



BRAD LITTLE
Governor
RUSSELL BARRON
Administrator

State of Idaho

Division of Occupational and Professional Licenses Idaho Board of Examiners of Residential Care Facility Administrators

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Quarterly Meeting Minutes of 10/12/2022

Board	Robert "Chuck" Bosen - Chair	Division	Kent Absec, Licensing Program Manager
Members	Kristen E Hyde	Staff:	John Price, Investigative Unit Manager
Present:	Jerry Parmeley		Nick Crema, Legal Counsel
	Mary Zarybnisky		Cesley Metcalfe, Board Support Supervisor
			Emily Rough, Board Support Specialist
			Christopher Gilliam, HR Specialist
		Others	Eric Nelson, Board Prosecutor
		Present:	Tom Moss, Idaho Dept. of Health & Welfare
			Tammy Perkins, Capital City Consulting

The meeting was called to order at 9:00 AM by Robert "Chuck" Bosen.

Approval of Minutes

Motion was made and seconded to approve 07/12/2022 minutes. Motion carried unanimously.

DIVISION BUSINESS

Board Training: Mr. Gilliam presented a respectful workplace training. Mr. Crema presented a training on Idaho's Open Meeting Law.

BOARD BUSINESS

Set 2023 Quarterly Meetings: The Board set its 2023 quarterly meetings for 9:00 AM MT on the following dates: January 4, 2023; April 5, 2023; July 5, 2023; and October 11, 2023.

Endorsement Applications: The Board discussed options for staff approving endorsement applications. The Board will continue the discussion at its next meeting.

Continuing Education: The Board discussed accepting continuing education completion certificates without a NAB or NCERS approval number if the education is germane to the profession. The Board will continue the discussion at its next meeting.

Conference Attendance Requests: The Board discussed the upcoming NAB mid-year meeting. No Board members are available to attend the meeting.

Licensing Report: Mr. Absec presented a report on applications received and licenses issued and renewed by staff since the last meeting.

Licensure Application Review: Motion was made and seconded to deny application RCAA-2636 based on Idaho Code § 54-4213(1)(e). Motion carried unanimously.

Executive Session: Motion was made and seconded to enter 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 was to discuss documents relating to the fitness of a licensee to obtain or retain a license or registration. The vote was: Mr. Bosen, aye; Ms. Hyde, aye; Mr. Parmeley, aye; and Ms. Zarybnisky, aye. Motion carried unanimously.

Motion was made and seconded to exit executive session. Motion carried unanimously. No decisions were made in executive session.

Discipline: Motion was made and seconded to authorize a Corrective Action Plan (CAP) for case number RCA-2021-4. Motion carried unanimously.

Motion was made and seconded to accept the Findings of Fact, Conclusions of Law, and Final Order in case number RCA-2022-6 and to authorize the Board chair to sign on behalf of the Board. Motion carried unanimously.

Motion was made and seconded to approve the Stipulation and Consent Order in case number RCA-2022-1 and to allow the Board chair to sign on behalf of the Board. Motion carried unanimously.

Adjourn: There being no further business, the meeting was adjourned at 11:40 AM MDT.

The next meeting is on 01/04/2023 at 9:00 AM MST.