



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

**BRAD LITTLE**  
Governor  
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Administrator

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**Board Meeting Minutes of 11/4/2022**

<b>Board Members</b>	Margret J Blair - Chair	<b>Division</b>	Anne Lawler, Bureau Chief
<b>Present:</b>	Kameron Schott	<b>Staff:</b>	Nicholas Krema, General Counsel
	Matthew Melton		John Price, Investigative Unit Manager
	Dana Logan		Cesley Metcalfe, Board Support Supervisor
			Christian Runnalls, Board Support Specialist

The meeting was called to order at 1:04 PM by Margret J Blair.

**Approval of Minutes**

A motion was made and seconded to approve the 5/13/2022 minutes. The motion carried unanimously.

**DIVISION BUSINESS**

**Mandatory Respectful Workplace Presentation:** Mr. Gilliam presented a respectful workplace training.

**Board Training – Open Meeting Law:** Mr. Krema presented an open meeting law training.

**Zero-Based Regulation:** Ms. Lawler stated that no new comments have been received on the proposed rules since the Board's last meeting.

A motion was made and seconded to move the rules modified through the ZBR process from proposed to pending. The motion carried unanimously.

**BOARD BUSINESS**

**Set 2023 Quarterly Meeting Dates:** The Board scheduled its 2023 quarterly meeting dates for: February 3<sup>rd</sup>, May 12<sup>th</sup>, August 4<sup>th</sup>, and November 3<sup>rd</sup>. All meetings scheduled will start at 1:00 PM MT.

**NCCAOM, IAA Conference, and FARB Attendance:** Ms. Lawler informed the Board of upcoming conferences. Ms. Blair stated that she may attend the NCCAOM conference. Ms. Lawler stated that if a Division staff member attends the FARB conference, a report will be provided to the Board at the next meeting.

**Determination of CE Categories for Approved Course:** Dr. Cass McLean of the Idaho Acupuncture Association (IAA) explained the format of the continuing education (CE) course that will be offered at the IAA conference. The Board provided feedback regarding an option for Certificates of Completion that best aligns with the Board's allowable CE categories.

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

**Executive Session**

A 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 retain a license or registration. The vote was: Ms. Logan, aye; Mr. Melton, aye; Ms. Schott, aye; and Ms. Blair, aye. The motion carried unanimously.

A motion was made and seconded to exit executive session. The motion carried unanimously. No decisions were made in executive session.

**Discipline**

A motion was made and seconded to authorize the prosecuting attorney to negotiate a stipulation in case number ACU-2023-02, and upon acceptance, to authorize the Board chair to sign on behalf of the Board. The motion carried unanimously.

**Adjourn**

There being no further business, the meeting was adjourned at 3:22 PM MT.

The next meeting is on 2/3/2023.