

**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 4/18/2013**

**BOARD MEMBERS PRESENT:** Dale Eaton - Chair  
Kristen E Hyde  
Linda L. Simon  
Heidi Brough Nye  
Benjamin E Doty

**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:** Kris Ellis, Idaho Health Care Association

The meeting was called to order at 9:00 AM MDT by Dale Eaton.

**APPROVAL OF MINUTES**

Mr. Doty made a motion to approve the minutes of January 24, 2013. It was seconded by Ms. Simon. Motion carried.

**LEGISLATIVE REPORT**

Ms. Cory gave the legislative report. She said that the Board did not have any law or rule changes this legislative session. Any new changes would need to be submitted to the Governor's office by August.

**FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board has a negative balance of (\$13,702.23) as of March 31, 2013.

**[INVESTIGATIVE REPORT](#)**

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

## **FOR BOARD DETERMINATION**

Mr. Doty made a motion to approve the Bureau's recommendation and authorize closure in case I-RCA-2011-16. It was seconded by Ms. Hyde. Motion carried.

Ms. Brough Nye made a motion to approve the Bureau's recommendation and authorize closure in case I-RCA-2013-18. It was seconded by Mr. Doty. Motion carried.

## **DISCIPLINE**

Mr. Nelson presented a memorandum regarding case numbers RCA-2013-9, and RCA-2013-11. After discussion, the Board gave recommendations for appropriate discipline.

Mr. Nelson presented a Stipulation and Consent Order in case RCA-2013-5. Mr. Doty made a motion to approve the Consent Order and allow the Board Chair to sign on behalf of the Board. It was seconded by Ms. Hyde. Motion carried.

## **OLD BUSINESS**

### **APPLICATION**

The Board reviewed the updated licensure application with changes to question number 8. Ms. Brough Nye made a motion to approve the updated application after changing one word. It was seconded by Ms. Hyde. Motion carried.

### **CONTRACT**

The Board reviewed the National Association of Long Term Care Administrators Board Contract. It was moved by Mr. Doty that the Board approve the NAB Contract for the time period of July 1, 2013 to June 30, 2014. It was seconded by Ms. Simon. Motion carried.

### **WEB PAGE**

The Board reviewed the Board's updated continuing education web page. The Board recommended additional changes and the additional changes were implemented. Ms. Brough Nye made a motion to accept the continuing education web page. It was seconded by Ms. Simon. Motion carried.

## **NEW BUSINESS**

### **BUDGET FORM**

Mr. Eaton discussed the Board budget form for fiscal year 2014. Ms. Simon made a motion to accept the form with no new budget items. It was seconded by Mr. Doty. Motion carried.

## **ELECTIONS**

Ms. Brough Nye moved to elect Dale Eaton as Board Chair. It was seconded by Mr. Doty. Motion carried.

Ms. Simon moved to elect Heidi Brough Nye as Vice-Chair. It was seconded by Mr. Doty. Motion carried.

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

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

## **APPLICATIONS**

Ms. Simon made a motion to approve the application of Deborah Ross for examination. It was seconded by Mr. Doty. Motion carried.

Ms. Simon made a motion to approve applicant 901049905 pending receipt of additional application material. It was seconded by Ms. Brough Nye. Motion carried.

**NEXT MEETING** was scheduled for July 25, 2013 at 9:00 AM MDT.

## **ADJOURNMENT**

Mr. Doty made a motion to adjourn the meeting at 12:00 noon. It was seconded by Ms. Simon. Motion carried.

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Dale Eaton, Chair

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Kristen E Hyde

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Linda L. Simon

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Heidi Brough Nye

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Benjamin E Doty

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Tana Cory, Bureau Chief