



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 11/17/2025

Board	Robert “Chuck” Bosen, Chair	Division	Allegra Earl, Executive Officer
Members	Omotayo Omotowa	Staff:	Greg Loos, General Counsel
Present:	Mary Zarybnisky		Skip Liddle, Investigations Program Manager
	Chanel Carter		Steve Hogue, Investigations Supervisor
	Rachelle Oliverson		Lizzie Kukla, Licensing Supervisor
			Dyan Durham, Board Support Specialist

Others Eric Nelson, Board Prosecutor
Present:

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 LTC 07/07/2025, NHA 04/15/2025, and RCA 04/16/2025 minutes. The motion carried unanimously.

DIVISION BUSINESS

Financial Update: Ms. Earl presented the Board’s financial report for the first quarter of FY2026, which indicated that after the Board consolidation, there is a cash balance of (\$113,090.71) as of September 30, 2025.

BOARD BUSINESS

Negotiated Rulemaking: Mr. Loos presented the Board with the proposed rules that will be published and presented to the legislature. A motion was made and seconded to accept the rule changes and move to pending. The motion carried unanimously.

Delegated Authority: Ms. Earl reviewed the authorities delegated by the Board to staff and individual Board members. A motion was made and seconded to affirm the delegated authority as presented. The motion carried unanimously.

Licensing Report: Ms. Kukla presented 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: Mr. Bosen, aye; Ms. Omotowa, aye; Ms. Carter, aye; Ms. Zarybnisky, aye; and Ms. Oliverson, 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 without action case numbers 1910708 and 1599108. The motion carried unanimously.

A motion was made and seconded to close case number 1709218 with an advisory letter. The motion carried unanimously.

A motion was made and seconded to authorize the prosecuting attorney to negotiate a Stipulation and Consent Order with the terms discussed in executive session in case number 1459754 and to allow the Board Vice Chair to sign on behalf of the Board. The motion carried. Mr. Bosen recused himself.

Adjourn

There being no further business, the meeting was adjourned at 10:18 AM.

The next meeting is on April 7, 2026.