



# State of Idaho

## Division of Occupational and Professional Licenses Genetic Counselors Licensing Board

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

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### Board Meeting Minutes of 03/18/2025

<b>Board</b>	Heather Hussey-Johnson - Chair	<b>Division</b>	Allegra Earl, Executive Officer
<b>Members</b>	Mary Conway	<b>Staff:</b>	Cesley Metcalfe, Executive Officer
<b>Present:</b>	Jack Zarybnisky, O.D.		Greg Loos, General Counsel
			Christian Runnalls, Board Support Specialist
<b>Board</b>	Christopher Gibson, M.D.		
<b>Members</b>			
<b>Absent:</b>			

The meeting was called to order at 1:00 PM by Heather Hussey-Johnson.

#### Approval of Minutes

A motion was made and seconded to approve the 08/27/2025 and 12/13/2025 minutes. The motion carried unanimously.

#### DIVISION BUSINESS

**2025 Legislative Session Update:** Ms. Metcalfe stated the Board's rules passed both the House and Senate except for Section II, Number 3 of the NSGC Code of Ethics and will take effect on July 1, 2025. She also presented information on H0118 which was legislation to delicense genetic counselors. This bill appears to be dead for this legislative session. Ms. Metcalfe also presented information on the following legislation: H0014, H0107, H0228, H0218, S1076, H0059, and H0110.

**DOPL Strategic Plan:** Ms. Earl provided an overview of the Division's strategic plan. She explained that it is updated annually and will be presented to the Board each year. This year's updates primarily involved removing completed initiatives, such as consolidation efforts, the implementation of the new licensing system, and process streamlining.

**Board Meeting Survey:** Ms. Earl stated the Division has updated the Board meeting feedback survey, which is sent to all Board members after each meeting. She encouraged Board members to submit feedback to help identify what is going well or any opportunities for improvement

**Financial Update:** Ms. Earl gave the financial report for the second quarter for FY2025, which indicated that the Board had a cash balance of \$138,698.88 as of December 31, 2024.

#### BOARD BUSINESS

**Biennial Licensure:** Ms. Earl stated that DOPL ran Executive Agency Legislation last year that changes renewals to a biennial cycle. This Board will implement biennial licensure renewal starting July 1, 2025. Communication with licensees that this change is happening will continue until the change is implemented.

**Licensing Report:** Ms. Earl presented the licensing report.

**Complaint Memorandum:** Ms. Earl stated the complaint memorandum is not ready to present to the Board and will be presented at the next meeting

**Adjourn**

There being no further business, the meeting was adjourned at 1:22 PM.

The next meeting is on 09/25/2025.

DRAFT