



State of Idaho

Division of Occupational and Professional Licenses

Idaho Board of Examiners of Residential Care Facility Administrators

BRAD LITTLE

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Board Meeting Minutes of 04/16/2025

Board	Robert “Chuck” Bosen - Chair	Division	Allegra Earl, Executive Officer
Members	Jerry Parmeley	Staff:	Cesley Metcalfe, Board Services Manager
Present:			Greg Loos, General Counsel
			Skip Liddle, Investigations Program Manager
			Lizzie Kukla, Licensing Supervisor
			Dyan Durham, Board Support Specialist

Board	Mary Zarybnisky	Others	Eric Nelson, Board Prosecutor
Members		Present:	
Absent:			

The meeting was called to order at 9:03 by Robert “Chuck” Bosen.

Approval of Minutes

A motion was made and seconded to approve the 10/09/2024 minutes. The motion carried unanimously.

Introductions

DOPL staff introduced themselves to the Board.

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February 7th, requires state agencies to review their titles and chapters of Idaho Code for unnecessary, obsolete, and outdated provisions and to report to the Legislature by September 1, 2025, their recommendations for the removal of such provisions.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, Idaho Health Care Association, introduced himself and thanked the Board for its hard work. Mr. Vande Merwe sought clarification on the complaint process and what is posted to the Division's website. He also stated that the previous list of residents who cannot be admitted to a facility has been deleted, so administrators need to ensure their facilities can provide care for all. Tom Moss, Department of Health and Welfare, provided the following additional information for S1102:

- Facilities that go longer than 30 days without a licensed administrator are no longer part of the definition of core deficiency.
- Civil penalties are now eligible for use to correct deficiencies and through a grant program to improve resident care and quality of life.

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 (\$110,945.09) 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.

Complaint Memorandum: Mr. Liddle explained that a complaint memorandum will be presented at each future meeting that provides statistics on complaints filed against licensees and the status of discipline cases. Currently, there are four cases pending Board review and one case under investigation.

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 obtain or retain a license or registration. The vote was: Mr. Bosen, aye, and Mr. Parmeley, 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 numbers 1333930 and 1309822. The motion carried unanimously.

A motion was made and seconded to authorize the prosecuting attorney to negotiate a Stipulation and Consent Order in case number 1328282 with the terms discussed in executive session and to authorize the Board chair to sign on behalf of the Board.

Adjourn

There being no further business, the meeting was adjourned at 11:00 AM.