



State of Idaho

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

BRAD LITTLE
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Board Meeting Minutes of 10/11/2023

Board Members Present: Jerry Parmeley
Mary Zarybnisky
Anna Rostock

Division Staff: Cesley Metcalfe, Executive Officer
Greg Loos, General Counsel
John Price, Investigative Unit manager
Christian Runnalls, Board Support Specialist

Board Members Absent: Robert “Chuck” Bosen

The meeting was called to order at 9:30 AM by Cesley Metcalfe.

A motion was made and seconded to elect Mr. Parmeley as temporary Board chair for the meeting. The motion carried unanimously.

Approval of Minutes

A motion was made and seconded to approve the 7/5/2023 minutes. The motion carried unanimously.

DIVISION BUSINESS

Executive Agency Legislation Update: Ms. Metcalfe explained that the Division has put forth executive agency legislation for the 2024 Legislative Session that would change renewals from an annual renewal to a biennial renewal with the expiration date remaining as the licensee’s birthday.

Luma Discussion: Ms. Metcalfe provided background information regarding an email that was sent to all DOPL Board members regarding the new Luma system.

Financial Update: Ms. Metcalfe gave the financial report, which indicated that the Board had a cash balance of (\$113,875.76) as of June 30, 2023.

BOARD BUSINESS

Zero-Based Regulation Introduction: Mr. Loos explained the purpose and process of Zero-Based Regulation. He explained that the Board will review its administrative rules to eliminate duplicative or outdated requirements, remove unnecessary barriers, and increase the readability of the rules.

Delegated Authority for Closing Unfounded Complaints: A motion was made and seconded to delegate authority to Division staff to close unfounded complaints. The motion carried unanimously.

Delegated Authority to Close Expungement Requests: A motion was made and seconded to delegate authority to Division staff to close expungement requests made under Idaho Code § 67-9413(3). 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 obtain a license or registration. The vote was: Ms. Zarybnisky, 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.

Applications

A motion was made and seconded to approve application RCAA-2741 on a probationary status requiring monthly supervisor reports. The motion carried unanimously.

Adjourn

There being no further business, the meeting was adjourned at 9:55 AM.