

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY
ADMINISTRATORS**

**Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063**

Board Meeting Minutes of 1/24/2013

BOARD MEMBERS PRESENT: Dale Eaton - Chair
Benjamin Doty
Kristen E Hyde
Linda L. Simon
Heidi Brough Nye – arrived at 9:35am

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

OTHERS PRESENT: Jamie Simpson, Facility Standards
Kris Ellis, Idaho Health Care Association
Ryan Linehan, Applicant

The meeting was called to order at 9:10 AM MST by Dale Eaton.

NEW BOARD MEMBERS

The Board and Bureau welcomed new board members Kristen Hyde and Benjamin Doty.

APPROVAL OF MINUTES

Ms. Simon made a motion to approve the minutes of October 11, 2012. It was seconded by Mr. Doty. Motion carried.

LEGISLATIVE REPORT

Ms. Cory explained the purpose of the Bureau and Board to the new Board members and that a new license system has been purchased in conjunction with four other state agencies.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board has a negative balance of (\$9,887.43) as of December 31, 2012.

DISCIPLINE

Mr. Nelson presented a memorandum regarding case number RCA-2013-8. After discussion, the Board gave recommendations for appropriate discipline.

INVESTIGATIVE REPORT

Ms. Peel went over the investigative process for the new Board members and gave the investigative report, which is linked above.

FOR BOARD DETERMINATION

Ms. Simon made a motion to approve the Bureau's recommendation and authorize closure in case I-RCA-2012-15. It was seconded by Mr. Doty. Motion carried.

Ms. Brough Nye made a motion to approve the Bureau's recommendation and authorize closure in case I-RCA-2013-2. It was seconded by Ms. Simon. Motion carried.

Ms. Simon made a motion to approve the Bureau's recommendation and authorize closure in case I-RCA-2013-7. It was seconded by Ms. Hyde. Motion carried.

EXECUTIVE SESSION

Ms. Simon 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 Ms. Hyde. The vote was: Ms. Hyde, aye; Ms. Simon, aye; Ms. Brough Nye, aye; Mr. Doty, aye; and Mr. Eaton, aye. Motion carried.

Ms. Simon made a motion to come out of executive session. It was seconded by Ms. Hyde. The vote was: Ms. Hyde, aye; Ms. Simon, aye; Ms. Brough Nye, aye; Mr. Doty, aye; and Mr. Eaton, aye. Motion carried.

CONTINUING EDUCATION CASE

The Board reviewed continuing education documentation on case RCA-2013-7. Mr. Doty made a motion to approve 3 hours of continuing education and allow 90

days to complete the additional 9 hours. It was seconded by Ms. Simon. Motion carried. Ms. Hyde voted nay.

NEW BUSINESS

NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS

Ms. Simon made a motion to pay the membership dues of \$1,500 to NAB. It was seconded by Mr. Doty. Motion carried.

CONTINUING EDUCATION COURSE

The Board reviewed a continuing education course titled, "Idaho PUPC 6th Annual consensus Meeting - Prevention is the Key." Ms. Simon made a motion to approve the course for 8.5 hours. It was seconded by Ms. Brough Nye. Motion carried.

NAB MEETING

Ms. Brough Nye attended the November 2012 NAB meeting in San Diego, CA and reported that there were 30 states represented. More states are moving toward licensing residential care administrators. The next NAB meeting will be in May 2013 in Seattle, WA.

EXECUTIVE SESSION

Ms. Brough Nye 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. Doty. The vote was: Ms. Hyde, aye; Ms. Simon, aye; Ms. Brough Nye, aye; Mr. Doty, aye; and Mr. Eaton, aye. Motion carried.

Ms. Brough Nye made a motion to come out of executive session. It was seconded by Ms. Simon. The vote was: Ms. Hyde, aye; Ms. Simon, aye; Ms. Brough Nye, aye; Mr. Doty, aye; and Mr. Eaton, aye. Motion carried.

APPLICATIONS

Ms. Brough Nye moved to deny the application of Ryan Linehan based upon Idaho Code 54-4213(1)(e) and Rule 150.01. It was seconded by Ms. Hyde. Motion carried.

Ms. Simon moved to approve the application of Shauna Kraus and require passing the open book exam and the administrator exam. It was seconded by Ms. Brough Nye. Motion carried.

Ms. Simon moved to request additional information on applicant 901124388. It was seconded by Ms. Hyde. Motion carried.

It was moved by Ms. Simon that the Board add language to the application on question 8 to require additional information from endorsement applicants on the requirements for certification or licensure in the state the person is currently licensed. It was seconded by Ms. Hyde. Motion carried.

NEXT MEETING was scheduled for April 18, 2013 at 9:00 AM MDT.

ADJOURNMENT

Ms. Simon made a motion to adjourn the meeting at 12:35 PM MST. It was seconded by Ms. Hyde. Motion carried.

Dale Eaton, Chair

Benjamin Doty

Kristen E Hyde

Linda L. Simon

Heidi Brough Nye

Tana Cory, Bureau Chief