

Division of Licensing and Background Checks (DLBC) Utah Health Facility Committee Meeting Minutes

Wednesday, September 9, 2026

9:00 AM - 11:30 AM

Multi Agency State Office Building, Room 1045

195 N 1950 W, Salt Lake City, UT 84116

Public Virtual Attendance: <https://utah-gov.zoom.us/j/85058425027>

This meeting was recorded. An audio copy of this recording and all other meeting materials can be found on the Utah Public Notice Website ([Health Facility Committee](#)).

Attendees

Board members attending: Cache Allen, Jesse Buntjer, Debora Escalante, Jennifer Webb, Michael Dolan, Lori Speir, Seraphine Kapsandoy Jones, Jonathan Bangerter, Greg Atwood

Board members excused: Seraphine Kapsandoy Jones

DLBC staff attending: Jared Brown, Kamille Sheikh, Florencia Schapira, Sam Grow, Jada Stelmach

Agenda

1. Welcome - Jared Brown and Jesse Buntjer

- a. Intro script
 - i. The meeting was called to order at approximately 9:00 AM by Jesse Buntjer.
 - ii. Jared Brown read the introductory script, outlining that the meeting is being held in-person and virtually, hosted by the Utah Department of Health and Human Services (DHHS) Division of Licensing and Background Checks (DLBC), and is being recorded.
- b. Call for attendance
 - i. Roll call was conducted, confirming the presence of committee members, establishing a quorum.

2. Approval of July 2026 Minutes - Jesse Buntjer

- a. Greg Atwood made a motion to approve the July 2026 Minutes. Michael Dolan seconded that motion. The motion passed unanimously.

3. Review and Approval of Proposed Rule Updates - Kamille Sheikh

- a. Kamille Sheikh (DLBC) presented on the Division of Licensing Background Checks (DLBC) rule update process and shared the following rule updates:
 - i. Rule R432-153 Pediatric Respite Care Facility
 - ii. Rule R432-700 Home Health Agency
 - iii. Rule R432-725 Personal Care Agency
 - iv. Rule R432-750 Hospice Rule
- b. The updates to the rules adds language for implementation of [HB 417 \(2026 General Session\)](#) about patient interfacility transportation requirements, clarifies existing language, updates statutory references, updates records retention requirement, and updates style and formatting aligned with the Rulewriting Manual for Utah and DHHS rule style guide.
- c. Jonathan Bangerter asked about the medical record retention period. Jared Brown (DLBC) clarified that the retention is aligned with the 5-year CMS (Centers for Medicare and Medicaid Services) standard across home health, hospice, and pediatric respite settings.
- d. Vote: To approve the proposed rule updates.
 - i. Jennifer Webb made a motion to approve the rule updates. Greg Atwood seconded that motion. The motion passed unanimously.
- e. Jared Brown reported that Rule R432-4 General Construction is open for public comment and will close September 14, 2026. The target effective date is September 22, 2026.

4. New Business - Jesse Buntjer

- a. Future Agenda Topics Discussion
 - i. The committee expressed interest in an educational session covering the rulemaking lifecycle. An overview of the rulemaking process will be added to the December 2026 meeting. Kamille Sheikh (DLBC) mentioned that DLBC is working on a one-pager reference document.
 - ii. The committee reviewed current committee vacancies, specifically noting openings for a Hospital Administrator Representative and a Freestanding Ambulatory Surgical Facility Representative. Committee vacancies will be

included as a standing agenda item. DLBC will provide a list of ambulatory surgical centers and look at requirements for the Hospital Administrator Representative.

5. Public Comment - Jesse Buntjer

- a. The chair opened the floor for public comment.
- b. It was confirmed that no members of the public requested to comment.

6. Adjourn - Jesse Buntjer

- a. Jesse Buntjer called for a motion to adjourn the meeting.
- b. Greg Atwood motioned to adjourn the meeting and the motion was seconded by Michael Dolan.
- c. The motion was passed unanimously. The meeting was adjourned at approximately 9:30 AM.

Upcoming Meetings:

- December 2, 2026 (9:00 AM - 11:00 AM)
- February 24, 2027 (9:00 AM - 11:00 AM)
- May 19, 2027 (9:00 AM - 11:00 AM)