

**IDAHO CERTIFIED SHORTHAND REPORTERS BOARD**  
**Division of Occupational and Professional Licenses**  
P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 2/1/2022**

**BOARD MEMBERS PRESENT:** Andrea Wecker - Chair  
Christina Boisvert  
Ryan Scott Lewis  
Darren B Simpson

**BOARD MEMBERS ABSENT:** Byrl Cinnamon

**DIVISION STAFF:** Anne Lawler, Bureau Chief Occupational Licensing  
Kent Absec, Licensing Program Manager  
John Price, Investigative Unit Manager  
Nicholas Krema, General Counsel  
Cesley Metcalfe, Board Support Supervisor  
Bonnie Dodson, Board Support Specialist  
Christian Runnalls, Board Support Specialist  
Allegra Earl, Licensing Supervisor  
Candace Villarreal, Licensing Specialist

The meeting was called to order at 8:30 AM MST by Ms. Wecker.

**INTRODUCTIONS**

Kent Absec introduced himself as the Executive Officer for the Board and the Licensing Program Manager; Ms. Lawler as the Bureau Chief of the Occupational Licenses Bureau of the Division; Nicholas Krema as General Counsel; John Price as the Investigative Unit Manager; Cesley Metcalfe as the Board Support Supervisor; Bonnie Dodson and Christian Runnalls as Board Support Specialists; and Candace Villarreal as a Licensing Specialist.

**APPROVAL OF MINUTES**

Mr. Simpson made a motion to approve the minutes of 9/20/2019, 10/21/2020 and 2/18/2021. It was seconded by Mr. Lewis. Motion carried.

**LAWS AND RULES**

Mr. Absec presented a legislative update. He explained the history and purpose of Zero-Based Regulation (ZBR).

Mr. Absec stated that the Board is tentatively scheduled to conduct its rule chapter review in 2024 to present its proposed rules in the 2025 Legislative Session. Additional meetings will be held to ensure that the public has an opportunity to comment on the proposed rules.

## **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 in July.

Ms. Lawler informed the Board that a financial report was unavailable due to issues created by the consolidation of multiple financial systems within the Division. A report will be presented at next meeting depending on availability from the Finance Department.

## **SET QUARTERLY MEETINGS DATES**

The Board set its quarterly meeting dates for 2022.

- June 2, 2022, at 3:30 PM MDT
- September 1, 2022, at 3:30 PM MDT
- December 1, 2022, at 3:30 PM MST

## **BOARD MEETING TRAINING**

Mr. Absec presented a board member training that explained the expectations, duties, and responsibilities of Board members and Division staff.

## **APPLICATION APPROVAL PROCESS**

The Board discussed its current application approval process and options for delegating approval to Division staff. No action was taken.

## **BOARD ELECTIONS**

Judge Simpson made a motion to elect Ms. Wecker as Board Chair. It was seconded by Mr. Lewis. Motion carried.

**NEXT MEETING** is scheduled for June 2, 2022, at 3:30 PM MDT.

## **ADJOURNMENT**

The Board chair adjourned the meeting at 10:10 AM MST.