



State of Idaho  
Division of Occupational and Professional Licenses  
Idaho Board of Morticians

**BRAD LITTLE**  
Governor  
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Administrator

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**Board Meeting Minutes of 04/10/2025**

<b>Board</b>	Brian T. McBride - Chair	<b>Division</b>	Allegra Earl, Executive Officer
<b>Members</b>	James R. Sommer	<b>Staff:</b>	Greg Loos, General Counsel
<b>Present:</b>	Charles Grunig		Steve Hogue, Investigative Unit Supervisor
			Lizzie Kukla, Licensing Unit Supervisor
			Maria Saldana, Licensing Specialist
			Christian Runnalls, Board Support Specialist

The meeting was called to order at 2:00 PM by Brian T. McBride.

**Approval of Minutes**

A motion was made and seconded to approve the 10/03/2024 minutes. The motion carried unanimously.

**DIVISION BUSINESS**

**2025 Legislative Session Update:** Ms. Earl presented information on the following legislation that will take effect July 1<sup>st</sup>:

- H0087 makes it possible for a guardian of a ward who has passed on to continue implementing funeral arrangements.
- S1121 amends Idaho Code § 31-2808 to remove the restriction for employees of mortuary establishments by allowing them to also work in areas of making the final disposition of deceased human bodies for county coroners.

Ms. Earl also presented information on the following legislation: H0014, H0107, and H0152.

**Open Meeting Law Training:** Mr. Loos gave training on the Idaho Open Meeting Law.

**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.

**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 of FY2025, which indicated that the Board had a cash balance of (\$80,102.20) as of December 31, 2024. Ms. Earl reviewed the language in H0152 that requires boards to be within 30% to 150% of their five-year rolling average of expenditures and explained that the Board has taken appropriate action to address the negative balance by implementing the fee increase. Ms. Earl detailed the payments for OASIS and how the OASIS fees will be distributed among fiscal quarters.

## **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 regarding this change will continue until the change is implemented. She explained that the Division will implement biennial renewals gradually by having licensees born in odd years begin biennial renewals in 2025 and licensees born in even years will renew for one year in 2025 and then begin biennial renewal in 2026 to ensure the Board's revenue remains stable. New Licenses issued after July 1<sup>st</sup> will automatically be placed on the two-year renewal cycle.

**Conference Updates and Reports:** Mr. McBride reported on the International Conference of Funeral Service Examining Boards' annual meeting. He stated that the Conference has resources on language accuracy for applications available on its website. Ms. Earl clarified that the current application is up to date and consistent with the Board's laws and rules. Mr. Loos stated that the Board's statute review report required by H0014 will refer to the Conference standards. Mr. McBride stated that interacting with other states during the annual meeting reinforced the need to have a regulatory board to uphold professionalism and high standards in the industry.

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

**Complaint Memorandum:** Mr. Hogue presented the complaint memorandum.

### **Adjourn**

There being no further business, the meeting was adjourned at 3:09 PM.

The next meeting is on 10/02/2025.