



BOARD OF EXAMINERS OF NURSING CARE INSTITUTION ADMINISTRATORS AND ASSISTED LIVING FACILITY MANAGERS

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Jack Confer
Executive Director

BOARD MEETING MINUTES
August 14, 2023

I. ROLL CALL

President Kidder called the meeting to order at 9:07 a.m.

President Kidder, Vice President Archer, Member Brimhall, Member Felix, Member Steven, Member Cook, Member Koford and Member Hill were present in person.

Attendance: Executive Director Jack Confer, Project Specialist Aileen Barajas, Investigator Phil Smith, Deputy Director Donita McGlasson, Assistant Attorney General Seamus Monaghan, and Assistant Attorney General Diane DeDea and Allen Imig, Executive Consultant.

II. DECLARATION OF CONFLICTS OF INTEREST – A.R.S. § 38-503

Vice President Archer recused herself from C2

Member Koford recused himself from section A-C item 1,4,7,9,13,20,36

Member Felix recused herself from section A-9

III. CALL TO THE PUBLIC

No one wished to address the board

IV. REVIEW, DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF MINUTES

A. Draft June Regular Meeting Minutes, June 12, 2023

B. Draft July Regular Meeting Minutes, July 10, 2023

C. Draft July Executive Session Minutes, July 10, 2023

MOTION: President Kidder made a motion, seconded by Vice President Archer to approve the June 12, 2023 and July 10, 2023 regular meeting minutes and July 10, 2023 executive session minutes.

ROLL CALL VOTE: Passed (8-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X	X	X	X
No									
Absent			X						

Recused									
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V. REVIEW, DISCUSSION AND POSSIBLE ACTION ON ADMINISTRATOR LICENSURE AND MANAGER CERTIFICATION

A. Aria Rose Davenport

2023-NCI-0253

Applicant Davenport was present with her supervisor. Executive Director Jack Confer summarizes the background of this case.

MOTION: President Kidder motioned, seconded by Vice President Archer to approve the application with a consent agreement if the following terms are met. Applicant davenport must complete 1-year probation, AA reports and 6 random drug tests along with any prescription medications must be disclosed to staff.

ROLL CALL VOTE: Vote passed (8-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X	X	X	X
No									
Absent			X						
Recused									

B. Tito Gobantes

2023-NCI-0158

Applicant Gobantes appeared and represented himself. Executive Director Jack Confer summarizes the background of this case. Applicant Gobantes addressed the disciplinary action and voluntary surrender. He states that he is still waiting to pass the state exam.

MOTION: President Kidder made a motion, seconded by Vice President Archer to approve application if the applicant Gobantes passes state exam within the appropriate time frame.

ROLL CALL VOTE: Vote passed (8-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X	X	X	X
No									
Absent			X						
Recused									

VI. INITIAL REVIEW, AND DISCUSSION ON THE FOLLOWING MATTERS APPEALED TO ARIZONA SUPERIOR COURT. REVIEW, DISCUSSION, AND POSSIBLE ACTION MAY INCLUDE REVIEW OF ORDER FOR STAY, RESCINDING PREVIOUS BOARD ORDER(S), REMANDING

THE MATTER BACK TO INVESTIGATIONS, AND/OR GRANTING MOTION FOR REHEARING OR REVIEW.

- A. Adaoma Escoghghi v. Board of Examiners of Nursing Care Institution Administrators and Assisted Living Facility Managers, LC202-000178-001 DT
- B. The Board went into executive session to further discuss the case. Attorney General Dedeia for independent legal advisor and Seamus for the state. Counsel for the respondent explained why the respondent was not present for the February 12 hearing and why the Board should re-open the case.

MOTION: President Kidder made a motion, seconded by Member Brimhall to go into an executive session. The Board went into executive session at 10:13 am and returned at 10:36 am.

ROLL CALL VOTE: Vote passed (8-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X	X	X	X
No									
Absent			X						
Recused									

The Board allowed Appellant and her legal counsel to explain their motion and position in this matter. After hearing the discussion and arguments file in the matter. The Board did not act on the requests and allowed the matter to remain as previously decided.

VII. REVIEW, DISCUSSION AND POSSIBLE ACTION ON FORMAL ADMINISTRATIVE HEARINGS, PROPOSED CONSENT AGREEMENTS OR MOTIONS TO DEEM ALLEGATIONS ADMITTED:

A. Complaint & Notice of Hearing, Remigius Uzoma, 2022-NCI-0073 09:15AM

Manager Uzoma was not present. Assistant Attorney General Monaghan summarized the case for the board

MOTION: President Kidder made a motion, seconded by Vice President Archer to grant that the State’s motion to deem the allegations in the Complaint and Notice of Hearing as admitted.

ROLL CALL VOTE: Passed (8-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X	X	X	X
No									
Absent			X						
Recused									

MOTION: President Kidder made a motion, seconded by Vice President Archer to adopt the parties of Jurisdiction, Factual Allegations and the Allegations of Unprofessional Conduct from the Complaint and Notice of Hearing as Findings of Fact and Conclusion of Law.

ROLL CALL VOTE: Passed (8-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X	X	X	X
No									
Absent			X						
Recused									

MOTION: President Kidder made a motion, seconded by Vice President Archer to Revoke Manager Uzoma Manager Certificate.

ROLL CALL VOTE: Passed (8-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X	X	X	X
No									
Absent			X						
Recused									

B. Complaint & Notice of Hearing, Catherine Sardella, 2022-NCI-0316 11:00AM

Manager Sardella was not present. Assistant Attorney General Monaghan summarized the case for the board

MOTION: President Kidder made a motion, seconded by Vice President Archer to grant that the State’s motion to deem the allegations in the Complaint and Notice of Hearing as admitted

ROLL CALL VOTE: Passed (8-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X	X	X	X
No									
Absent			X						
Recused									

MOTION: President Kidder made a motion, seconded by Archer to adopt the parties of Jurisdiction, Factual Allegations and the Allegations of Unprofessional Conduct from the Complaint and Notice of Hearing as Findings of Fact and Conclusion of Law.

ROLL CALL VOTE: Passed (8-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X	X	X	X
No									
Absent			X						
Recused									

MOTION: President Kidder made a motion, seconded by Vice President Archer to Revoke Manager Sardella’s Manager Certificate.

ROLL CALL VOTE: Passed (8-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X	X	X	X
No									
Absent			X						
Recused									

VIII. COMPLAINT AGENDA ITEMS: REVIEW, DISCUSSION AND POSSIBLE ACTION COMPLAINT CASE:

A. Staff Recommendation for Consent Agreement(s) and/or Formal Hearing(s)

MOTION: President Kidder made a motion, Seconded by Vice President Archer to accept the staff recommendation for agenda items 2, 3, 4, 8, 11, 12, 13, 15 and 17.

- 2. Guadalupe Martinez, 2022-NCI-0506
- 3. Barbara C Stein, 2022-NCI-0511
- 4. Evelyn C Flores 2022-NCI-0566
- 8. Aloyzios Gonzaga Nyakana, 2023-NCI-0076
- 10. Sara Bosancu, 2023-NCI-0100
- 11. Sharon Baysan, 2023-NCI-0102
- 12. Maria H Starbird, 2023-NCI-0106
- 13. Dymphna Lamba, 2023-NCI-0110
- 15. Teresita Mathis, 2023-NCI-0114
- 17. Marie Eid, 2023-NCI-0257

Block Vote: Passed (8-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford

		Archer							
Yes	X	X		X	X	X	X	X	X
No									
Absent			X						
Recused									

1. Bryce Craig Campbell, 2022-NCI-0475

Manager Campbell appeared and was represented by counsel Lindsay Fragoso. Investigator Smyth outlines the complaint. Respondent was not present and Manager Campbell addresses the allegations and states that a full investigation was conducted.

MOTION: President Kidder made a motion, Member by Vice President Archer to dismiss the case.

Roll Call Vote: Passed (7-1)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X			X	X	X	X	X
No				X					
Absent			X						
Recused									

5. Penelope Stiff Watkins, 2023-NCI-0036

Manager Watkins was present and represented herself. Investigator Smyth summarized the case. Manager Watkins addressed the board and explained the DHS investigation that was given.

MOTION: President Kidder made a motion, seconded by Member Brimhall, to offer a Consent Agreement to be signed within 10 days or the matter will be forwarded to formal hearing for a violation of ARS 36-446.07(B)(3), conditions: Suspension of Certificate, but the Suspension as long as the terms of Probation are met; reimburse the Board \$524.82 for investigative costs; complete 3 hours of continuing education in the areas of Service Plans, Food Services, and Environmental Standards within 3 months.

Roll Call Vote: Passed (8-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X			X	X	X	X	X
No				X					
Absent			X						
Recused									

Dinesh Korat, 2023-NCI-0071

Manager Korat was not present. Investigator Smyth summarized the background of this case and expressed that Dinesh Korat's manager license is expired. President Kidder addressed Executive Director Jack Confer on the expiration of licensure and what measures need to be taken.

MOTION: President Kidder made a motion, seconded by Vice President Archer to offer a Consent Agreement to be signed within 10 days or the matter will be forwarded to formal hearing for a violation of ARS 36-446.07(B)(3), conditions: Voluntary Surrender of Certificate

Roll Call Vote: Passed (8-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X			X	X	X	X	X
No				X					
Absent			X						
Recused									

7. Rossana Barretto, 2023-NCI-0075

Manager Barretto appeared and represented herself. Investigator Smyth summarized the background of this case. Manager Barretto addressed any questions the Board had about the allegations.

MOTION: Member Hill made a motion, seconded by Vice President Archer to offer a Consent Agreement to be signed within 10 days or the matter will be forwarded to formal hearing for a violation of ARS 36-446.07(B)(3), conditions: Suspension of Certificate, but the Suspension as long as the terms of Probation are met; reimburse the Board \$569.70 for investigative costs; complete 3 hours of continuing education in the areas of Medication Management and Personnel Requirements within 3 months.

Roll Call Vote: Passed (8-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X	X	X	X
No									
Absent			X						
Recused									

9. Akilah D Phillips, 2023-NCI-0077

Manager Phillips was present and represented herself. Investigator Smyth summarized the background of this case and expressed that Manager Phillip’s failed to maintain personnel records. Member Felix recused herself from this case.

MOTION: President Kidder made a motion, seconded by Member Brimhall to issue a Non-Disciplinary Letter of Concern.

Roll Call Vote: Passed (7-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X		X	X
No									
Absent			X						
Recused							X		

10. Sara Bosancu, 2023-NCI-0100

Manager Bosancu appeared and represented herself. Investigator Smyth summarized the background of this case. Manager Bosancu failed to maintain personnel records and expressed to the Board that there was lack of communication and major staff turnover, but that preventive measures have been taken.

MOTION: Vice President Archer made a motion, seconded by President Kidder to issue a Non-Disciplinary Letter of Concern

Roll Call Vote: Passed (8-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X	X	X	X
No									
Absent			X						
Recused									

14. Russell Sylvester, 2023-NCI-0111

Manager Sylvester appeared and represented himself. Investigator Smyth summarized the background of the case. Manager Sylvester answered questions from the Board on the deficiencies that were found.

MOTION: Vice President Archer made a motion, seconded by Member Brimhall to dismiss the case.

ROLL CALL VOTE: Motion Passed (8-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X	X	X	X
No									
Absent			X						
Recused									

16. Carmen Suciu, 2023-NCI-0157

Manager Suciu was not present. Investigator Smyth summarized the case.

MOTION: President Kidder made a motion, seconded by Vice President Archer to offer a Consent Agreement to be signed within 10 days or the matter will be forwarded to formal hearing for a violation of ARS 36-446.07(B)(3), conditions: Suspension of Certificate, but the Suspension as long as the terms of Probation are met; reimburse the Board \$524.82 for investigative costs; complete 3 hours of continuing education in the areas of Medication Management, Resident Rights, and Emergency Preparedness within 3 months.

ROLL CALL VOTE: Motion Passed (8-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X	X	X	X
No									
Absent			X						
Recused									

C. Staff Recommendation for Non-Disciplinary Letter of Concern(s):

- 3. Holli Stack, 2023-NCI-0069
- 5. Amy L Geissler, 2023-NCI-0079
- 6. Foluso Solaru, 2023-NCI-0090
- 7. Vanessa Bell, 2023-NCI-0092
- 9. Racheal Sandoval, 2023-NCI-0096
- 11. Stamos Consulting, 2023-NCI-0219

MOTION: President Kidder made a motion, Seconded by Vice President Archer to accept the staff recommendation of Letter of Concern for agenda items 3, 5, 6, 7, 9, and 11.

ROLL CALL VOTE: Motion Passed (7-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X	X	X	X
No									
Absent			X						
Recused									

1. Sharon Powell, 2022-NCI-0576

Manager Powell was present and represented herself. Investigator Smyth summarized the background of the case.

MOTION: President Kidder made a motion, seconded by Member Brimhall to issue a Non-Disciplinary Letter of Concern.

Roll Call Vote: Passed (8-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X	X	X	X
No									
Absent			X						
Recused									

2. Rajkumar Dwarka, 2023-NCI-0044

Manager Dwarka was present and represented himself. Investigator Smyth summarized the case. Manager Dwarka addressed any questions the board had

MOTION: President Kidder made a motion, seconded by Vice President Archer to issue a Non-Disciplinary Letter of Concern.

Roll Call Vote: Passed (8-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X	X	X	X
No									
Absent			X						
Recused									

3. Rafael Jan, 2023-NCI-0073

Rafael Jan was present and represented himself. Investigator Smyth summarized the background of this case.

MOTION: President Kidder made a motion, seconded by Member Brimhall to issue a Non-Disciplinary Letter of Concern.

Roll Call Vote: Passed (8-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X	X	X	X
No									
Absent			X						
Recused									

8. Ilie Popa, 2023-NCI-0093

Manager Popa appeared and represented himself. Investigator Smyth summarized the case to the Board. Manager Popa answered questions from the Board.

MOTION: President Kidder made a motion, seconded by Vice President Archer to issue a Non-Disciplinary Letter of Concern.

Roll Call Vote: Not Passed (5-3)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X							X
No				X	X	X	X	X	
Absent			X						
Recused									

MOTION: President Kidder made a motion, seconded by Member Cook, to offer a Consent Agreement to be signed within 10 days or the matter will be forwarded to formal hearing for a violation of ARS 36-446.07(B)(3), conditions: Suspension of Certificate, but the Suspension as long as the terms of Probation are met; reimburse the Board \$513.43 for investigative costs; complete 3 hours of continuing education in the areas of Personnel Medication within 3 months.

Roll Call Vote: Passed (6-2)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X			X	X	X	X	X	
No		X							X
Absent			X						
Recused									

10. Madge Ball-Cole, 2023-NCI-0098

Manager Ball-Cole was present and represented herself. Investigator Smyth summarized the case for the Board. Manager Ball-Cole explained to the Board the Service Plan for the resident.

MOTION: President Kidder made a motion, seconded by Member Brimhall to issue a Non-Disciplinary Letter of Concern.

Roll Call Vote: Passed (8-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X	X	X	X
No									
Absent			X						

Recused									
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12. Michele K Ortiz, 2023-NCI-0239

Manager Ortiz was not present however, was represented by counsel. Investigator Smyth summarized the case for the Board. Counsel informed the Board that collective measures were taken and that reports are done monthly to ensure training is being done. Manager Ortiz has support staff conducting audits.

MOTION: President Kidder made a motion, seconded by Member Brimhall to issue a Non-Disciplinary Letter of Concern.

Roll Call Vote: Passed (7-1)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X		X	X	X	X
No					X				
Absent			X						
Recused									

C. Staff Recommendation for Dismissal(s):

1. Melinda Leibfried, 2022-NCI-0410

Manager Leibfried was present. Investigator Smyth summarized the case and Member Koford recused himself from the case. Manager Leibfried expressed to the Board the positive changes that have taken place.

MOTION: President Kidder made a motion, seconded by Vice President Archer to dismiss the following agenda items 1, 4, 9, 13, 20 and 36.

Roll Call Vote: Passed (7-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X	X	X	
No									
Absent			X						
Recused									X

Debera L Kopp, 2022-NCI-0465 & 2022-NCI-0468

Manager Kopp was not present. Investigator Smyth summarized the cases for the Board. Vice President Archer Recused herself from the case.

MOTION: President Kidder made a motion, seconded by Member Brimhall to dismiss both cases.

Roll Call Vote: Passed (7-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X			X	X	X	X	X	X
No									
Absent			X						
Recused		X							

7. Nathan Koford, 2023-NCI-0004

Nathan Koford was present and also recused himself from the case.

MOTION: President Kidder made a motion, seconded by Member Brimhall to dismiss both cases.

Roll Call Vote: Passed (7-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X			X	X	X	X	X	X
No									
Absent			X						
Recused		X							

15. Letha Garcia, 2023-NCI-0067

Manager Garcia was not present. Investigator Smyth summarized the case for the Board.

MOTION: President Kidder made a motion, seconded by Vice President Archer to defer the case to next future meeting.

Roll Call Vote: Passed (7-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X	X	X	X
No									
Absent			X						
Recused									

3. Rebecca A Brown, 2022-NCI-0467
5. Jannea Downs, 2022-NCI-0562
6. Jannea Downs, 2023-NCI-0001
8. Sharon Powell, 2023-NCI-0013
10. Nichole King, 2023-NCI-0043
11. Nichole King, 2023-NCI-0055
12. Doris McQuaid, 2023-NCI-0061
14. Janae Adell-Warening, 2023-NCI-0066
16. Joseph Brown, 2023-NCI-0068
17. Victoria E English, 2023-NCI-0070
18. Karla Johnson, 2023-NCI-0072
19. Raluca Lacramioara Gocan, 2023-NCI-0074
21. No Manager, 2023-NCI-0080
22. Andrea Torres, 2023-NCI-0082
23. Leslie Kay Blum, 2023-NCI-0084
24. Jennifer Lynn Mansfield, 2023-NCI-0085
25. Ligia Ilea, 2023-NCI-0086
26. Robin Hawkins, 2023-NCI-0087
27. Michele Ortiz, 2023-NCI-0089
28. Vanessa Bell, 2023-NCI-0091
29. Carlos Robles, 2023-NCI-0095
30. Margarita Ritter-Maurer, 2023-NCI-0097
31. Alberto Golia, 2023-NCI-0099
32. Dennis Davis, 2023-NCI-0101
33. Michelle Ortiz, 2023-NCI-0112
34. Christina Radu, 2023-NCI-0161
35. Christina Radu, 2023-NCI-0164
37. Cindy L Gilbert-Payton, 2023-NCI-0250
38. Joey French, 2023-NCI-0279
39. Rosemarie A Friend, 2023-NCI-0320

MOTION: President Kidder made a motion, seconded by Vice President Archer to dismiss agenda items 3-36.

BLOCK VOTE: Motion Passed (8-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhall	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X	X	X	X
No									
Absent			X						
Recused									

IX. BOARD PRESIDENT REPORT:

There was nothing to report

X. EXECUTIVE DIRECTOR REPORT:

A. Online Training Program Effective Date/Industry Communication, & Article 6 & 7 Five Year Rule Review: Executive Director Confer gave an update on the online training program rules that went into effect June 2023, he mentioned communicating this to the Industry. Executive Director Confer Mentioned Article 6 & 7 are coming up on the 5-year rule review.

B. Budget Update: ED confer provided budget overview. Deputy Director McGlasson advised the board that there is one outstanding bill for the 2023 FY that will be paid when the agency is billed for it. For FY 2024 the agency is on track for staying within budget.

C. Licensing & Investigation Statistics: Executive Director Confer provided the board with the current licensing and investigations statistics. Executive Director Confer answered questions from the board.

D. 2024 Legislative Sunset Review: Executive Director Confer provided a 2024 Legislative Sunset Review update that there will be a subcommittee meeting between September- November.

E. 2025 Proposed Budget and Approval: Executive Director Confer advised the Board that he is in the process of submitting the 2025 proposed budget. Executive Director Confer requested that the board approve a budget increase to cover one additional FTE.

MOTION: President Kidder made motion, seconded by Vice President Archer to approve the FY 2025 Budget Increase for one additional full-time employee

Roll Call Vote: Motion Passed (8-0)

Vote	President Kidder	Vice President Archer	Member Campbell	Member Steven	Member Hill	Member Brimhal	Member Felix	Member Cook	Member Koford
Yes	X	X		X	X	X	X	X	X
No									
Absent			X						
Recused									

XI. FUTURE ITEMS AND MEETING DATES

September 11, 2023, October 16, 2023, and November, 13, 2023

XIV. ADJOURNMENT

President Kidder adjourned the meeting at 2:20 P.M.

Jack Confer, Executive Director