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

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Minutes of 09/29/2026

Board Members Present:	Tim Grissom, Chair Bryce Olberding, Vice-Chair Jon Breckon Allison McClintick Jedd Walker
Board Members Absent:	Dan Mullin
Division Staff Present:	Justin Touchstone, Executive Officer Jessica Spoja, Executive Officer Janice Beller, General Counsel Ryan Bernard, Legislative & Regulatory Affairs Chief Liz McClung, Investigations Supervisor Amanda Lee, Board Support Specialist

The meeting was called to order at 9:05 AM MT by Chair Grissom.

Approval of 06/16/2026 Minutes:
A motion was made and seconded to approve the June 16, 2026, meeting minutes. The motion carried unanimously.

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

State Travel Policy Updates: EO Spoja provided an overview of the updated State Travel Policy that went into effect July 1, 2026.

Open Meeting Law Training: General Counsel (GC) Beller presented the Open Meeting Law Training, reviewing the requirements for all meetings of appointed Boards and Committees of Idaho.

Universal Discipline Training: GC Beller provided an overview of House Bill 703, codified at Idaho Code section 67-2616 (Universal Discipline), which took effect July 1, 2026, including the disciplinary enforcement tools available under the statute.

BOARD BUSINESS
Negotiated Rulemaking IDAPA 24.01.01: The Board reviewed gathered public comments regarding the proposed changes to IDAPA 24.01.01. Comments received included a statutory reference correction, the verification process for Certified Interior Designer certification with the National Council for Interior Design Qualification (NCIDQ) examination, the request to remove

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the “Limit on Scope” section, the request to change “License” with “Certificate” in the fee table, and the request to include the Continuing Education Requirements for Interior Designers.

In response to those comments, it was proposed to make the following amendments to the proposed rules:

- Removal of “principal” from “certified interior designer”
- Removal of the “Limit on Scope” section
- Correction of statutory reference to Code Section 54-306(8)(c)(ii)
- Correction of language to read “Certification” instead of “License” for the Certified Interior Designer fee table

The Board then invited additional public comments from participants in the room and online.

> **Public Comment:** Ms. Kristin Anderson asked if audits will be conducted for interior designers and what the scope of work for certified interior designers will be. The Board clarified that continuing education is tracked with the NCIDQ and that the scope of work is outlined in the statute and rule.
>
> Mr. Matt Barusch, Director of Government Affairs and Advocacy for the Council for Interior Design Qualification (CIDQ), provided clarification that once certification lapses, the designer is no longer qualified through the CIDQ. Mr. Barusch added that a CIDQ jurisdictional portal is available to verify certification.
>
> Mr. Robert Boyle voiced concerns about conflicts arising further down the line regarding the scope of work overlapping between Architects and Interior Designers.

A motion to adopt the changes to the proposed rules was made and seconded. The motion passed unanimously.

Vote to go Pending: A motion was made and seconded to change the status of the proposed rules to pending. The motion carried unanimously.

2026 NCARB Annual Business Meeting Reports: EO Touchstone and Board Member Walker reviewed the key takeaways of the 2026 National Council of Architectural Registration Board (NCARB) Annual Business meeting. Major focal points included facilitating pathways to practice and potential statutory changes.

2026 CLARB Annual Meeting Reports: The Board discussed the key takeaways from the 2026 Council of Landscape Architectural Registration Boards (CLARB) Annual Meeting with topics such as pilot programs to aid pathways to licensure for Landscape Architect Educators, uniform standards of practice discussions, and ways to reduce seal fraud with verification options.

Mutual Recognition Agreement with Canada: The Board discussed participating in a Mutual Recognition Agreement with Canada for Architect licensees with the proper NCARB qualifications. The main agreement between American and Canadian officials has already been

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signed; the question for the Board was whether Idaho would agree to its terms and conditions, allowing Canadian architects to apply for licensure in Idaho using the MRA. A motion was made and seconded to participate in the Mutual Recognition Agreement with Canada. The motion carried unanimously.

2027 Meeting Calendar: The Board discussed scheduling Board meetings for February 9, June 1, and October 5, 2027.

2026 NCARB Summit Attendance: A motion was made and seconded to send the Board Chair, EO Touchstone and EO Spoja to the 2026 NCARB Leadership Summit. The motion carried unanimously.

2026 CIDQ Annual Meeting Attendees: EO Spoja explained to the Board that while attending another conference, she had the opportunity to meet and converse with leadership from the Council for Interior Design Qualifications (CIDQ). An invitation was extended to this Board to send representatives – registration fees paid – to the next CIDQ conference, since the disciplines will now be working more closely together. A motion was made and seconded to send one Board member and an EO to the 2026 Council for Interior Design Qualifications Annual Meeting. The motion carried unanimously.

2027 Western NCARB Regional Summit Attendance: A motion was made and seconded to send an EO, two Board members, the Board's public member, and the Board's GC to the 2027 Western NCARB Regional Summit. The motion carried unanimously.

2027 NCARB Annual Business Meeting Attendance: A motion was made and seconded to send an EO, two Board members, the Board's public member, and the Board's GC to the 2027 NCARB Annual Business Meeting. The motion carried unanimously.

2027 CLARB Attendance: A motion was made and seconded to send an EO and two Board members to the 2027 CLARB 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 Section 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code Section 74-106(9). The purpose of the executive session is to consider documents relating to the fitness of an applicant to obtain or retain a license or registration. The roll call vote was: Chair Grissom-aye; Vice-Chair Olberding-aye; Board Member Breckon-aye; Board Member McClintick-aye; and Board Member Walker-aye. The motion carried unanimously.

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

MOTIONS RESULTING FROM THE EXECUTIVE SESSION

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Motion Regarding Application: A motion was made and seconded to approve application 2134159 by endorsement. The motion carried unanimously.

Motion Regarding Discipline: A motion was made and seconded to close case numbers 2146495 and 2147505 with no action. The motion carried unanimously.

ADJOURNMENT
There being no further business, the meeting was adjourned at 11:53 AM.

The next meeting date is February 9, 2027.

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