



State of Idaho

Division of Occupational and Professional Licenses Factory Built Structures Advisory Board

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Draft Minutes of 09/09/2026

Board Members Present:	Mike Jensen, Chair Spencer McLean, Secretary Ross Parks Ken Roche Brian Mattson	Division Staff Present:	Justin Touchstone, Executive Officer Gabriel Arroyo, General Counsel Sean Courtright, Building Program Manager Amanda Lee, Board Support Specialist
Board Members Absent:	Christopher Breshears		

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

Approval of 06/23/2026 Minutes:

A motion was made and seconded to approve the June 23, 2026, meeting minutes. The motion carried unanimously.

DIVISION BUSINESS

Financial Report: Executive Officer (EO) Touchstone presented the Fiscal Year 2026, Quarter 4 Financial Report.

State Travel Policy Update: EO Touchstone presented a summary of the changes incorporated into the updated Idaho State Travel Policy, which took effect on July 1, 2026.

Universal Discipline Training: General Counsel Arroyo provided an overview of House Bill 703, codified at Idaho Code § 67-2616 (Universal Discipline), which became effective on July 1, 2026, including the disciplinary enforcement tools available under the statute.

BOARD BUSINESS

2027 Spring Board Meeting Date: A motion was made and seconded to schedule a Board meeting on March 23, 2027. The motion carried unanimously.

A motion was made and seconded to schedule a Board meeting on November 10, 2026. The motion carried unanimously.

Idaho Factory Built Structures EAL Discussion: The Board reviewed the draft Executive Agency Legislation that would consolidate the Factory Built Structures Advisory Board into the Idaho Building Code Board and move all existing rules into statute.

Public Comment: There were no public comments.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:02 AM.