



State of Idaho

Division of Occupational and Professional Licenses Architects and Landscape Architects Board

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Draft Minutes of 03/20/2025

Board Members Present:	Bryce Olberding, Chair Tim Grissom, Vice-Chair Dan Mullin Allison McClintick Jedd Walker	Division Staff:	Justin Touchstone, Executive Officer Gus Tate, Legal Counsel Erin Einarsson, Board Support Spc. Don Morse, Investigations Sup. Craig Boyack, Investigator Nicole Kenyon, Licensing Sup.
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Board Members Absent: Jon Breckon

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

APPROVAL OF 10/29/2024 MINUTES

A motion was made and seconded to approve the 10/29/2024 meeting minutes. The motion carried unanimously.

DIVISION BUSINESS

Financial Report: Executive Officer (EO) Justin Touchstone presented the Fiscal Year 2025, Quarter 2 Financial Report. EO Touchstone noted that the proposed fee adjustments were approved by the Legislature and will go into effect on April 1, 2025.

OASIS Update: Phase II of the OASIS Licensing System launched on November 4, 2024. Licensing reports will be provided at the next Board meeting. Chair Olberding asked if DOPL has identified any efficiencies since launching the new licensing system. EO Touchstone shared that the ability to issue same-day licenses has increased. Since the launch of the new licensing system over 5,000 licenses have been issued on the same day the application was received and over 1,000 have been issued within one to two days.

Legislative Update: Legal Counsel (LC) Gus Tate provided an overview of [House Bill 107](#) and [House Bill 14](#). LC Tate will review Idaho Code § 54-3 and 54-30 and present suggested changes to the Board prior to the presentation to the Legislature on September 1, 2025. LC Tate encouraged the Board Members to contact him with any questions or suggestions. EO Touchstone will provide the Board with a report on the legislation that passed after July 1, 2025.

Post Meeting Survey Update: DOPL has updated the Board Meeting Survey Form. The new survey includes questions relevant to each board and EO Touchstone invited Board Members to submit their feedback.

BOARD BUSINESS

Election of Officers: A motion was made and seconded to elect Tim Grissom as Chair. The motion carried unanimously.

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

NCARB 2025 Regional Summit Report: Board Member Dan Mullin could only attend the first day of the NCARB 2025 Regional Summit which consisted of speeches, elections and state reports, but did not provide any information to bring back to the Board. Vice-Chair Tim Grissom agreed and added that the second day of the regional summit included a review of the resolutions that will be voted on at the 2025 NCARB Annual Meeting. EO Touchstone attended the Member Board Executive Workshop which included discussions on compliance, discipline and pathways to practice. Vice-Chair Grissom shared that NCARB has identified 16 competencies an architect should possess and that the Architect Registration Exam and pathways to licensure are being reformatted towards those competencies. Vice-Chair Grissom added that the Interorganizational Council on Regulation (ICOR) is developing a guidance document on the overlapping practice of architecture, engineering, landscape architecture, land surveying and interior design and he anticipates this will be discussed at the 2025 Annual Meeting.

Guidance Document: Roles of Architects and Engineers: The guidance document will be placed on hold while the Legislature reviews the statutes for both Architects and Engineers. LC Tate suggested that the ICOR guidance document may also provide relevant information for the Board to consider.

NCARB Annual Meeting Delegates: A motion was made and seconded to send Board Members Dan Mullin, Jedd Walker and Allison McClintick as well as EO Touchstone to the 2025 NCARB Annual Meeting. The motion carried unanimously.

NCARB Resolutions Review: A motion was made and seconded that the delegates attending the 2025 NCARB Annual Meeting use the NCARB Resolution Review conducted at the Board meeting to inform their decisions as they vote on the resolutions at the 2025 NCARB Annual Meeting. The motion carried unanimously.

Public Comments: There were no public comments.

EXECUTIVE SESSION – APPLICATION(S) AND DISCIPLINE

Motion to Enter into 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 Olberding, aye; Vice-Chair Grissom, aye; Board Member McClintick, aye; Board Member Mullin, aye; and Board Member Walker, 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: Application(s): A motion was made and seconded to approve application 1391922. The motion carried unanimously.

Motion(s) re: Discipline: A motion was made and seconded to close case 1358038. Vice-Chair Grissom recused himself. With four ayes, the motion carried.

A motion was made and seconded to send case I-ALA-2024-04 to the prosecuting attorney for formal disciplinary action in accordance with the Board's discussion. The motion carried unanimously.

A motion was made and seconded to authorize the Division of Occupational and Professional Licenses to pursue an injunction for case I-ALA-2024-04. The motion carried unanimously.

ADJOURNMENT

There being no further business, Chair Olberding adjourned the meeting at 12:00 PM.