



# State of Idaho

## Division of Occupational and Professional Licenses

### Board of Examiners of Residential Care Facility

#### Administrators

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

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### Board Meeting Minutes of 10/09/2024

<b>Board Members Present:</b>	Robert “Chuck” Bosen - Chair Mary Zarybnisky	<b>Division Staff:</b>	Cesley Metcalfe, Executive Officer Greg Loos, General Counsel Skip Liddle, Investigations Manager Allegra Earl, Licensing Manager Meagan Graves, Board Support Specialist
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**Board Members Absent:**  
Jerry Parmeley

The meeting was called to order at 9:00 AM by Robert “Chuck” Bosen.

#### Approval of Minutes

A motion was made and seconded to approve the 08/14/2024 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 provided Open Meeting Law training.

**Review Draft Statute for Board Consolidation:** Ms. Metcalfe presented the Board with draft statutory language consolidating the 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 Legislative 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 the 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 Administrator Boards Mid-Year Meeting in November. The motion carried unanimously.

**Board Elections:** A motion was made and seconded to re-elect Robert “Chuck” Bosen as Chair and Jerry Parmeley as Vice Chair. The motion carried unanimously.

**Licensing Report:** Ms. Earl provided 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 retain a license or registration. The vote was: Robert “Chuck” Bosen, aye; and Mary Zarybnisky, 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 1450794. The motion carried unanimously.

### **Adjourn**

There being no further business, the meeting was adjourned at 10:14 AM.