



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

BRAD LITTLE
Governor
RUSSELL BARRON
Administrator

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Board Meeting Minutes of 2/28/2024

Board Members Present: Robert "Chuck" Bosen - Chair **Division Staff:** Cesley Metcalfe, Executive Officer
Mary Zarybnisky Lea Kear, General Counsel
Allegra Earl, Licensing Supervisor
Sarina Criswell, Board Support Specialist

Board Members Absent: Jerry Parmeley

The meeting was called to order at 9:08 AM by Robert "Chuck" Bosen.

DIVISION BUSINESS

Five-Year Projection of Cash Balances: Ms. Metcalfe presented the Board's five-year cash balance projection.

PUBLIC COMMENTS: Mr. Vande Merwe, Idaho Health Care Association, stated his support of the Board adopting the NAB Health Services credential as a licensure pathway and his support of combining this Board and the Board of Examiners of Nursing Home Administrators (NHA). Mr. Vande Merwe added that he supports the changes to include specific topics for continuing education requirements and suggested that the Board review and consider mirroring the endorsement provisions of the NHA Board.

BOARD BUSINESS

Zero-Based Regulation: Ms. Kear explained the purpose and process of Zero-Based Regulation (ZBR). The Board will review its administrative rules to eliminate duplicative or outdated requirements, remove unnecessary barriers, and increase the readability of the rules. Unless stated otherwise, the following changes are being contemplated, pending notice of intent to promulgate rulemaking, stakeholder input, and final votes by the Board:

Rule 100 - Applications: The Board struck language referencing lack of application activity as duplicative of Idaho Code § 67-2604(1)(m).

Rule 150.02 - Education and Experience: The Board discussed the possibility of striking the rule but chose to maintain it to provide clear direction to applicants. No changes were made.

Rule 160 - Nursing Home Administrator Qualifications for License: The Board struck the reference to Idaho Code § 54-4211(2) as unnecessary.

Rule 401.01 - Minimum Hours Required: The Board condensed continuing education requirements to high-priority topics and personal growth education. The Board reworded the rule to require three hours each of resident safety, ethics, finance, with the remaining hours to be germane to the profession. The

Board also updated the rule to a two-year renewal cycle to align with biennial licensure renewal. The last sentence was struck as unnecessary.

Rule 401.03 - Credit: The Board struck the first sentence as unnecessary because it is common understanding and is generally controlled by the course provider. The board also updated document retention requirements to align with a biennial renewal cycle.

Rule 650.01 - Civil Fine: The Board struck this as lacking statutory authority.

Rule 650.03 - Code of Ethics: The Board struck this as redundant to the incorporation by reference in Rule 004.

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, and Mr. Bosen, 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 authorize the Board's general counsel to draft a response to the Impact of Criminal Conviction Inquiry based on the reasons discussed in executive session, and to be signed by the Executive Officer. The motion carried unanimously.

Adjourn

There being no further business, the meeting was adjourned at 11:00 AM.

The next meeting is on 03/13/2024.