

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 7/22/2022

BOARD MEMBERS PRESENT: Michael Crowley - Chair
Mary Leonard
Omotayo Omotowa
Amanda Scott
Nolan Hoffer

DIVISION STAFF: Anne Lawler, Bureau Chief
Nicholas Krema, General Counsel
Cesley Metcalfe, Board Support Supervisor
Emily Rough, Board Support Specialist

The meeting was called to order at 9:00 AM MDT by Anne Lawler.

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 Emily Rough as Board Support Specialists; Kent Absec as the Licensing Program Manager and Nicholas Krema as General Counsel for the Board. Each of the Board members reintroduced themselves and Mr. Hoffer introduced himself as a new member of the Board.

AIT REPORTING FORM

Ms. Leonard stated a desire for the Board to revise the Administrator-in-Training (AIT) reporting form. Division staff will work with Ms. Leonard to revise the Board's form for review at the next meeting.

BOARD ELECTIONS

Ms. Leonard nominated Mr. Crowley for Board chair. It was seconded by Mr. Hoffer. Motion passed by unanimous consent.

Mr. Hoffer nominated Ms. Leonard for Vice chair. It was seconded by Mr. Crowley. Motion passed by unanimous consent.

LAWS AND RULES

Ms. Lawler presented a legislative update. She informed the Board that the following bills passed the 2022 Legislative Session: Senate Bill 1296 amends existing law to replace references to the Bureau of Occupational Licenses with the Division of Occupational and Professional Licenses; House Bill 612 allows expungement of continuing education or late renewal disciplinary action older than seven years upon request of the licensee; Senate Bill 1244 allows the Division Administrator to create or disband advisory committees; House Bill 629 establishes the Office of Administrative Hearings; and Senate Bill 1297 allows the Division to share investigative information regarding licenses with other boards and commissions within the Division.

DIVISION UPDATE

Ms. Lawler stated that the Division is officially moved into the permanent building. In-person meetings will resume in August.

FINANCIAL REPORT

Ms. Lawler gave the financial report, which indicated that the Board had a cash balance of \$23,743.48 as of March 23, 2022.

APPROVAL OF MINUTES

Ms. Scott made a motion to approve the minutes of 1/21/22. It was seconded by Ms. Leonard. Motion carried.

NEXT MEETING was scheduled for October 21, 2022, at 9:00 AM MDT.

ADJOURNMENT

Mr. Crowley adjourned the meeting at 9:49 AM MDT.