



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

Minutes of 02/18/2025

Board Members Present: Mike Jensen, Vice-Chair
Kenna Draper
Ken Roche
Ross Parks
Brian Mattson
Spencer McLean

Division Staff: Justin Touchstone, Executive Officer
Gus Tate, Legal Counsel
Joe Rotta, Building Prog. Manager
Lisa Stover, Building Prog. Supervisor
Amanda Lee, Board Support Specialist

Board Members Absent: Jeff Chrisman, Chairman
Christopher Breshears

This meeting was called to order at 9:16 AM (MT) by Vice-Chairman Mike Jensen.

APPROVAL OF MINUTES: A motion was made and seconded to approve the 07/23/2024 meeting minutes. The motion carried unanimously.

DIVISION BUSINESS

Introduction of the New Building Program Manager: Executive Officer (EO) Justin Touchstone introduced Joe Rotta as the new Building Program Manager (BPM).

Respectful Workplace Training: Jeana Graff from Human Resources presented Respectful Workplace Training.

Financial Report: EO Touchstone provided the First and Second Quarter Financial Report for Fiscal Year 2025. Further information will be provided at the next meeting.

Program Report: The number of active licenses, permits, and registrations related to Factory Built Structures are as follows:

Manufactured Home Installation Tags – 687
Manufactured Home Installation Permits – 364
Manufactured HUD Permits – 51
Modular Building Permit and Insignia Requests – 8,997
Manufactured Home Manufacture License – 27
Manufactured Housing – 334
Manufacturer – 612

Future meetings will offer more detailed information, including separate categories for Modular Building permits and insignia requests, clarification on whether the permits apply only in Idaho or across the Tri-State area, and distinct groupings for each permit type within the broader categories.

BOARD BUSINESS

Review of the Checklist: Lisa Stover, Building Program Supervisor, presented the New HUD Manufactured Home Checklist and Used Mobile/Manufactured Home Checklist at IDABO's recent meeting. They have also been sent to stakeholders for input. The Board will collaborate with Division staff to refine and edit the checklists, incorporating feedback from the industry.

Workgroup for Updating the Idaho Manufactured Home Installation: BPM Rotta and EO Touchstone plan to work with the Board and industry members to establish an updated Workgroup for reviewing the Idaho Manufactured Home Installation manual.

Public Comment: There were no public comments.

ADJOURNMENT: There being no further business, a motion was made and seconded to adjourn the meeting at 10:48 AM (MT)