

**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 11/4/2014**

**BOARD MEMBERS PRESENT:** Joshua R Thompson - Chair  
Cathy Hart  
Keith Holloway

**BOARD MEMBERS ABSENT:** Zendi Fae-Hansen Meharry

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

**OTHERS PRESENT:** Robert Vande Merwe, IHCA  
Tony Smith, IHCA

The meeting was called to order at 9:00 AM MST by Joshua R Thompson.

**APPROVAL OF MINUTES**

Mr. Holloway made a motion to approve the minutes of August 7, 2014 and September 8, 2014. It was seconded by Ms. Hart. Motion carried.

**AMEND AGENGA**

Ms. Hart made a motion to amend the agenda and add a Stipulation and Consent Order for NHA-2014-4 that was just received in the Bureau. Mr. Holloway seconded the motion. Motion carried.

**LEGISLATIVE REPORT**

Ms. Cory informed the Board that its proposed rule is posted on its web page.

**FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board has a cash balance of \$25,997.13 as of October 31, 2014.

## **DISCIPLINE**

Mr. Nelson presented a Stipulation and Consent Order in case NHA-2014-4. Ms. Hart made a motion to approve the Consent Order and allow the Board Chair to sign on behalf of the Board. It was seconded by Mr. Holloway. Motion carried.

## **INVESTIGATIVE REPORT**

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

## **FOR BOARD DETERMINATION**

Ms. Hart made a motion to approve the Bureau's recommendation and authorize closure in case I-NHA-2014-6 with an advisory letter. It was seconded by Mr. Holloway. Motion carried.

The Board reviewed a letter requesting a payment arrangement on disciplinary case NHA-2012-2. Ms. Hart made a motion that the Board accepts the payment arrangement as stated in the letter. Mr. Holloway seconded the motion. Motion carried.

## **OLD BUSINESS**

### **TO-DO-LIST**

The Board reviewed the to-do-list.

### **POSTCARDS**

Ms. Hart made a motion to send postcards to all licensed nursing home administrators regarding the Proposed Rule to raise fees that will go to the 2015 Legislature. The motion included correcting name, "Idaho Board of Examiners of Nursing Home Administrators" in the content. Mr. Holloway seconded the motion. Motion carried.

### **NEW BUSINESS**

Mr. Vande Merwe, Idaho Health Care Association, informed the Board that IHCA had purchased a new program to keep track of continuing education. He stated the IHCA will supply certificates to licensees showing hours of attendance.

### **CONFERENCE CALL MEETINGS**

The Board discussed the protocol for holding conference call meetings to review applications. The Board gave the Board Chair the authority to make the decision to hold conference call meetings.

## **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; and Mr. Thompson, 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; and Mr. Thompson, aye. Motion carried.

## **APPLICATIONS**

Mr. Holloway made a motion to approve the following continuing education trainings:

1. "Advisor Training," sponsored by Qualis Health – 7 hours
2. "Evidence Based Management in Healthcare Organizations," sponsored by Idaho State University – 3 hours
3. "Budget and Finance sponsored," by North Idaho College – 20 hours

Ms. Hart seconded the motion. Motion carried.

Ms. Hart made a motion to approve the endorsement application for Douglas Johnston. Mr. Holloway seconded the motion. Motion carried.

Ms. Hart made a motion to approve the administrator-in-training application for Melissa McCain-Truesdell. Mr. Holloway seconded the motion. Motion carried.

Ms. Hart made a motion to approve quarterly reports for:

Darin Dransfield  
Jeffrey Corriher  
Chase Gunderson  
Jeffery Lines  
Breanna McKay  
Jon Smith  
Jared Sorenson  
Rachel Zimmerman

Mr. Holloway seconded the motion. Motion carried.

Ms. Hart made a motion to approve the quarterly report for Cable Amsden and his new preceptor Randal Barnes and send letters to two AITs requesting additional clarification. Mr. Holloway seconded the motion. Motion carried.

**NEXT MEETING** was scheduled for February 10, 2015 MST.

**ADJOURNMENT**

Ms. Hart made a motion to adjourn the meeting at 10:35 AM MST. It was seconded by Mr. Holloway. Motion carried.

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Joshua R Thompson, Chair

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Cathy Hart

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Jonathan Paine

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Zendi Fae-Hansen Meharry

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Keith Holloway

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Tana Cory, Bureau Chief