



State of Idaho  
Division of Occupational and Professional Licenses  
Idaho Board of Acupuncture

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**Board Meeting Minutes of 11/07/2025**

<b>Board</b>	Dana Logan - Chair	<b>Division</b>	John Price, Executive Officer
<b>Members</b>	Dr. Cass Hedrick	<b>Staff:</b>	Greg Loos, General Counsel
<b>Present:</b>	Matthew Melton		Lindsay Giulle, Licensing Unit Supervisor
	Sara Rodgers		Christian Runnalls, Board Support Specialist
	Margret J. Blair		

The meeting was called to order at 1:00 PM by Dana Logan.

**Approval of Minutes**

A motion was made and seconded to approve the 03/14/2025 and 06/30/2025 minutes. The motion carried unanimously.

**DIVISION BUSINESS**

**Open Meeting Law Training:** Mr. Loos gave a presentation on the Open Meeting Law.

**Public Member Training:** Mr. Loos presented training to the Board on the role and importance of public members appointed to regulatory boards.

**Financial Update:** Mr. Price presented the Board's financial report for the 1<sup>st</sup> quarter of FY2026, which indicated that the Board had a cash balance of (\$61,945.33) as of September 30, 2025.

**Travel Policy Discussion:** Mr. Price discussed the Idaho travel policy and the expectations for Board members when traveling for Board meetings.

**BOARD BUSINESS**

**Board Elections:** A motion was made and seconded to elect Mr. Melton as the Board Chair. The motion carried unanimously.

**Negotiated Rulemaking:** Mr. Loos reviewed the proposed rule changes:

**Rule 500 – Fees:** To bring the Board to a positive cash balance trend, the Board discussed changing the fees to the following:

- Application Initial Fee: \$50
- Application Annual Renewal Fee: No change
- License Initial Fee: \$300
- License Annual Renewal Fee: \$200
- Certification Initial Fee: \$300
- Certification Annual Renewal Fee: \$200
- Acupuncture Trainee Initial Fee: \$150

- Acupuncture Trainee Annual Renewal Fee: \$100
- Inactive License or Certification Initial Fee: No Change
- Inactive License or Certification Annual Renewal Fee: \$50
- Reinstatement Initial Fee: \$250
- Reinstatement Annual Renewal Fee: No Change

A motion was made and seconded to approve the rules as pending and to authorize staff to publish them in the Administrative Bulletin. The motion carried unanimously.

**Request for Approval of Qualification Update:** Ms. Guille provided an update on the education course the Board reviewed at the previous meeting, stating that staff are awaiting communication from the provider before moving forward with course approval.

**Delegated Authority:** Mr. Price reviewed the delegated authority the Board has granted to Division staff and individual board members.

A motion was made and seconded to affirm the delegated authority items one through seven as presented and delegate authority to Dr. Hedrick to act as the Board delegate for review of applications that fall beyond the staff's delegated authority to approve applications. The motion carried unanimously

**Licensing Report:** Ms. Guille presented the licensing report.

### **Adjourn**

There being no further business, the meeting was adjourned at 2:08 PM.