



State of Idaho  
Division of Occupational and Professional Licenses  
Idaho Board of Dentistry

**BRAD LITTLE**  
Governor  
**RUSSELL BARRON**  
Administrator

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**Board Meeting Minutes of 11/29/2022**

**Board Members Present:** Cheryl Miller - Chair  
Richard Howell  
Carla R Wolfrum

**Division Staff:** Katie Stuart, Executive Officer  
Russell Barron, Division Administrator  
Nicki Chopski, Bureau Chief  
Yvonne Dunbar, General Counsel  
Berk Fraser, Chief Investigator  
Mike Celeste, Investigations Supervisor  
Christopher Gilliam, Human Resources  
Susan Cassell, Board Support

**Board Members Absent:** Jacqueline Mabrey

**Others Present:** Josh Scholer, Division of Financial Management

The meeting was called to order at 9:00 AM by Cheryl Miller. Ms. Stuart introduced the staff in the room while Board members on the phone introduced themselves.

**Approval of Minutes**

Motion was made and seconded to approve 08/18/2021 minutes. Motion carried unanimously.

**DIVISION BUSINESS**

**Division Update:** Ms. Stuart informed the Board that the Division of Occupational and Professional Licenses (DOPL) has moved into Building 4 on the Chinden Campus. Meeting dates for 2023 will be set based on Board survey results.

**Financial Update:** Ms. Stuart presented a financial report to the Board and relayed that the information will be updated at the next meeting.

**Board Training – Open Meeting Law:** Ms. Dunbar shared a PowerPoint presentation on Idaho Open Meeting Law; the presentation was sent to the Board for future reference. Ms. Miller inquired about the use of Robert's Rules of Order, Ms. Dunbar stated that those rules are parliamentary and not used in Statute.

**Board Training – Respectful Workplace:** Mr. Gilliam reviewed a presentation on Respectful Workplaces, which the Board found helpful. The presentation was sent to the Board to review as needed.

**BOARD BUSINESS**

**Zero Based Regulation (ZBR):** Ms. Stuart stated that the Idaho Board of Dentistry will undergo Zero Based Regulation (ZBR) review in calendar year 2023 in accordance with Governor Little's Executive Order 2020-01. Reference materials detailing the process were provided and reviewed with the Board, the full Administrative Rule repeal and replace will go to the Legislature in the 2024 session.

**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: Ms. Wolfrum, aye; Mr. Westerberg, aye; Ms. Miller, aye. Motion carried unanimously.

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

**Applications**

Motion was made and seconded to approve one (1) internship application and two (2) applications to take the written denturist test. Motion carried unanimously.

**Adjourn**

There being no further business, the meeting was adjourned at 10:19 AM.

The next meeting is TBD.