



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

**BRAD LITTLE**  
Governor  
**RUSSELL BARRON**  
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**Draft Minutes of 02/24/2026**

<b>Board</b>	Tim Grissom, Chair	<b>Division</b>	Justin Touchstone, Executive Officer
<b>Members</b>	Bryce Olberding, Vice-Chair	<b>Staff</b>	Janice Beller, Legal Counsel
<b>Present:</b>	Jon Breckon Allison McClintick Dan Mullins Jedd Walker	<b>Present:</b>	Jessica Spoja, Licensing Program Mgr. Nicole Kenyon, Licensing Supervisor Amanda Lee, Board Support Specialist

The meeting was called to order at 9:00 AM by Chair Tim Grissom.

**Approval of 10/23/2025 Minutes**

A motion was made and seconded to approve the October 23, 2025, minutes. The motion carried unanimously.

**DIVISION BUSINESS**

**Financial Report:** Executive Officer (EO) Justin Touchstone presented the Fiscal Year 2026, Quarter 2 Financial Report.

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

**Licensing Update:** The License Base Report from October 1, 2025, through February 20, 2026, was provided by Licensing Program Manager Jessic Spoja.

**NCARB Resolution:** The Board discussed the National Council of Architectural Registration Boards (NCARB) 2026 Draft Resolutions. EO Touchstone noted that the NCARB Draft Resolutions will be reviewed at the upcoming NCARB Regional Meeting and will be voted on at the 2026 NCARB Annual Meeting later this year.

**Legislative Update:** [House Bill \(HB\) 703](#), which standardizes the disciplinary framework across all boards, commissions, committees, and programs administered by the Division, is being presented during the 2026 Legislative Session. The Division is also tracking several pieces of legislation that may affect the Board, including [HB 616 Interior Designers, Technical Submissions](#), [HB 643 Building Code, Heat Detection](#), [HB 647 Manufactured Homes](#), and [HB 706 Single Stairway Buildings](#).

**Review of NCARB Model Law:** The Board reviewed several questions and answers found on the Licensing Requirements Tool page of the NCARB website to ensure the answers correctly reflect Idaho Statute.

**Review of NCARB MRA's:** The board discussed the Mutual Recognition Agreement between NCARB and the Architects Registration Board. EO Touchstone will review the MRA for any changes that could affect the Board's rules and will provide a report at the next meeting.

## **BOARD BUSINESS**

**Election of Officers:** A motion was made and seconded to re-elect Chair Grissom. The motion carried unanimously.

A motion was made and seconded to re-elect Vice-Chair Olberding. The motion carried unanimously.

**University of Idaho Landscape Department:** A motion was made and seconded to send a Landscape Architect and an Architect representative from the Board to support the April 24-25, 2026, education outreach opportunity at the University of Idaho campus for the Landscape Architecture and Architecture Programs. The motion carried unanimously.

**2026 NCARB Annual Meeting Discussion:** Chair Grissom and Board Member Walker will attend the 2026 NCARB Annual Meeting from June 25-27, 2026, in Minneapolis, MN and provide their conference reports at the August 18, 2026, Board 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 consider documents relating to the fitness of an applicant to be granted a license or registration. The vote was: Chair Grissom-aye; Vice-Chair Olberding-aye; Board Member Breckon-aye; Board Member McClintick-aye; Board Member Mullins-aye; and Board Member Walker-aye. The 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 number 1513030. The motion carried unanimously.

A motion was made and seconded to deny application number 1812170. The motion carried unanimously.

## **ADJORNMENT**

There being no further business, the meeting was adjourned at 11:40 AM.