



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

**BRAD LITTLE**  
Governor  
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**Board Meeting Minutes of 3/9/2023**

|                      |                         |                 |  |
|----------------------|-------------------------|-----------------|--|
| <b>Board Members</b> | James R. Sommer - Chair | <b>Division</b> | Cesley Metcalfe, Acting Executive Officer    |
| <b>Present:</b>      | Brian T. McBride        | <b>Staff:</b>   | Greg Loos, Legal Counsel                     |
|                      | Charles Grunig          |                 | John Price, Investigative Unit Manager       |
|                      |                         |                 | Jeana Graff, Human Resource Specialist       |
|                      |                         |                 | Christian Runnalls, Board Support Specialist |

The meeting was called to order at 2:03 PM by Brian T. McBride.

**Approval of Minutes**

A motion was made and seconded to approve the 12/8/2022 minutes. The motion carried unanimously.

**DIVISION BUSINESS**

**Mandatory Respectful Workplace Presentation:** Ms. Graff gave a respectful workplace presentation.

**2023 Legislative Overview:** Ms. Metcalfe provided a Legislative Update on Senate Bill 1072. Ms. Metcalfe also explained the Zero-Based Regulation process that the Board will perform in 2024.

**DOPL Strategic Plan:** Ms. Metcalfe explained the three main goals of DOPL's strategic plan: lead through transparency and exceptional customer service, public protection through consistent enforcement, and make recognizable and measurable reform through permissionless innovation.

**Confidentiality, Conflict of Interest, and Honoraria Policies:** Mr. Loos presented the Confidentiality and Conflict of Interest agreements and the Honoraria policy.

**Financial Update:** Ms. Metcalfe gave the financial report, which indicated that the Board had a cash balance of \$5,564.57 as of December 31, 2022.

**Board Meeting Survey:** Ms. Metcalfe stated that a survey will be sent to Board members after every meeting seeking feedback on how the Division can better serve the Board.

**BOARD BUSINESS**

**Conference Updates and Reports:** Mr. McBride provided a report on the topics discussed at The Conference 2023 Annual Meeting. Mr. McBride recommended the Board consider using The Conference to administer the state test and stated that there is no fee associated with the service. The Board requested that this be added as an agenda item for the next meeting.

**Licensing Report:** The Board reviewed a report on applications received and licenses issued and renewed by staff since the last meeting.

**Expungement Request:** The Board reviewed an expungement request pursuant to Idaho Code § 67-9413. A motion was made and seconded to approve the expungement of MOR-2008-6. The motion carried unanimously.

### **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: Mr. Sommer, aye; Mr. McBride, aye; and Mr. Grunig, 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 close case numbers I-MOR-2023-3, I-MOR-2023-4, and I-MOR-2023-9 with an advisory letter. The motion carried unanimously.

A motion was made and seconded to negotiate a Stipulation and Order in case numbers I-MOR-2023-5, I-MOR-2023-6, and I-MOR-2023-7 and to allow 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 3:56 PM MT.

The next meeting is on 06/08/2023.