



State of Idaho  
Division of Occupational and Professional Licenses  
Respiratory Therapy Licensure Board

**BRAD LITTLE**  
Governor  
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Administrator

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**Minutes of 09/20/2023**

<b>Board</b>	Michele Jarvis, Chair	<b>Division</b>	Stephanie Lotridge, Executive Officer
<b>Members</b>	Tim Seward, RRT	<b>Staff:</b>	Russ Spencer, General Counsel
<b>Present:</b>	Lisa Taylor, RRT/PSG Robb Hruska, RRT/PSG Phillip Hagar, RRT		Susan Villanueva, Board Support Specialist

The meeting was called to order at 8:45 AM by Michele Jarvis.

**Approval of Minutes**

A motion was made and seconded to approve the 03/16/2023 minutes. The motion carried.

**DIVISION BUSINESS**

**New DOPL Website Update:** The division staff has updated the Respiratory Therapy Licensure Board website to a new format that will have ease of use for licensees and consistency across all licensing boards within DOPL. The Board was shown an example of the new webpage. Ms. Lotridge asked the Board for feedback and ideas for improvement.

**Financial Update:** The Board reviewed the financial report as of 6/30/2023, and staff addressed the Board's questions.

**FY23 Performance Measure Report Review:** The Board reviewed the 2023 fiscal year-end licensure statistics report. Ms. Lotridge addressed the Board's questions.

**Licensing System ITN Update:** Ms. Lotridge informed the Board that the Division has entered into a contract for their new Licensing Information System. The goal for implementation of the new system is mid-year 2024.

**Executive Agency Legislation Update:** Ms. Lotridge reported to the Board that decisions regarding legislative ideas to be presented to the 2024 legislative session have not been finalized. The Board members will receive an email from the Division Administrator outlining the agency legislation when it is available for the Boards to review.

**Board Training- Disciplinary Process:** Mr. Spencer reviewed the disciplinary process, including license suspension, administrative complaints, and hearing processes.

## **BOARD BUSINESS**

**Board Chair Election and Discussion:** A motion was made and seconded to elect Tim Seward as Board Chair. The motion carried.

**Zero-Based Regulation (ZBR) Discussion:** Ms. Lotridge stated that the Board will start the ZBR process next year. ZBR eliminates duplicative or outdated requirements, removes unnecessary barriers, and increases the ease of readability in its administrative rules. Ms. Lotridge also stated that the goal is to make the numbering system for rule chapters uniform across all licensing boards.

## **Adjourn**

There being no further business, the meeting was adjourned at 9:58 AM.

The next meeting is TBD.