



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

BRAD LITTLE
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Minutes of 08/26/2025

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| Board Members Present: | Jeff Chrisman, Chair Mike Jensen, Vice Chair Spencer McLean, Sec Ross Parks Brian Mattson Kenna Draper Ken Roche Christopher Breshears | Division Staff Present: | Justin Touchstone, Executive Officer Gus Tate, Legal Counsel Craig Boyack, Investigator Lisa Stover, Bld Safety Prog. Sup. Charlotte Kovac, Board Support Spec. |
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The meeting was called to order at 9:06 AM MT by Chair Jeff Chrisman.

Approval of 06/09/2025 Minutes:

A motion was made and seconded to approve the June 09, 2025 meeting minutes. The motion carried unanimously.

DIVISION BUSINESS

Financial Report: Executive Officer (EO) Justin Touchstone presented the Fiscal Year 2025, Quarter 4 Financial Report. The Factory Built Structures finances are currently included in the Building Code Board Financial Reports. EO Touchstone will provide a financial report specific to the Factory Built Structures Advisory Board at the next meeting.

Program Report: EO Touchstone is working with DOPL staff to create additional filters for the program report to capture data specific to factory-built structures. EO Touchstone asked the Board for feedback on information they would like to see in future reports. Board Member Kenna Draper requested a breakdown between HUD and commercial, especially to show where DOPL staff time is being spent. Board Member Ken Roche requested a year-by-year comparison. EO Touchstone will work with the DOPL data analysis team and will present a preliminary report at the next meeting.

Oasis Update: EO Touchstone acknowledge that the current system does not provide the functionality needed for HUD. Division staff met with the Idaho Association of Builders Officials to identify industry needs and are working with the programming team to implement those updates as soon as possible. EO Touchstone asked Board Members to please contact Building Safety Program Supervisor Lisa Stover if they encounter any issues while using the licensing system.

BOARD BUSINESS

Election of Officers: A motion was made and seconded to nominate Mike Jensen as Chair. The motion carried unanimously. A motion was made and seconded to elect Kenna Draper as Vice-Chair. The motion carried unanimously. A motion was made and seconded to re-elect Spencer McLean as Secretary. The motion carried unanimously.

MFR Checklist: EO Touchstone has been working with Division staff to simplify the manufacturing checklist. Building Program Manager Sean Courtright will provide the updated checklist and installation manual for the Board to review at the next meeting.

Public Comment: There were 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 or retain a license or registration. Roll call: Chair Jeff Chrisman-Aye, Vice Chair Mike Jensen-Aye, Secretary Spencer McLean-Aye, Board Member Ross Parks-Aye, Board Member Brian Mattson-Aye, Board Member Kenna Draper-Aye, Board Member Ken Roche-Aye, and Board Member Christopher Breshears-Aye. The motion carried unanimously.

Motion to Exit Executive Session: A motion was made and seconded to exit executive session. The motion carried unanimously.

MOTION(S) RESULTING FROM THE EXECUTIVE SESSION

Motion(s) re: Discipline:

A motion was made and seconded to recommend the Administrator to authorize the negotiation of an informal agreement for corrective action with the terms discussed in executive session for case number 1552748 and to authorize the Executive Officer to approve on behalf of the Board. The motion carried unanimously.

A motion was made and seconded to authorize the Board Prosecutor to file an administrative complaint should any negotiations expire or be rejected. The motion carried unanimously.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:08 AM.