

**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 10/9/2014

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

BOARD MEMBERS ABSENT: Ann L Moss

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

OTHERS PRESENT: Jamie Simpson, Facility Standards
Tony Smith, Eiguren Fisher Ellis
Kris Ellis, Idaho Health Care Association
Brian Purdy

The meeting was called to order at 9:00 AM MDT by Heidi Brough Nye.

APPROVAL OF MINUTES

Mr. Doty made a motion to approve the minutes of July 24, 2014. It was seconded by Ms. Hyde. Motion carried.

Ms. Hyde made a motion to approve the conference call minutes of August 29, 2014. It was seconded by Mr. Doty. Motion carried.

LEGISLATIVE REPORT

Ms. Cory let the Board know that the proposed rules are posted on the Board's web page.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board has a negative cash balance of (\$73,956.58) as of September 30, 2014.

DISCIPLINE

Mr. Nelson presented a memorandum regarding case numbers RCA-2014-10, RCA-2015-2, and RCA-2015-1.

Ms. Simon made a motion that the Board close case RCA-2014-10 and send a warning letter to the Respondent.

Ms. Hyde made a motion to close case RCA-2015-1 and send a warning letter to Respondent.

After discussion, the Board gave recommendations for appropriate discipline on case RCA-2015-2.

Mr. Nelson presented a Stipulation and Consent Order in case RCA-2014-6. Ms. Simon 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.

Mr. Nelson presented a Stipulation and Consent Order in case RCA-2014-7. Ms. Hyde 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. Doty. Motion carried.

Mr. Nelson presented a Stipulation and Consent Order in case RCA-2014-9. Ms. Simon recused herself. Ms. Hyde 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. Doty. 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-2014-28. It was seconded by Ms. Hyde. Motion carried.

Ms. Simon made a motion to approve the Bureau's recommendation and authorize closure in case I-RCA-2015-3 and to send a warning letter to the Respondent. It was seconded by Ms. Hyde. Motion carried.

Ms. Peel presented a Findings of Fact, Conclusions of Law and Final Order in case RCA-2015-5. Ms. Brough-Nye recused herself. Ms. Hyde made a motion to approve the Final Order and authorize the Vice-Chair to sign. Mr. Doty seconded the motion. Motion carried.

Ms. Peel presented a Notice of Violation and Settlement Order Regarding Continuing Education in case RCA-2014-8. Ms. Hyde made a motion to approve the Continuing Education Settlement Order and authorize the Chair to sign.

OLD BUSINESS

The Board reviewed the To-Do-List.

SUPERVISORS

Mr. Hales discussed the process of requiring supervisors to be registered to provide supervision. This was briefly discussed at the previous Board meeting. If the Board is interested in registering supervisors, he suggested the Board appoint a sub-committee to do research.

APPLICATION UPDATE

Ms. Hall presented the updated application. Ms. Simon made a motion that the Board approve the updated application. Mr. Doty seconded the motion. Motion carried.

POST CARD

Ms. Hall presented the draft postcard regarding the proposed fee increase. Ms. Simon made a motion to approve the postcard as written and send it to all the licensed residential care facility administrators.

NEW BUSINESS

NEXT BOARD MEETING

The Board scheduled the next meeting for January 22, 2015 at 9:00 AM MST.

AMENDED AGENDA

Ms. Simon moved to amend the agenda to add discussion regarding the next National Association of Long Term Care Administrator Board conference. The NAB conference is scheduled for November 12, 2014 in San Francisco, California, and will be taking place prior to the Board's next meeting.

Ms. Simon moved that the Board allow Ms. Brough-Nye to attend the NAB meeting. Mr. Doty seconded the motion. Motion carried.

Mr. Purdy asked the Board questions regarding policy and qualifications for licensure.

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

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

APPLICATIONS

Ms. Simon made a motion to approve Tara Dimick for a provisional permit and examination. Ms. Hyde seconded the motion. Motion carried.

Ms. Simon made a motion to approve applicant 901135755 pending receipt of favorable background check and passing the open book exam. Mr. Doty seconded the motion. Motion carried.

Ms. Simon made a motion to table applicant 901135753 until the application is complete. Ms. Hyde seconded the motion. Motion carried.

Ms. Simon made a motion to table applicant 901135546 until the application is complete. Mr. Doty seconded the motion. Motion carried.

ADJOURNMENT

Ms. Hyde made a motion to adjourn the meeting at 11:55 AM MDT. It was seconded by Mr. Doty. Motion carried.

Heidi Brough Nye, Chair

Ann L Moss

Benjamin E Doty

Kristen E Hyde

Linda L. Simon

Tana Cory, Bureau Chief