



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

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

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**Board Meeting Minutes of 11/22/2022**

<b>Board Members Present:</b>	Dr. Alex Zamora - Chair Jeri Perkins April Christenson Lynnet R Keeley Virginia K Dickman	<b>Division Staff:</b>	Russell Barron, DOPL Administrator Anne Lawler, Bureau Chief Cesley Metcalfe, Executive Officer Nick Krema, Legal Counsel Kent Absec, Licensing Program Manager John Price, Investigations Program Manager Christian Runnalls, Board Support Specialist Christopher Gilliam, HR Specialist Sr. Debi Casto, Licensing Specialist Zac Clifford, Allocation Specialist
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<b>Board Members Absent:</b>	Dr. Donna Lynn Schmid	<b>Others Present:</b>	Tyler Williams, Board Prosecutor
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The meeting was called to order at 9:04 AM by Dr. Alex Zamora.

**Approval of Minutes**

A motion was made and seconded to approve the 08/30/2022 minutes as amended. The motion carried unanimously.

**DIVISION BUSINESS**

**DOPL and the Board's Role:** DOPL Administrator Russell Barron spoke about the creation and purpose of DOPL and the role of Board members and Division staff.

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

**Executive Officer Update:** Mr. Barron stated that Cesley Metcalfe was appointed as the new executive officer for the Board.

**Financial Update:** Ms. Metcalfe presented the financial report which showed a balance of (\$49,033.95) as of October 19, 2022.

**BOARD BUSINESS**

**Public Comment:** Mr. Delmar Stone, Idaho Chapter of the National Association of Social Workers, thanked the Board for its service.

**Set 2023 Meeting Dates:** The Board set its 2023 meetings for 9:00 AM MT on the following dates: January 24, 2023 (ZBR); February 28, 2023 (Quarterly); March 21, 2023 (ZBR); April 25, 2023 (ZBR); May 23, 2023 (Quarterly); June 27, 2023 (ZBR); July 11, 2023 (ZBR); August 22, 2023 (Quarterly); and November 14, 2023 (Quarterly).

**Conference Updates and Reports:** Dr. Zamora, Ms. Dickman, Ms. Keeley, and Ms. Metcalfe each gave a report on the ASWB 2023 Annual Meeting of the Delegate Assembly.

**CSWE Letter Regarding ASWB Exam:** The Board discussed correspondence from the Council on Social Work Education regarding the recently released ASWB Exam Pass Rates Analysis.

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

### **Applications**

A motion was made and seconded to approve half of the supervision hours submitted by applicant LMSW-37797 under Idaho Code § 67-5230. The motion carried unanimously.

### **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: Dr. Zamora, aye; Ms. Dickman, aye; Ms. Keeley, aye; and Ms. Christenson, 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 case number I-SWO-2023-17 with no action. The motion carried unanimously.

A motion was made and seconded to close case numbers I-SWO-2023-2 and I-SWO-2023-14 with an advisory letter. The motion carried unanimously.

A motion was made and seconded to negotiate a Corrective Action Plan (CAP) for case number SWO-2022-21 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 in case numbers I-SWO-2023-1, SWO-2022-25, SWO-2022-28, SWO-2022-29, SWO-2022-19, SWO-2021-4, SWO-2022-26, and SWO-2022-27 and to allow the Board chair to sign on behalf of the Board. The motion carried unanimously.

### **Adjourn**

There being no further business, the meeting was adjourned at 1:38 PM MT.

The next meeting is on 01/24/2023.