



State of Idaho

Division of Occupational and Professional Licenses Idaho Board of Examiners of Nursing Home Administrators

BRAD LITTLE
Governor
RUSSELL BARRON
Administrator

11341 W Chinden Blvd.
P.O. Box 83720
Boise, ID 83720-0063
(208) 334-3233
dopl.idaho.gov

Meeting Minutes of 4/18/2023

Board	Michael Crowley - Chair	Division	Cesley Metcalfe, Executive Officer
Members	Mary E Leonard	Staff:	Greg Loos, Legal Counsel
Present:	Omotayo Omotowa Nolan Hoffer		Kent Absec, Licensing Program Manager John Price, Investigations Program Manager Allegra Earl, Licensing Supervisor Emily Rough, Board Support Specialist
Board	Amanda Scott		
Members			
Absent:			

The meeting was called to order at 9:00 AM by Michael Crowley.

Approval of Minutes

A motion was made and seconded to approve the 10/21/2022 minutes. The motion carried unanimously.

DIVISION BUSINESS

Legislative Session Overview: Ms. Metcalfe presented a legislative update on Senate Bill 1012, Senate Bill 1028, House Bill 64, House Bill 121, House Bill 154, House Bill 74, and House Bill 206.

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 Honorarium Policies: Mr. Loos reviewed the confidentiality, the conflict of interest, and the honorarium policies with the Board.

Financial Update: Ms. Metcalfe presented the financial report.

Board Meeting Survey: The Division will begin providing an anonymous survey to each Board member seeking feedback on how to better serve the Board.

BOARD BUSINESS

AIT Reporting Forms: Ms. Earl and Ms. Leonard presented the updated Administrator-in-Training (AIT) Report form. A motion was made and seconded to approve the new AIT 500-hour report form. The motion carried unanimously.

Licensing Report: Mr. Absec presented a report on applications received and licenses issued and renewed by staff since the last meeting.

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. Crowley, aye; Mr. Hoffer, aye; Ms. Omotowa, aye; and Ms. Leonard, 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 number I-NHA-2023-1 with an advisory letter. The motion carried unanimously.

A motion was made and seconded to close case numbers I-NHA-2023-2 and I-NHA-2023-3 without action. The motion carried unanimously.

Adjourn

There being no further business, the meeting was adjourned at 10:35 AM MT.

The next meeting is on 07/25/2023.