOTION PASSED.** (Cronin-aye, Eide-aye, Hoffman-aye, Sorlien-aye, Vanderwerff-aye, Lyons-aye).

Meeting adjourned at 9:45 a.m.