



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 5/14/2024**

**Board** Mary E Leonard  
**Members** Megan Reichle  
**Present:** Nolan Hoffer

**Division** Cesley Metcalfe, Executive Officer  
**Staff:** Greg Loos, General Counsel  
Kent Absec, Licensing Unit Manager  
Skip Liddle, Investigative Unit Manager  
Christian Runnalls, Board Support Specialist  
Meagan Graves, Board Support Specialist

**Board** Micheal Crowley – Chair  
**Members** Omotayo Omotowa  
**Absent:**

The meeting was called to order at 9:04 by Vice-chair Mary Leonard.

**Approval of Minutes**

A motion was made and seconded to approve the 4/16/2024 minutes. The motion carried unanimously.

**BOARD BUSINESS**

**Zero-Based Regulation:** Ms. Metcalfe read a written comment from Eric Smith asking the Board to add an inactive license renewal fee so a license can be maintained at a lower cost without requiring continuing education when a licensee is not practicing in the profession. Mr. Loos stated that all fees and license types must be authorized in statute and that an inactive license type or fee is not authorized in the Board's statute. No changes were made to the rules.

Ms. Metcalfe read the comment from Robert Vande Merwe during the Negotiated Rulemaking session on April 17<sup>th</sup> asking if the endorsement application is going away due to statute and if information about the change to a two-year continuing education cycle will be on the website or application. Mr. Loos explained that the Board is using the Universal Licensure statute to recognize licensure by other states with equivalent requirements. He also stated that information about the transition to a two-year cycle for continuing education is not something relevant to the rule changes being considered by the Board. No changes were made to the rules.

A motion was made and seconded to adopt the rules as proposed and to publish them in the June Bulletin. The motion carried unanimously.

**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 or retain a license or registration. The vote was: Nolan Hoffer, aye; Megan Reichle, aye; and Mary 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.

**Adjourn**

There being no further business, the meeting was adjourned at 9:34 AM.

The next meeting is on 8/20/2024.

DRAFT