State of Idaho
Division of Occupational and Professional Licenses
Idaho Board of Long-Term Care Administrators

BRAD LITTLE
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Board Meeting Minutes of 10/23/2026

Board Members Present:	Robert "Chuck" Bosen, Chair Omotayo Omotowa, Vice Chair Mary Zarybnisky Chanel Carter Rachelle Oliverson	**Division Staff Present:**	Cesley Metcalfe, Executive Officer Gabriel Arroyo, General Counsel Dyan Durham, Board Support Specialist

The meeting was called to order at 9:00 AM MT by Mr. Bosen.

APPROVAL of 04/07/2026 MINUTES
A motion was made and seconded to approve the April 7, 2026, minutes. The motion carried unanimously.

DIVISION BUSINESS
Board Training – Open Meeting Law: Mr. Arroyo presented training on Idaho Open Meeting Law.

Board Training – Public Member: Mr. Arroyo provided training on the importance of having a public member serve on the Board.

Board Training – Universal Discipline: Mr. Arroyo provided an overview of House Bill 703 and Idaho Code section 67-2616, which created a universal discipline framework for the Division of Occupational and Professional Licenses-administered boards, effective July 1, 2026.

State Travel Policy Update: Ms. Metcalfe presented a summary of the changes incorporated into the updated Idaho State Travel Policy, which took effect on July 1, 2026.

Financial Report: Ms. Metcalfe presented the Board's Fiscal Year 2026 financial report, along with the first quarter of Fiscal Year 2027.

BOARD BUSINESS
Board Elections: A motion was made and seconded to re-elect Robert Bosen as Board Chair and to re-elect Omotayo Omotowa as Vice Chair. The motion carried unanimously.

Delegated Authority Review: A motion was made and seconded that the Board affirm delegated authority items number 1 through 7 as presented. The motion carried unanimously.

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Conference Reports and Updates: Ms. Oliverson provided an overview of the National Association of Long-Term Care Administrator Boards Annual Meeting she attended in June. Topics included changes to the domains of practice and the updated NAB exam.

Licensing Report: Ms. Metcalfe presented the licensing report.

ADJOURNMENT
There being no further business, the meeting was adjourned at 9:54 AM.

The next meeting is on 03/18/2027.

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