



# State of Idaho

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

**BRAD LITTLE**  
Governor  
**RUSSELL BARRON**  
Administrator

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### Board Meeting Minutes of 10/24/2023

**Board Members Present:** Mary E Leonard  
Omotayo Omotowa  
Nolan Hoffer

**Division Staff:** Cesley Metcalfe, Executive Officer  
Greg Loos, Legal Counsel  
John Price, Investigations Program Manager  
Christian Runnalls, Board Support Specialist  
Sarina Criswell, Board Support Specialist

**Board Members Absent:** Michael Crowley - Chair

The meeting was called to order at 9:04 AM by Cesley Metcalfe.

A motion was made and seconded to elect Mary Leonard as the temporary Chair for the meeting. The motion carried unanimously.

#### Introductions

Ms. Metcalfe introduced Board Support Specialist, Sarina Criswell.

#### Approval of Minutes

A motion was made and seconded to approve the 04/18/2023 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 date of birth.

**Luma Update:** Ms. Metcalfe informed the Board that all members were added to the new LUMA system as State employees and may be receiving automated updates via email that can be disregarded.

**Website Update:** Ms. Metcalfe presented the Board's newly updated website.

**Financial Update:** Ms. Metcalfe presented the financial report.

#### BOARD BUSINESS

**Board Elections:** A motion was made and seconded to nominate Michael Crowley as Chair. The motion carried unanimously.

A motion was made and seconded to nominate Mary Leonard as Vice-chair. The motion carried unanimously.

**Zero-Based Regulation Introduction:** Mr. Loos explained the purpose and process of Zero-Based Regulation per the Governor's Executive Order 2020-10. Ms. Metcalfe stated that monthly meetings will be scheduled to move through the process.

**Jurisprudence Exam Process:** Ms. Metcalfe explained that the jurisprudence exam is currently outdated and suggested that the Board discuss whether it should be updated or eliminated.

Mr. Vande Merwe, Idaho Health Care Association, stated that he supports the elimination of the jurisprudence exam because of other robust testing already required and stated that the Association is willing to run legislation updating the Board's statute in regard to the exam requirements.

A motion was made and seconded to table the use of the jurisprudence exam until further notice. 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. The motion carried unanimously.

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

**Licensing Report:** Ms. Metcalfe provided 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 retain a license or registration. The vote was: Ms. Leonard, aye; Mr. Hoffer, aye; and Ms. Omotowa, 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-2023-4. The motion carried unanimously.

#### **Adjourn**

There being no further business, the meeting was adjourned at 9:56 AM.