



State of Idaho
Division of Occupational and Professional Licenses
Board of Architects and Landscape Architects

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Draft Minutes of 10/23/2025

Board Members Present: Tim Grissom, Chair
Bryce Olberding, Vice-Chair
Jon Breckon
Allison McClintick
Jedd Walker

Division Staff Present: Justin Touchstone, Exec. Officer
Greg Loos, Legal Counsel
Nicole Kenyon, Lic. Supervisor
Amanda Lee, Board Support Spec.

Board Members Absent: Daniel Mullin

The meeting was called to order at 9:03 AM by Chair Tim Grissom.

Approval of Minutes

Chair Grissom noted that under “NCARB Leadership Presentation & Discussion” the reference to “Building Code Rules” should be corrected to the “Rules of the Board of Architects and Landscape Architects”. A motion was made and seconded to approve the August 28, 2025 minutes as amended. The motion carried unanimously.

DIVISION BUSINESS

Financial Report: Executive Officer (EO) Justin Touchstone presented the Fiscal Year 2026, Quarter One Financial Report and the 5-year projections for the Board’s cash balance. The 2-year renewal cycle and fee reductions were discussed.

Open Meeting Law Training: Legal Counsel Greg Loos presented the Open Meeting Law Training.

Licensing Update: Licensing Supervisor Nicole Kenyon provided a summary of license applications, renewals, endorsements, and processing times.

BOARD BUSINESS

2026 Meeting Dates: The Board approved the following 2026 meeting dates: February 24, April 21, June 16, August 18, and October 27.

NCARB 2026 Regional Summit: A motion was made and seconded to approve up to three (3) Board members and two (2) division staff to attend the National Council of Architectural Registration Boards (NCARB) 2026 Regional Summit and the NCARB 2026 Annual Business Meeting. The motion carried unanimously.

NCARB 2026 Annual Business Meeting: This item was addressed in the topic above.

CLARB 2026 Annual Meeting: A motion was made and seconded to approve up to two (2) Board members and one (1) division staff to attend the Council of Landscape Architectural Registration Boards 2026 Annual Meeting. The motion carried unanimously.

Public Comment: There were no public comments.

EXECUTIVE SESSION

A motion was made and seconded for the board to enter into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session is to discuss documents relating to the fitness of a licensee to obtain a license or registration.. The vote was: Chair Grissom-aye; Vice-Chair Olberding-aye; Breckon-aye; McClintick-aye; and Walker-aye. Motion carried unanimously.

A motion was made and seconded to exit executive session. The motion carried unanimously.

MOTION(S) RESULTING FROM THE EXECUTIVE SESSION

Motion(s) re: Application(s): A Motion was made and seconded to approve application 1878589 as discussed in executive session. The motion carried unanimously.

ADJORNMENT

There being no further business, the meeting was adjourned at 10:44 AM.