



State of Idaho

Division of Occupational and Professional Licenses

Idaho Board of Long-Term Care Administrators

BRAD LITTLE
Governor
RUSSELL BARRON
Administrator

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Board Meeting Minutes of 07/07/2025

Board Members Present: Robert “Chuck” Bosen, Chair
Omotayo Omotowa
Rachelle Oliverson
Chanel Carter
Mary Zarybnisky

Division Staff: Allegra Earl, Executive Officer
Russell Barron, Division Administrator
Greg Loos, General Counsel
Lizzie Kukla, Licensing Supervisor
Maria Saldana, Licensing Specialist
Dyan Durham, Board Support Specialist

The meeting was called to order at 2:08 PM by Allegra Earl.

Introductions

Division staff and Board members made their introductions.

Public Comment

No public comment was made.

BOARD BUSINESS

Board Elections: A motion was made and seconded to elect Robert “Chuck” Bosen as the Board Chair and Omotayo Omotowa as the Vice Chair. The motion carried unanimously.

Long-Term Care Administrators Statute Review: Mr. Loos presented the Board with the recommended changes to the statute that will be made for H0014:

54-1601 – Short Title: Strike the short title as unnecessary.

54-1601(3) – Short Title: Added the definition of “Division” to mean the division of occupational and professional licenses.

54-1604(1) – Idaho Board of Long-Term Care Administrators: Strike “of occupational and professional licenses” as unnecessary.

54-1604(4) - Idaho Board of Long-Term Care Administrators: Change the board member term of office from 4 to 5 years, for Division standardization.

54-1604(5) - Idaho Board of Long-Term Care Administrators: Strike “and from any individual residing in this state” as unnecessary.

54-1604(6) - Idaho Board of Long-Term Care Administrators: Strike as unnecessary.

54-1604(8) - Idaho Board of Long-Term Care Administrators: Strike the annual requirement to elect a vice chair and add “currently appointed” to clarify what constitutes a quorum.

54-1604(9) - Idaho Board of Long-Term Care Administrators: Strike as unnecessary.

54-1604(10) - Idaho Board of Long-Term Care Administrators: Strike as unnecessary.

54-1605(1)(a) – Functions and Duties of Board – Fee for License Applicants – Rules: Strike “of good character” as unnecessary.

54-1605(1)(b) – Functions and Duties of Board – Fee for License Applicants – Rules: Add the words “designating” and “reviewing” to clarify the duties of the board.

54-1605(1)(g) – Functions and Duties of Board – Fee for License Applicants – Rules: Change the language to clarify the Board’s role in investigative cases.

54-1605(1)(h) – Functions and Duties of Board – Fee for License Applicants – Rules: Add issuing licenses to approved applicants as a duty of the Board for standardization and clarity.

54-1605(2) – Functions and Duties of Board – Fee for License Applicants – Rules: Strike “not to exceed four hundred dollars (\$400)” as unnecessary because the fees are already capped in the administrative rules.

54-1605(3) – Functions and Duties of Board – Fee for License Applicants – Rules: Strike “shall have powers and duties as provided by law” as unnecessary.

54-1606(1)(b) – Qualifications for Examination for License: Strike withheld judgment and suspended sentence as conflicting with Idaho Code § 67-9411.

54-1608 – Issuance of Nursing Home Administrator License: Strike as unnecessary.

54-1609(3) – Exemption – Educational Programs – Administration of Federal Funds by Board: Strike as unnecessary.

54-1610(5) – License Renewal – Continuing Education – Discipline: Strike as unnecessary.

54-1616 – Reissuance of Revoked License or Permit: Strike as unnecessary.

54-1617 – Judicial Review of Board Action: Strike as unnecessary.

54-1618 – Disposition of Funds: Strike as unnecessary.

Negotiated Rulemaking: Mr. Loos explained the negotiated rulemaking process and presented the Board with draft administrative rules. A motion was made and seconded to direct Division staff to initiate negotiated rulemaking and to publish the presented rules as proposed if no substantive comments are received. The motion carried unanimously.

Adjourn

There being no further business, the meeting was adjourned at 2:32 PM.

The next meeting is on TBD.