



## State of Idaho

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

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

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#### Minutes of 7/5/2023

<b>Board</b>	Robert "Chuck" Bosen - Chair	<b>Division</b>	Cesley Metcalfe, Executive Officer
<b>Members</b>	Jerry Parmeley	<b>Staff:</b>	Greg Loos, General Counsel
<b>Present:</b>	Anna Rostock		John Price, Investigations Program Manager
			Emily Rough, Board Support Specialist

**Board** Mary Zarybnisky  
**Members**  
**Absent:**

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

#### Introductions

Mr. Loos introduced himself as the Board's general counsel. Ms. Rostock introduced herself as a new Board Member.

#### Approval of Minutes

A motion was made and seconded to approve the 01/04/2023 minutes. The motion carried unanimously.

#### DIVISION BUSINESS

**2023 Legislative Session:** Ms. Metcalfe presented a legislative update on Senate Bill 1012, Senate Bill 1028, House Bill 64, House Bill 154, House Bill 244, House Bill 74, and Senate Bill 1109.

**Open Meeting Law Training:** Mr. Loos presented a training on Idaho's Open Meeting Law.

**Confidentiality, Conflict of Interest, and Honoraria Policies:** Mr. Loos reviewed the confidentiality, the conflict of interest, and the honorarium policies.

**Financial Update:** Ms. Metcalfe presented the financial report.

#### BOARD BUSINESS

**Board Elections:** A motion was made and seconded to elect Mr. Bosen as the Board chair. The motion carried unanimously.

**Conference Update and Reports:** Ms. Metcalfe updated the Board on topics discussed at the 2023 National Association of Long-Term Care Administrator Boards (NAB) Annual Meeting.

**Jurisprudence Exam Process:** The Board discussed its jurisprudence exam in relation to House Bill 74. A motion was made and seconded to discontinue the jurisprudence exam effective immediately. The motion carried unanimously.

**Licensing Report:** Ms. Metcalfe presented the licensing report.

**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. Bosen, aye; Ms. Rostock, aye; and Mr. Parmeley, 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 for case number I-RCA-2023-4 and to authorize the Board chair to sign on behalf of the Board. The motion carried unanimously.

A motion was made and seconded to approve the Findings of Fact, Conclusions of Law, and Final Order in case number RCA-2023-3 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 10:45 AM MT.

The next meeting is on 10/11/2023.