



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

**BRAD LITTLE**  
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**Minutes of 06/27/2024**

<b>Board Members Present:</b>	Bryce Olberding, Chair Tim Grissom, Vice-Chair Jon Breckon Allison McClintick Daniel Mullin Jedd Walker	<b>Division Staff:</b>	Justin Touchstone, Executive Officer Mark Kubinski, Lead Legal Counsel Justin Montoya, License Investigator Erin Einarsson, Board Support Spc. Jorge Perez, Board Support Spc. Wendy Rock, Technical Records Spc. 2
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The meeting was called to order at 9:08 AM MT by Chairman Bryce Olberding.

**APPROVAL OF 10/03/2023 AND 04/04/2024 MINUTES**

A motion was made and seconded to approve the 10/03/2023 and 04/04/2024 meeting minutes. The motion carried unanimously.

**DIVISION BUSINESS**

**Financial Report:** Executive Officer (EO) Justin Touchstone presented the Revenues, Expenditures, and Cash Balance Report as of April 1, 2024. At the close of the fourth quarter, the Division of Occupational and Professional Licenses (DOPL) Administration Bureau will review the Board’s financials and will provide projections of anticipated revenues and expenditures for 2025. The final OASIS billing fee will be included in the fourth quarter 2024 expenses and OASIS maintenance is an ongoing expense the Board can expect to see on future financial reports. Chairman Olberding asked if the OASIS Licensing System will reduce operating expenses. EO Touchstone replied that a table of ongoing OASIS expenses will be provided at the next Board Meeting.

**Public Member Training:** Lead Legal Counsel (LLC) Mark Kubinski was introduced to the Board. LLC Kubinski noted that Legal Counsel Jill Randolph will be the designated legal counsel for the ALA Board going forward. LLC Kubinski provided a PowerPoint presentation titled “Public Members-Board Training”. Chairman Olberding thanked Public Member Allison McClintick for her dedication and valuable input to the Board.

**OASIS Update:** The OASIS Licensing System will have a two-tiered launch. Most boards will launch July 1, 2024. The trades programs and Outfitters and Guides will launch November 4, 2024. The data transfer from 11 different legacy software programs begins this week and there will be limited access to data during this transfer. Board Member Tim Grissom asked if there will be a grace period for those whose licenses expired during the data transfer. EO Touchstone replied that there will be a grace period and licensees who were set to expire during the transition were notified in advance via email. Chairman Olberding asked if the two-year license renewal cycle was being

implemented. EO Touchstone replied that the two-year license renewal cycle ([H0505](#)) was approved, but will have a staggered implementation. Information about how ALA licensees will transfer to the two-year renewal cycle will be discussed at a future meeting.

**Member Replacement:** EO Touchstone contacted Ms. Bailey Woolf, a representative for the American Institute of Architects, Idaho Chapter, to determine a possible candidate for the open position on the ALA Board. Board Member McClintick asked if there are regional representation requirements for the ALA Board. LLC Kubinski commented that it is not specified in rule or statute. Chairman Olberding noted that the Board has sought to have multiple areas of Idaho represented and that a board member from the Magic Valley area could be beneficial. EO Touchstone asked Ms. Woolf if she had any candidates and Ms. Woolf replied that there are a few. A link to the Office of the Governor’s Appointment Application has been provided to those candidates.

## **BOARD BUSINESS**

**Grading and Drainage Guidance Document:** A draft of the Grading and Drainage Guidance document was presented to the Board. The Board requested that verbiage related to stormwater calculations and reports be added to the document. A motion was made and seconded to approve the Grading and Drainage Guidance document with discussed changes. The motion carried unanimously. The final document will be placed on the ALA website under “Statutes, Rules and Guidance”.

**CLARB Annual Meeting Executive Officer Travel:** Chairman Olberding noted that attendance at the CLARB annual meeting is not sponsored and asked for comments and/or questions with regards to approving EO Touchstone attending the 2024 CLARB Annual Meeting. Board Member Grissom noted that there is value in seeing how other state boards and executive officers operate. Board Member Jedd Walker added that it was beneficial to have EO Touchstone at NCARB and that the same would hold true for CLARB. Board Member McClintick added that having an executive officer who is educated in both practices and the overlap is important to the Board. A motion was made and seconded to approve sending EO Touchstone to the 2024 CLARB Annual Meeting. The motion carried unanimously.

**Update on Disciplinary Action from April Meeting:** The Board was provided with a status update of case number I-ALA-2024-3.

**Update University of Idaho Non-Accredited Degree:** Board Member Jon Breckon provided an update about a PowerPoint presentation that he, along with representatives from CLARB, delivered to the students of the University of Idaho (U of I) about licensure and the paths to licensure. Board Member Breckon also spoke with the U of I faculty about reinstating the undergraduate degree accredited program but was told that the University lacks the qualified staff required and is focusing on the accredited Master of Landscape Architecture program at this time. Board Member Breckon suggested drafting an informational letter to U of I and other non-accredited landscape architecture programs within Idaho so that students are aware of the licensure requirements. EO Touchstone suggested inviting colleges with Landscape Architecture programs to present to the Board, similar to the college presentations seen by the Idaho Board of Licensure for Professional Engineers and Professional Land Surveyors. Board Member Breckon noted that

the Landscape Architecture program at U of I is in the College of Architecture, and it would be beneficial to the Board to see presentations from both departments. Chairman Olberding added that the Board had previously expressed interest in learning about the Interior Architecture program at U of I. EO Touchstone will reach out to the various colleges to discuss scheduling presentations.

**NCARB Annual Meeting Report:** EO Touchstone provided copies of resolutions that were voted on at the NCARB Annual Meeting. Topics included cleaning up old language, by-law amendments to board member certifications, and reciprocity with Australia and New Zealand. The resolution to condense the regions from six to five did not pass. EO Touchstone attended a licensure committee where NCARB explored ways to create more flexibility in the path to licensure. EO Touchstone and Board Member Grissom both attended the Overlapping Practices Session where NCARB is developing guidance documents that, once released, will be reviewed by the Board. EO Touchstone and Board Member Walker both attended the Artificial Intelligence Design Workshop. Board Member Walker also attended the Competency Standard Workshop where NCARB is working to revamp the competency standards that will ultimately affect the Architect Registration Exam.

**Public Comments:** There were no public comments.

#### **ADJOURNMENT**

There being no further business, the Chairman adjourned the meeting at 10:21 AM.