



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

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Board Meeting Minutes of 10/16/2024

Board	Mary E. Leonard – Chair	Division	Cesley Metcalfe, Executive Officer
Members	Nolan Hoffer	Staff:	Greg Loos, General Counsel
Present:	Omotayo Omotowa		Skip Liddle, Investigations Manager
	Megan Reichle		Allegra Earl, Licensing Manager
	Rachelle Oliverson		Meagan Graves, Board Support Specialist

The meeting was called to order at 9:00 AM by Mary E. Leonard.

Approval of Minutes

A motion was made and seconded to approve the 08/20/2024 minutes. The motion carried unanimously.

Public Comment

No public comment was provided.

DIVISION BUSINESS

Respectful Workplace Training: Respectful Workplace training was presented to the Board.

Open Meeting Law Training: Mr. Loos presented Open Meeting Law training.

Review Draft Statute for Board Consolidation: Ms. Metcalfe presented the draft statutory language consolidating Boards of Examiners of Residential Care Facility Administrators and Nursing Home Administrators. Ms. Metcalfe also provided feedback on the draft from the respective Board chairs, Robert Vande Merwe from the Idaho Healthcare Association, and herself, and stated that the feedback was also provided to the Governor's Office with the draft. The Division intends to introduce the legislation for the 2025 Session.

Ms. Metcalfe introduced Ms. Earl as the Board's new Executive Officer beginning in 2025 but stated that she will be working on behalf of the Board through the 2025 Legislative Session.

Financial Update: Ms. Metcalfe provided a financial update.

BOARD BUSINESS

Conference Attendance: A motion was made and seconded to authorize a staff member as the voting delegate on behalf of the Board at the National Association of Long-Term Care Administrator Boards Mid-Year Meeting in November. The motion carried unanimously.

Delegate Authority for Preceptor Changes: A motion was made and seconded to delegate authority for approval of preceptor changes to Division staff. The motion carried unanimously.

Licensing Report: Ms. Earl 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 or retain a license or registration. The vote was: Mary E. Leonard, aye; Nolan Hoffer, aye; Omotayo Omotowa, aye; Megan Reichle, aye; and Rachelle Oliverson, 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 1332303 with an advisory letter. The motion carried unanimously.

A motion was made and seconded to close case number 1486182. The motion carried unanimously.

Adjourn

There being no further business, the meeting was adjourned at 10:36 AM.