

**IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS**  
**Division of Occupational and Professional Licenses**  
P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 1/21/2022**

**BOARD MEMBERS PRESENT:** Joshua R Thompson - Chair  
Michael Crowley  
Mary E Leonard  
Omotayo Omotowa  
Amanda Scott

**DIVISION STAFF:** Anne Lawler, Bureau Chief  
Kent Absec, Licensing Program Manager  
Nicholas Krema, General Counsel  
Skip Liddle, Investigative Unit Supervisor  
Cesley Metcalfe, Board Support Supervisor  
Allegra Earl, Licensing Supervisor  
Christian Runnalls, Board Support Specialist

**OTHERS PRESENT:** Tammy Perkins, Idaho Health Care Association  
Jeremiah Catama, Nursing Home Administrator

The meeting was called to order at 9:00 AM MST by Joshua R Thompson.

**INTRODUCTIONS**

Ms. Lawler introduced the following individuals to the board: herself as the Bureau Chief for the Occupational Licenses Bureau within the Division and the Board's Executive Officer; Allegra Earl as the Licensing Specialist for the board; Cesley Metcalfe as the Board Support Supervisor, Christian Runnalls and Bonnie Dodson as Board Support Specialists; Kent Absec as the Licensing Program Manager; Skip Liddle as the Investigative Unit Manager; and Nicholas Krema as General Counsel for the Board.

**APPROVAL OF MINUTES**

Ms. Leonard made a motion to approve the minutes of 10/27/2021. It was seconded by Ms. Scott. Motion carried.

**LAWS AND RULES**

Ms. Lawler presented a legislative update. She explained the purpose of Zero-Based Regulation (ZBR) to the Board. Ms. Lawler informed the Board that it is not scheduled for ZBR this year, but it will likely begin its rule chapter review in 2023 or 2024.

## **DIVISION UPDATES**

Ms. Lawler informed the Board that the third organizational chart showing all employees is complete and posted to the Division's website. She also stated that the Division should be moving to its permanent building by July. Ms. Lawler also explained that a financial report was unavailable due to issues created by the consolidation of multiple financial systems within the Division.

## **BOARD MEMBER TRAINING**

Ms. Lawler presented board member training that explained the expectations, duties, and responsibilities of Board members and Division staff.

## **CONTINUING EDUCATION AUDIT APPROVAL PROCESS**

Ms. Lawler discussed Board governance versus daily operations in relation to documents for review. She stated that the goal is to have the Board govern and the Division staff manage the administrative work for licensing.

The Board discussed its current approval process for continuing education audits and options for delegating this task to Division staff.

Ms. Leonard made a motion to delegate approval of continuing education (CE) audits with NAB approved CE to Division staff; for Board members to train staff on non-NAB approved CE; and for a Board member to review audits with non-NAB approved CE. It was seconded by Mr. Crowley. Motion carried.

## **BOARD BUSINESS**

The Board discussed its current application approval process. Mr. Thompson stated that the Administrator in Training (AIT) and the final exam applications are easy and that the 500-hour and the 1000-hour reports are more complicated. The Board agreed that the applications could be approved by staff.

Ms. Omotowa made a motion to authorize Division staff to approve clean Administrator in Training (AIT), exam, and endorsement applications. Board members will continue to approve the 500-hour and 1000-hour reports. It was seconded by Mr. Crowley. Motion carried.

At 10:17 AM MST Mr. Thompson resigned from the Board. Ms. Leonard became acting Board chair for the remainder of the meeting.

## **COMPLAINT MEMORANDUM**

Mr. Liddle gave the investigative report, which is linked above.

Mr. Crowley made a motion to accept the Division's recommendation and close case number I-NH-2021-1. It was seconded by Ms. Omotowa. Motion carried.

### **NEXT MEETING DATES**

The 2022 quarterly meeting dates were scheduled for:

April 29<sup>th</sup>, 2022, at 9:00 AM MDT

July 22<sup>nd</sup>, 2022, at 9:00 AM MDT

October 21<sup>st</sup>, 2022, at 9:00 AM MDT

### **ADJOURNMENT**

Ms. Scott made a motion to adjourn the meeting at 10:37 AM MST. It was seconded by Ms. Omotowa. Motion carried.