

**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 4/14/2016**

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

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, General Counsel  
Mitchell Toryanski, Legal Counsel

**OTHERS PRESENT:** Jamie Simpson, Licensing and Certification

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

**APPROVAL OF MINUTES**

Ms. Simon made a motion to approve the minutes of January 21, 2016. It was seconded by Mr. Doty. Motion carried.

**LEGISLATIVE REPORT**

Ms. Cory asked Mr. Toryanski to provide the legislative report updates. Mr. Toryanski said the Governor's legislation passed that would do the following: 1. Allow the Governor to consider recommendations made by associations or any individuals residing in the state for board appointment and allow him to appoint any qualified individual; 2. States that all board members serve at the Governor's pleasure; and 3. Adds one consumer member to every board.

**FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of (-\$89, 295) as of March 31, 2016.

## **DISCIPLINE**

Ms. Uranga presented a Stipulation and Consent Order in case RCA 2015-13. 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 Mr. Doty. Motion carried.

Mr. Nelson presented a memorandum regarding case number RCA-2016-7. After discussion, the Board gave recommendations for appropriate discipline.

Mr. Nelson presented Stipulation and Consent Orders in cases RCA 2016-3, RCA-2016-5 and RCA-2016-6. Ms. Hyde made a motion to approve the Consent Orders 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.

## **OLD BUSINESS**

To Do List – The Board reviewed the to-do list.

## **UPDATE ON HEALTH & WELFARE TRAINING CERTIFICATES**

Jamie Simpson, Licensing and Certification, informed the Board that the number of credit hours have been added to the Health and Welfare continuing education training certificates.

## **TRAINING LOG AND REFERENCE LETTERS ON APPLICATIONS**

Ms. Brough-Nye suggested that character reference letters should be added to the application process.

Ms. Simon made a motion to approve a work group, consisting of Ms. Brough-Nye and Bureau staff, to re-write the reference portion of the application and to create a character reference form. These drafts will be brought to the Board for review. It was seconded by Mr. Doty. Motion carried.

The Board discussed the training log. Ms. Hyde made a motion to create a work group, consisting of Ms. Simon and Bureau staff, to create a training log with one page per domain for applicants to use. These drafts will be brought to the Board for review. It was seconded by Mr. Doty. Motion carried.

## **NEW BUSINESS**

## **NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS DUES**

Ms. Simon moved to approve the payment of the NAB dues. 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 § 74-206(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. Brough Nye, aye; Mr. Doty, aye; Ms. Hyde, aye; and Ms. Simon, aye. Motion carried.

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

## **APPLICATIONS**

Ms. Simon made a motion to approve the following for licensure:

### **Approved for Permit and Exam**

Jody Soto  
Serina Williams

Approved for Exam  
Samantha Kitchen

It was seconded by Mr. Doty. Motion carried.

Ms. Simon made a motion to table the following application pending receipt of more documentation. It was seconded by Mr. Doty. Motion carried.

**Tabled**  
901144752

**NEXT MEETING** was scheduled for July 28, 2016 at 9:00 am.

## **ADJOURNMENT**

Ms. Hyde made a motion to adjourn the meeting at 12:33 pm. It was seconded by Ms. Simon. Motion carried.

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Heidi Brough Nye, Chair

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Ann L Moss

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Benjamin E Doty

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Kristen E Hyde

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Linda L Simon

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Tana Cory, Bureau Chief