



State of Idaho
Division of Occupational and Professional Licenses
Idaho Licensing Board of Professional Counselors and
Marriage and Family Therapists

BRAD LITTLE
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Board Meeting Minutes of 11/18/2022

Board Members Present:	Dennis Baughman, LCPC - Chair Spencer Zitzman, Ph.D., LMFT Theresa Bradford Tami Kammer, LMFT, LCPC	Division Staff:	Russell Barron, DOPL Administrator Anne Lawler, Bureau Chief Nick Krema, Legal Counsel Kent Absec, Licensing Program Manager John Price, Investigations Program Manager Emily Rough, Board Support Specialist Christopher Gilliam, HR Specialist Sr.
Board Members Absent:	Steven Lanzet, LMFT, LCPC		

The meeting was called to order at 8:30 AM by Dennis M Baughman, LCPC.

Approval of First Amended Agenda

A motion was made and seconded to approve the first amended agenda. The motion carried unanimously.

Approval of Minutes

A motion was made and seconded to approve the 08/19/2022 and 09/23/2022 minutes. The motion carried unanimously.

DIVISION BUSINESS

Board Training: Mr. Gilliam presented a respectful workplace training.

Financial Update: Ms. Lawler presented the financial report which showed a balance of \$169,572.39 as of October 19, 2022.

ZBR Preliminary Discussions: Ms. Lawler restated the purpose and process of ZBR and made the following preliminary suggestions or comments for the Board to consider during future ZBR meetings.

004. Incorporation by Reference: Ms. Lawler asked the Board to consider whether the items incorporated by reference are still relevant and appropriate.

010. Definitions: Ms. Lawler asked if all the definitions are appropriate, updated, and useful to protect the public.

150.02. Supervised Experience Requirement: Ms. Lawler stated that the practicum definition is confusing to interpret at the staff and licensee levels. The Board will work with associations and universities to clarify how "practicum" is defined.

Ms. Lawler stated that the Division will provide a prospective analysis of other state regulations. The surrounding states, South Dakota, and Alaska will be the states used for comparison.

150.01.b. ix. Advanced Counseling Practicum: Ms. Lawler asked the Board to consider why this is referenced and if it's necessary.

150.01 Graduate Program: Ms. Lawler suggested replacing "Counsel for Accreditation of Counseling and Related Educational Programs" with "a Board approved program."

Board Member Appointment Update: Ms. Lawler stated that the Governor appointed two new members to the Board.

BOARD BUSINESS

Set 2023 Quarterly Meeting Dates: The Board set its 2023 meetings for 9:00 AM MT on the following dates: January 27, 2023 (ZBR); February 24, 2023 (Quarterly); March 17, 2023 (ZBR); April 28, 2023 (ZBR); May 19, 2023 (Quarterly); August 18, 2023 (Quarterly); November 17, 2023; and 12:00 PM MT on the following dates: February 23, 2023; (Quarterly) and May 18, 2023 (Quarterly).

Counseling Compact Update: The Board was informed that there was no new information to provide regarding the Compact.

HPRP ITN Update: Ms. Lawler stated that an update will be provided at the next meeting when this matter is settled.

Conference Updates and Reports: Dr. Zitzman gave a report on his recent AMFTRB conference attendance.

Licensing Report: Ms. Lawler presented a report on applications received and licenses issued and renewed by staff since the last meeting.

Licensure Application Review: A motion was made and seconded to approve application COUIA-9179 by waiving Rule 010.04, the definition of practicum, and to allow the 1 to 20 ratio for internship pursuant to Idaho Code § 67-5230(2). The motion carried unanimously.

Proposed Temporary Rule: A motion was made and seconded to create a policy that clarifies that Rule 150.01.b.ix., a 1 to 10 ratio, applies to supervision when a school designates experience as practicum, and that Rule 150.02.a., a 1 to 20 ratio, applies to supervision when a school designates experience as an internship. The motion carried unanimously.

Disciplinary Matrix Information: The Board reviewed the AMFTRB disciplinary matrix. Ms. Lawler shared that other states using the matrix reported benefits such as enabling staff to review complaints using the matrix, which increased efficiency in resolution. The Board will continue this discussion at a future meeting.

Public Comment: Michael Whitehead asked the Board for information regarding the role of a clinical supervisor. He also asked questions regarding LMFT experience hours and atypical pathways for licensure.

Executive Session

A motion was made and seconded to enter executive session under Idaho Codes § 74-206(1)(d) and (f) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session was to discuss documents relating to the fitness of a licensee to obtain or retain a license or registration and to discuss pending or imminent litigation with legal

counsel. The vote was: Mr. Baughman, aye; Dr. Zitzman, aye; Ms. Kammer, aye; and Ms. Bradford, aye. The motion carried unanimously.

A motion was made and seconded to exit executive session. The motion carried unanimously. No decisions were made in executive session.

Discipline

A motion was made and seconded to close the following case numbers without action: I-COU-2021-4, I-COU-2022-4, I-COU-2022-6, I-COU-2022-19 I-COU-2022-20, I-COU-2022-21, I-COU-2023-3, I-COU-2023-8, and I-COU-2023-9. The motion carried unanimously.

A motion was made and seconded to close case number I-COU-2021-4/5 with an advisory letter. The motion carried unanimously.

A motion was made and seconded to negotiate a Corrective Action Plan (CAP) for case numbers COU-2022-17 and COU-2022-16 and to authorize the Executive Officer to approve on behalf of the Board. The motion carried unanimously.

A motion was made and seconded to authorize the prosecuting attorney to negotiate a Stipulation for case numbers COU-2022-12, I-COU-2022-14, I-COU-2023-1, and I-COU-2023-2 and to authorize the Board chair to sign on behalf of the Board. The motion carried unanimously.

A motion was made and seconded to approve the stipulation and to allow the Board chair to sign on behalf of the Board for case number COU-2021-19. The motion carried unanimously.

Adjourn

There being no further business, the meeting was adjourned at 3:13 PM MT.

The next meeting is on 01/27/2023.