



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

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

11341 W Chinden Blvd.  
P.O. Box 83720  
Boise, ID 83720-0063  
(208) 334-3233  
dopl.idaho.gov

**Draft Minutes of 02/18/2026**

<b>Board Members</b>	Mike Jensen, Chair	<b>Division Staff</b>	Justin Touchstone, Executive Officer
<b>Present:</b>	Kenna Draper	<b>Present:</b>	Greg Loos, Legal Counsel
	Spencer McLean		Sean Courtright, Building Program Mgr.
	Ross Parks		Jimmy Zanutelli, Building Safety Sup.
	Brian Mattson		Charlotte Kovac, Board Support Spec.
	Ken Roche		
	Christopher Breshears		

The meeting was called to order at 9:01 AM MT by Chair Mike Jensen.

**Approval of 08/26/2025 Minutes:**

A motion was made and seconded to approve the August 26, 2025 meeting minutes. The motion carried unanimously.

**DIVISION BUSINESS**

**Financial Report:** Executive Officer (EO) Justin Touchstone presented the Fiscal Year 2026, Quarter 2 Financial Report. EO Touchstone noted that the funds that were inadvertently coded to the Building Code Board have been corrected and are now reflected in the Factory Built Structures Advisory Board's financial report.

**OASIS Update:** EO Touchstone provided an update on the OASIS licensing system noting that staff has dedicated time and materials towards fixing the issues related to Building and Manufacturing. EO Touchstone asked the Board to notify him if they hear of any problems regarding OASIS.

**Licensing, Permitting, and Testing Overview:** EO Touchstone presented the Licensing, Permitting and the Testing Overview. From July 1, 2025 to February 18, 2026 there are currently 122 active licenses. EO Touchstone showed the trends between HUD and Modular permits. Chair Jensen requested a breakdown of the different permits being tracked. EO Touchstone will provide this information at the next meeting. EO Touchstone reported that the Manufacturer Installer and Manufacturer Retailer exams reflected a 100% pass rate from the six exams taken.

**Respectful Workplace Training:** The 2026 Respectful Workplace Training was provided.

**Open Meeting Law Training:** Legal Counsel Greg Loos presented the Open Meeting Law Training, reviewing the requirements for all meetings of appointed Boards and Commissions of Idaho.

## **BOARD BUSINESS**

**Manufactured Home Checklist Revision Review:** Building Program Manager (BPM) Sean Courtright provided an overview to the Board of the changes and edits made to the checklist. BPM Courtright and Building Safety Program Supervisor Jimmy Zanotelli fielded questions and provided clarifications to the Board and the public.

**Public Comment:** There were no public comments.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:08 AM.

DRAFT