



State of Idaho  
Division of Occupational and Professional Licenses  
Idaho Board of Social Work Examiners

**BRAD LITTLE**  
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### Board Meeting Minutes of 11/14/2023

<b>Board</b>	Lynnet R Keeley - Chair	<b>Division</b>	Cesley Metcalfe, Executive Officer
<b>Members</b>	Virginia K Dickman	<b>Staff:</b>	John Price, Occupational Licensing Bureau Chief
<b>Present:</b>	Brandi Warnke		Katie Stuart, Administration Bureau Chief
	Alex Zamora, Ph.D.		Greg Loos, Legal Counsel
	Jeri Perkins		Sarina Criswell, Board Support Specialist
	April Christenson		Christian Runnalls, Board Support Specialist
		<b>Others</b>	Tyler Williams, Board Prosecutor
		<b>Present:</b>	

The meeting was called to order at 9:00 AM by Lynnet R Keeley.

#### Approval of Minutes

A motion was made and seconded to approve the 4/25/2023, 5/23/2023, 6/27/2023, 7/11/2023, and 8/22/2023 minutes, and the 10/2/2023 minutes as amended. The motion carried unanimously.

#### DIVISION BUSINESS

**Health Profession Recovery Program Update:** Ms. Stuart gave an update on the current progress and participant in the program.

**Executive Agency Legislation Update:** Ms. Metcalfe 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:** Ms. Metcalfe informed the Board that an updated financial report was unavailable due to complications with the new Luma system.

#### BOARD BUSINESS

**Conference Update:** Dr. Zamora gave an update on topics discussed at the 2024 Annual Meeting of the Delegate Assembly.

**Zero-Based Regulation Update:** Ms. Metcalfe explained that the Division has not received any additional comments on the rule changes and that the pending rules will be posted in the December Administrative Bulletin.

**Delegated Authority to Close Unfounded Complaints:** Mr. Price requested delegated authority for Division staff to close complaints that don't violate the Board's regulations. The Board requested that cases continue to be brought for Board determination with information provided on whether the cases

would have been closed with delegated authority. The topic will be revisited at a future meeting. No action was taken.

**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. Metcalfe provided the licensing report.

**Public Comment:** David Lindsay spoke on behalf of Katie Lindsay.

### **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 obtain or retain a license or registration. The vote was: Ms. Keeley, aye; Ms. Christenson, aye; Ms. Perkins, aye; Dr. Zamora, aye; Ms. Warnke, aye; and Ms. Dickman, 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 authorize the prosecuting attorney to negotiate a Stipulation with the terms discussed in executive session in case numbers I-SWO-2023-4, I-SWO-2023-33, I-SWO-2023-35, and I-SWO-2024-4 and to allow the Board chair to sign on behalf of the Board for the first three cases and Board member Zamora to sign for the final case. The motion carried unanimously. Ms. Keeley was recused from case I-SWO-2024-4.

A motion was made and seconded to close case numbers I-SWO-2024-1, I-SWO-2024-2, and I-SWO-2024-8. The motion carried unanimously.

A motion was made and seconded to close case number I-SWO-2024-9 with an advisory letter. The motion carried unanimously.

A motion was made and seconded to authorize the prosecuting attorney to negotiate a Stipulation in case number SWO-2024-1 to add to prior case number SWO-2021-11. The motion carried unanimously.

### **Applications**

A motion was made and seconded to deny application SWOA-44201. The motion carried unanimously.

A motion was made and seconded to table application SWOA-44196 pending receipt of new passing exam scores. The motion carried unanimously.

A motion was made and seconded to accept the supervision hours accrued during January 2022 through the present for LMSW-33916 and to allow the licensee until 2027 to complete the required hours. The motion carried unanimously.

### **Adjourn**

There being no further business, the meeting was adjourned at 12:09 PM.

The next meeting is on 01/23/2024.