

**IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 8/7/2014**

**BOARD MEMBERS PRESENT:** Zendi Fae-Hansen Meharry - Chair  
Keith Holloway  
Joshua R Thompson  
Cathy Hart

**BOARD MEMBERS ABSENT:** Jonathan Paine

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, Legal Counsel  
Eric Nelson, Board Prosecutor  
Erin Anderson, Technical Records Specialist

The meeting was called to order at 9:03 AM MDT by Zendi Fae-Hansen Meharry.

**APPROVAL OF MINUTES**

Mr. Holloway made a motion to approve the minutes of 5/23/2014. It was seconded by Ms. Hart. Motion carried.

**LEGISLATIVE REPORT**

Ms. Cory gave the legislative report. The fee increase proposal will be discussed later in the meeting.

The Board asked who will handle the replacement of Mr. Paine. Ms. Cory informed the Board that the Governor's Office handles Board replacements.

Ms. Cory discussed the proposed rule changes from Health and Welfare. The Board did not have comment on the proposed changes.

**FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board has a cash balance of \$25,931.51 as of 7/31/2014.

The Board asked about the outstanding balance owed from disciplinary actions. Ms. Peel said she will collect that information and report to the Board later in the meeting.

Ms. Hall presented to the Board the renewal of the annual contract. Mr. Holloway made a motion to approve the contract and authorize the Board Chair to sign. It was seconded by Ms. Hart. Motion carried.

## **DISCIPLINE**

Mr. Nelson presented a memorandum regarding case numbers NHA-2014-4 and NHA-2014-5. The Board gave recommendations for NHA-2014-4. Ms. Hart made a motion to close NHA-2014-5 with a warning letter. It was seconded by Mr. Holloway. Motion carried.

## **INVESTIGATIVE REPORT**

Ms. Peel informed the Board that a total of \$285.00 has been forwarded to collections. Additionally there is \$11,380.00 that is not yet due, and has not been sent to collections.

Ms. Peel gave the investigative report, which is linked above.

Ms. Peel presented a memorandum regarding case number NHA-2014-6. Mr. Thompson made a motion to grant the licensee an additional 90 days to provide continuing education documentation. It was seconded by Mr. Holloway. Motion carried.

## **TO DO LIST**

Mr. Robert Vander Merwe will be invited to the next Board meeting to discuss the change in the continuing education forms from attending a conference this year.

The Board discussed the proposed fee increase. The original license fee will be increased to \$200.00, the renewal fee will be increased to \$200.00, the original applicant and endorsement applicant fee will be increased to \$200.00, and the Administrator in Training fee will increase to \$150.00. Ms. Hart made a motion to submit the proposal rule regarding a fee change to the Governor's Office. It was seconded by Mr. Holloway. Motion carried.

Ms. Hart made a motion to elect Mr. Thompson as Chair and Mr. Holloway as Vice-Chair. It was seconded by Mr. Holloway. Motion carried.

## **NEW BUSINESS**

Mr. Holloway made a motion to authorize the Chair to sign the National Association of Long Term Care Administrator, NAB, testing contract. It was seconded by Mr. Thompson. Motion carried.

## **CE COURSES**

Mr. Holloway made a motion to approve specific courses and hours from the Idaho Hospital Association 81<sup>st</sup> Annual Convention. IHA may contact the Chair if they have questions on what hours and courses were approved:

Idaho Hospital Association 81<sup>st</sup> Annual Convention  
Nurse Leaders of Idaho, Inc. (NLI)  
Idaho Society for Directors of Volunteer Services (ISDVS)  
Idaho Society for Healthcare Marketing and Public Relations (ISHMPR)  
Health Informatics  
Healthcare Financial Management Association (HFMA)  
Auxilians/Volunteers-Multi-Day Event 10/5/2014  
Issue Briefing-8:00 to 9:00 AM 10/6/2014  
Idaho Healthcare Human Resource Association (IHHRA)  
Auxilians/Volunteers-Multi-Day Event 10/6/2014  
Issue Briefing-9:30 to 10:30 AM 10/6/2014  
Issue Briefing-11:00 to 12:00 PM 10/6/2014

It was seconded by Ms. Hart. Motion carried.

## **NAB UPDATES**

Mr. Thompson gave his update from the NAB meeting.

Mr. Holloway made a motion to approve Mr. Thompson and one other Board member to attend the NAB mid-year meeting being held November 12-14, 2014. It was seconded by Ms. Hart. Motion carried.

## **EXECUTIVE SESSION**

Ms. Hart made a motion that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Mr. Holloway. The vote was: Ms. Hart, aye; Mr. Holloway, aye; Mr. Thompson, aye; and Ms. Fae-Hansen Meharry, aye. Motion carried.

Ms. Hart made a motion to come out of executive session. It was seconded by Mr. Holloway. The vote was: Ms. Hart, aye; Mr. Holloway, aye; Mr. Thompson, aye; and Ms. Fae-Hansen Meharry, aye. Motion carried.

## **CONTINUING EDUCATION**

Ms. Hart made a motion to accept the proof of CE for renewal for two licenses. It was seconded by Mr. Holloway. Motion carried.

Mr. Holloway made a motion to accept the proof of CE for audit for one licensee. It was seconded by Ms. Hart. Motion carried.

## **APPLICATIONS**

Mr. Holloway made a motion to accept the quarterly reports. It was seconded by Ms. Hart. Motion carried.

Ms. Hart made a motion to approve the following for licensure as Administrators in Training:

NHAIT-1018 Jacob Gertsch  
NHAIT-1017 Hulbert Ursula  
NHAIT-1019 Harris Roedel

It was seconded by Mr. Holloway. Motion carried.

A motion was made by Mr. Holloway to approve the following for licensure by endorsement:

NHA-1014 Richard Samuelson  
NHA-1013 Monte Jones  
NHA-1021 Yvonne Yates  
NHA-1015 Rebecca Butler  
NHA-1003 James Burt  
NHA-1020 Jaron Clayton  
NHA-1016 Mark Barglof

It was seconded by Ms. Hart. Motion carried.

Mr. Holloway made a motion to deny the following applicant per Idaho Code 54-1610(3):

Danielle Frazier

It was seconded by Ms. Hart. Motion carried.

**NEXT MEETING** was scheduled for 11/04/2014 at 9:00 AM MDT.  
**ADJOURNMENT**

Ms. Hart made a motion to adjourn the meeting at 11:38 AM MDT. It was seconded by Mr. Holloway. Motion carried.

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Zendi Fae-Hansen Meharry, Chair

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Keith Holloway

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Joshua R Thompson

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Cathy Hart

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Jonathan Paine

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Tana Cory, Bureau Chief