



State of Idaho

Division of Occupational and Professional Licenses

Board of Examiners of Nursing Home Administrators

BRAD LITTLE
Governor
RUSSELL BARRON
Administrator

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Board Meeting Minutes of 04/15/2025

Board	Mary Leonard - Chair	Division	Allegra Earl, Executive Officer
Members	Omotayo Omotowa	Staff:	Cesley Metcalfe, Board Services Manager
Present:	Rachelle Oliverson		Greg Loos, General Counsel
	Nolan Hoffer		Lizzie Kukla, Licensing Supervisor
	Megan Riechle		Dyan Durham, Board Support Specialist

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

Approval of Minutes

A motion was made and seconded to approve the 10/16/2024 minutes. The motion carried unanimously.

Introductions

The Board members and DOPL staff introduced themselves.

DIVISION BUSINESS

Legislative Update: Ms. Metcalfe stated that the Board's rules, updated through Zero-Based Regulation last year, were approved by the Legislature and will take effect July 1st. She also presented information on the following legislation:

H0028, signed by the Governor on March 19th, merges the current Board of Examiners of Nursing Home Administrators and the Board of Examiners of Residential Care Facility Administrators into the Idaho Board of Long-Term Care Administrators.

S1102, signed by the Governor on March 28th, reduces the regulatory burden on residential care and assisted living facility operators. The bill streamlines regulatory requirements by revising various provisions in Idaho Code related to facility admissions, licensing, staffing, inspections, medication management, and resident agreements. It also allows a DOPL-licensed administrator to serve up to three facilities while delegating all day-to-day responsibilities to on-site managers.

H0107, signed by the Governor on March 13th, prohibits the creation of a new license by rule or policy unless authorized by statute. It requires that all licensing fees be established through rule instead of solely by the Director or a Department.

H0014, signed by the Governor on February 7th, requires state agencies to review their titles and chapters of Idaho Code for unnecessary, obsolete, and outdated provisions and to report to the Legislature by September 1, 2025, their recommendations for the removal of such provisions.

H0151, signed by the Governor on March 14th, requires agencies to provide objective information to the legislature and to the public on the number of complaints and disciplinary actions taken by Idaho licensing agencies.

H0152, signed by the Governor on March 19th, requires that a report be submitted to the legislative services office each year that contains a plan of action for any boards that do not have a cash balance of 30-150% of the five-year rolling average of expenditures. It also includes cleanup of biennial renewal cycles for specific professions. Lastly, it gives the Administrator the authority to authorize fee holidays.

H0337 empowers nursing home residents and their families by allowing the installation of monitoring devices in residents' rooms. Under this law, residents or their designated representatives have the right to authorize and install electronic monitoring devices in their living spaces. This bill did not pass.

H0364 recognizes the need for systematic oversight and efficiency improvements. To maximize its impact, a task force will be structured into specialized subgroups, each addressing a critical area of government operations: Regulatory Accountability – Evaluating state agency rulemaking to strengthen oversight and reduce regulatory burdens, with a long-term goal of shifting nearly all regulations to statute by 2033. Budget Accountability – Conducting base budget reviews to identify and eliminate wasteful or redundant government services, programs, and expenditures. Government Operations and Oversight – Assessing state government structures to recommend agency consolidations and streamline operations for optimized efficiency. This bill did not pass.

Public Comment

Robert Vande Merwe of the Idaho Health Care Association mentioned that on March 19th, the Governor signed Senate Bill 1015. The bill repeals the administrative rules on hospitals, skilled nursing facilities, home health agencies, and intermediate care facilities. It also makes it so that hospitals certified by CMS, and other facilities that require CMS licensing, are deemed licensed in Idaho.

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 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 presented the Board's financial report for the second quarter of FY2025, which indicated that the Board had a cash balance of (\$12,002.91) as of December 31, 2024.

BOARD BUSINESS

Board Consolidation – Idaho Board of Long-Term Care Administrators: Ms. Earl reiterated that H0028 merges the current Board of Examiners of Nursing Home Administrators and the Board of Examiners of Residential Care Facility Administrators into the Idaho Board of Long-Term Care Administrators, effective July 1, 2025. She explained that the two professions will maintain separate licenses when they become one Board and encouraged Board members interested in serving on the new Board to submit their applications for appointment right away. Mr. Loos explained the negotiated rule-making process for promulgating administrative rules for the new Board.

Biennial Licensure: Ms. Earl informed the Board that its licensees will switch from annual to biennial renewals on July 1, 2025. The Division will communicate the biennial renewal plan through email to licensees and links on the Board's website, giving sufficient time to prepare for the biennial fee. Those with odd birth years will be the first to renew their license for two years. Even birth years will continue to

renew annually until July 1, 2026. New licenses issued after July 1st will automatically be placed on the two-year renewal cycle.

Licensing Report: Ms. Kukla presented the licensing report.

Adjourn

There being no further business, the meeting was adjourned at 9:46 AM.