



## State of Idaho

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

**BRAD LITTLE**  
Governor  
**RUSSELL BARRON**  
Administrator

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#### Board Meeting Minutes of 11/17/2023

<b>Board Members Present:</b>	Dennis M Baughman, LCPC- Chair Spencer Zitzman, Ph.D., LMFT Lea Williams, LCPC Anna James Krzemieniecki, LCPC Theresa Bradford Tami S Kammer, LMFT, LCPC	<b>Division Staff:</b>	John Price, Bureau Chief Greg Loos, General Counsel Skip Liddle, Investigative Supervisor Elisabeth Kukla, Licensing Supervisor Jose Mendoza, Licensing Specialist Christian Runnals, Board Support Specialist Sarina Criswell, Board Support Specialist
		<b>Others Present:</b>	Tyler Williams, Board Prosecutor Eric Nelson, Board Prosecutor

The meeting was called to order at 9:00 AM by Dennis M Baughman, LCPC.

#### Approval of Minutes

A motion was made and seconded to approve the 07/07/2023, 08/18/23, 09/22/23 minutes. The motion carried unanimously.

#### DIVISION BUSINESS

**Announcement:** Mr. Price introduced himself as the new Bureau Chief for the Occupational Licenses Bureau and Sarina Criswell as a new Board Support Specialist.

**Luma Update:** Mr. Price informed the Board that all members were added to the new Luma system as employees, and as such, may receive automated email updates that can be disregarded.

**Executive Agency Legislation Update:** Mr. Price explained that the Division has put forth executive agency legislation for the 2024 Legislative Session that would change renewals from an annual renewal to a biennial renewal with the expiration date remaining as the licensee's date of birth.

**Financial Update:** Mr. Price informed the Board that an updated financial report was unavailable due to complications with the new Luma system.

#### BOARD BUSINESS

**Counseling Compact Discussion:** Mr. Chad Yates and Ms. Liz Hatter from the Idaho Counseling Association gave updates on the progress of the application for the Counseling Compact.

**Conference Updates:** Dr. Zitzman gave an update on topics discussed at the 2023 Association of Marital and Family Therapy Regulatory Board Conference.

**Conference Attendance Requests:** The Board discussed the conferences that its members attend each year. A motion was made and seconded to send two members to each of the relevant 2024 conferences. The motion carried unanimously.

**Delegated Authority to Close Unfounded Complaints:** A motion was made and seconded to delegate authority to Division staff to close unfounded complaints. The motion carried unanimously.

**Delegated Authority to Close Expungement Requests:** A motion was made and seconded to delegate authority to Division staff to close expungement requests that fall under Idaho Code § 67-1413(3). The motion carried unanimously.

**Licensing Report:** Ms. Kukla presented the licensing report.

### **Executive Session**

A motion was made and seconded to enter executive session under Idaho Code § 74-206(1)(d) 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 retain or obtain a license or registration. The vote was: Mr. Baughman, aye; Dr. Zitzman, aye; Ms. Kammer, aye; Ms. James Krzemieniecki, aye; Ms. Williams, 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 negotiate a Stipulation and Consent Order in case numbers I-COU-2023-44, I-COU-2023-45, I-COU-2023-53 and I-COU-2024-10 and to allow the Board chair to sign on behalf of the Board. The motion carried unanimously.

A motion was made and seconded to file an administrative complaint in case number COU-2021-25. The motion carried unanimously.

A motion was made and seconded to close case numbers I-COU-2024-1 and I-COU-2024-3 without action. The motion carried unanimously.

A motion was made and seconded to close case numbers I-COU-2023-35, I-COU-2023-41, and I-COU-2023-48 with an advisory letter. The motion carried unanimously.

A motion was made and seconded to negotiate a Corrective Action Plan in case numbers I-COU-2023-46&47, and I-COU-2024-5. The motion carried unanimously.

A motion was made and seconded to authorize the Board Chair to sign the Final Order in case number COU-2024-1. The motion carried unanimously.

### **Applications**

A motion was made and seconded to table application COUA-9321. The motion carried unanimously.

A motion was made and seconded to table application COUA-9796 pending additional supervisory reports. The motion carried unanimously.

**Adjourn**

There being no further business, the meeting was adjourned at 1:55 PM.

The next meeting is on 02/16/2024.

DRAFT