

**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 10/24/2013**

**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  
Eric Nelson, Board Prosecutor  
Maurie Ellsworth, Legal Counsel  
Marilyn London, Technical Records Specialists

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 July 25, 2013. 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 (\$14,543.90) as of September 30, 2013. The Bureau is keeping a watch on the negative balance and may suggest a fee increase in the future.

**DISCIPLINE**

Mr. Nelson presented a memorandum regarding case numbers RCA-2014-2, and RCA-2014-1. It was moved by Ms. Simon that the Board close case RCA-2014-2 with a warning letter. It was seconded by Ms. Brough Nye. Motion carried. After discussion, the Board gave recommendations for appropriate discipline for case RCA-2014-1.

Mr. Nelson presented a Stipulation and Consent Order in case RCA-2013-11. Mr. Doty made a motion to approve the Stipulation and Consent Order and allow the

Board Chair to sign on behalf of the Board. It was seconded by Ms. Simon. Motion carried.

### **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-2013-16. It was seconded by Ms. Hyde. Motion carried.

### **OLD BUSINESS**

The Board reviewed and updated the Board's "To Do" list.

### **NEW BUSINESS**

#### **HEADMASTER EXAM**

Mr. Eaton reported on the August Headmaster exam meetings where there was a review of the Headmaster Residential Care Administrator exam. Ms. Simon and Ms. Brough Nye also attended part of the meetings. All active test bank items were reviewed. A final report was provided for the Board.

#### **CONTINUING EDUCATION APPLICATIONS**

The Board reviewed a continuing education request for online courses through Quantum Units Continuing Education from Clint Calderwood. Ms. Simon moved to request a complete application to be reviewed at the next meeting and to refer Mr. Calderwood to the National Association of Boards (NAB) for Cares continuing education, which is approved.

The Board reviewed a continuing education request from Jill Darrington Rice for the, "7<sup>th</sup> Annual Consensus Meeting: Putting Prevention into Practice." Ms. Simon moved that the Board approve the "7<sup>th</sup> Annual Consensus Meeting: Putting Prevention into Practice." It was seconded by Ms. Brough Nye. 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 Mr. Doty. The vote

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

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

## **APPLICATIONS**

Ms. Brough Nye made a motion to table the application for 901129417 and request certified documents from the court on past convictions. It was seconded by Ms. Hyde. Mr. Eaton recused himself from discussion and voting. Mr. Doty voted nay. Motion carried.

## **AGENDA ITEM**

The Board will review information on an Administrator-in-Training Program at the next Board meeting.

**NEXT MEETING** was scheduled for January 23, 2013 at 9:00 A.M. MST.

## **ADJOURNMENT**

Ms. Simon made a motion to adjourn the meeting at 11:20 A.M. 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