



State of Idaho  
Division of Occupational and Professional Licenses  
Factory Built Structures Advisory Board

**BRAD LITTLE**  
Governor  
**RUSSELL BARRON**  
Administrator

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**Minutes of 07/23/2024**

<b>Board Members Present:</b>	Jeff Chrisman, Chair Ross Parks Kenna Draper Ken Roche Brian Mattson Christopher Breshears	<b>Division Staff:</b>	Justin Touchstone, Executive Officer Jill Randolph, Legal Counsel Sam Zahorka, Building Prog. Manager Lisa Stover, Building Prog. Supervisor Ashlee Boyle, Licensing Supervisor Jorge Perez, Board Support Specialist
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**Board Members Absent:** Mike Jensen  
Spencer McLean

The meeting was called to order at 9:00 AM MT by Chairman Jeff Chrisman.

**APPROVAL OF 07/20/2023 and 11/30/2023 MINUTES**

A motion was made and seconded to approve the 07/20/2023 and 11/30/2023 meeting minutes. The motion carried unanimously.

**DIVISION BUSINESS**

**Public Member Training:** Legal Counsel Jill Randolph presented a PowerPoint presentation titled “Public Member Training”.

**Program Report:** Executive Officer (EO) Justin Touchstone provided an overview of a dashboard that was created to view information on permits and inspections. The dashboard is still under construction and more information regarding inspection subtypes will be added.

**Financial Report:** EO Touchstone provided the Financial Report. The Board is operating well above financial targets and will need to start reviewing avenues to reduce finances. Chairman Jeff Chrisman asked for details on the large increases of fees in the third quarter. EO Touchstone will send the Board a follow up email explaining the cause of the increases.

**Oasis Update:** EO Touchstone updated the Board on the Oasis system. Bobbi Kaufman, Clearwater County, expressed concern for the limited information on contractors provided in the new system. EO Touchstone will investigate this issue.

**BOARD BUSINESS**

**HUD Manufactured Home Installation Tags:** Building Program Manager (BPM) Sam Zahorka provided an update on HUD tags, mentioning DOPL’s aim to change terminology and perform educational outreach. BPM Zahorka is currently working on implementing suggestions received from the public, as well as the permits and inspections dashboard. Building Program Supervisor

Lisa Stover provided insight into having installers pull HUD tags, pointing out that there would have to be terminology changes in the statute for the responsibility to fall on installers exclusively.

**Reciprocal & Tri State Agreements:** BPM Zahorka informed the Board of outdated reciprocal agreements. New agreements are currently being worked on; however, the Board will not be required to approve the new agreements but may receive updates if the Board requests. Board Member Ross Parks volunteered to work alongside staff to update the reciprocal agreements.

**Public Comments:** There was no public comment.

#### **ADJOURNMENT**

A motion was made and seconded to adjourn the meeting. The motion carried unanimously with the meeting adjourning at 09:58 AM. 07/24/2024/jp