

**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 7/25/2013**

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

**BOARD MEMBERS ABSENT:** 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:** Jamie Simpson, Facility Standards  
Kathi Brink, Residential Care Administrator

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

**APPROVAL OF MINUTES**

Ms. Simon made a motion to approve the minutes of April 18, 2013. It was seconded by Ms. Brough Nye. Motion carried.

**AMENDED AGENDA**

Ms. Simon made a motion to amend the agenda to add application review, which was not included on the agenda because the Board just received application material. It was seconded by Ms. Hyde. Motion carried.

**FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board has a negative balance of (\$13,752.14) as of June 30, 2013.

**DISCIPLINE**

Mr. Nelson presented a memorandum regarding case number RCA-2013-12 and asked that only material in the memo be considered. Mr. Eaton recused himself

from discussion on the case and Vice-Chair Ms. Brough Nye stepped in as Chair. After discussion, the Board gave recommendations for appropriate discipline.

Mr. Nelson presented a Stipulation and Consent Order in case RCA-2013-6. Mr. Eaton recused himself from discussion and Vice-Chair Ms. Brough Nye stepped in as Chair. Ms. Simon made a motion to approve the Consent Order and allow the Vice-Chair to sign on behalf of the Board. It was seconded by Ms. Hyde. Motion carried.

Mr. Nelson presented a Stipulation and Consent Order in case RCA-2013-9. Ms. Hyde made a motion to approve the Consent Order and allow the Chair to sign on behalf of the Board. It was seconded by Ms. Brough Nye. Motion carried.

Mr. Nelson presented a Findings of Fact, Conclusions of Law and Final Order in case RCA-2013-8. Ms. Simon made a motion to approve the Final Order and allow the Chair to sign on behalf of the Board. It was seconded by Ms. Hyde. Motion carried.

### **INVESTIGATIVE REPORT**

Ms. Peel 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-2012-12. It was seconded by Ms. Brough Nye. Motion carried.

### **CONTRACT RENEWAL**

Ms. Hall presented the 2014 Contract Renewal. Ms. Brough Nye made a motion to approve the 2014 Contract Renewal and allow the Chair to sign on behalf of the Board. It was seconded by Ms. Simon. Motion carried.

### **NEW BUSINESS**

### **ADMINISTRATOR BOOT CAMP**

Ms. Brink presented the agenda for the 2014 Administrator Boot Camps. Ms. Brough Nye moved to approve the 2014 Administrator Boot Camps for continuing education. It was seconded by Ms. Hyde. Motion carried.

### **NATIONAL ADMINISTRATOR BOARDS**

Ms. Brough Nye attended the June 12 - 14, 2013 NAB meeting in Seattle, Washington. She was asked to serve on the exam writing committee that met

during the meeting time. The next NAB meeting is November 6 – 8, 2014 in Saratoga, Florida. Ms. Hyde moved to approve Ms. Brough Nye to attend the NAB meeting if it is paid for by NAB. It was seconded by Ms. Simon. Motion carried.

### **EXECUTIVE SESSION**

Ms. Hyde 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; Ms. Simon, aye; Ms. Brough Nye, 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; and Mr. Eaton, aye. Motion carried.

### **APPLICATIONS**

Ms. Brough Nye made a motion to approve the application for 901073140 and require passing the open book exam and either the NAB or Headmaster exam. It was seconded by Ms. Hyde. Motion carried.

### **EXECUTIVE SESSION**

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

Ms. Brough Nye 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; and Mr. Eaton, aye. Motion carried.

### **APPLICATION**

Ms. Hyde made a motion that applicant 901128162 provide proof of high school education from an accredited program or provide proof of obtaining the GED. It was seconded by Ms. Brough Nye. Motion carried

**NEXT MEETING** was scheduled for October 24, 2013 at 9:00 AM MDT.

### **ADJOURNMENT**

Ms. Simon made a motion to adjourn the meeting at 12:05 PM MDT. It was seconded by Ms. Hyde. 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