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 04/07/2026

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| **Board Members Present:** | Robert "Chuck" Bosen, Chair<br>Omotayo Omotowa<br>Mary Zarybnisky<br>Chanel Carter<br>Rachelle Oliverson | **Division Staff:** | Cesley Metcalfe, Executive Officer<br>Gabriel Arroyo, General Counsel<br>Steve Hogue, Investigations Supervisor<br>Lizzie Kukla, Licensing Supervisor<br>Jennifer Strout, Inspections Supervisor<br>Dyan Durham, Board Support Specialist |
| | | **Others Present:** | Eric Nelson, Board Prosecutor |

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 11/17/2025 minutes. The motion carried unanimously.

**Public Comment:** No public comments were made.

**DIVISION BUSINESS**
**2026 Legislative Session:** Ms. Metcalfe presented the 2026 legislative update to the Board. DOPL proposed four pieces of executive agency legislation: H0703 Universal Discipline; H0787 Board Merger of the Board of Podiatry into the Idaho State Board of Medicine; H0935 Board Merger of the Board of Denturitry into the Idaho State Board of Dentistry; and H0777 Idaho Controlled Substances Act. All of these bills have successfully passed and have been signed by the Governor.

Additionally, Ms. Metcalfe provided information on bills that have been enacted and may affect the Board: S1326 Property Rights; H0520 Agency Notice and Contested Case (Administrative Procedure Act); and S1285a Home School Diploma Equivalency.

Lastly, she informed the Board that the proposed new rules for the consolidated board were approved by both the House and Senate. Additionally, the request to repeal the existing rules for the Boards of Examiners for Nursing Home Administrators and Residential Care Facility Administrators has been approved. The current rules for the two separate boards will remain in effect until July 1, 2026, when the new rules for the consolidated Board of Long-Term Care Administrators will become effective.

**2026 DOPL Strategic Plan:** Ms. Metcalfe shared the 2026 DOPL Strategic Plan with the Board.

**Respectful Workplace Training:** A respectful workplace training video was presented to the Board.

**Financial Update:** Ms. Metcalfe presented the Board's financial report for the second quarter of FY2026, which indicated that the Board had a cash balance of ($80,905.00) as of December 31, 2025.

**BOARD BUSINESS**

**Conference Attendance Requests:** A motion was made and seconded to authorize one Board member or one staff member to attend the 2026 NAB Annual Meeting and the 2026 NAB Mid-Year Meeting and to act as the voting delegate on behalf of the Board. 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. Zarybnisky, aye; Ms. Carter, 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 case number 1950914 with a letter of concern as discussed in executive session. The motion carried. Ms. Carter recused herself.

**Adjourn**

There being no further business, the meeting was adjourned at 10:14 AM.

The next meeting is on 10/28/2026.