



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

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

11341 W Chinden Blvd.  
P.O. Box 83720  
Boise, ID 83720-0063  
(208) 334-3233  
dopl.idaho.gov

**Board Meeting Minutes of 11/15/2024**

<b>Board</b>	Dennis Baughman, LCPC – Chair	<b>Division</b>	John Price, Executive Officer
<b>Members</b>	Spencer Zitzman, PH.D.	<b>Staff:</b>	Greg Loos, General Counsel
<b>Present:</b>	Anna James Krzemieniecki, LCPC		Skip Liddle, Investigations Program Manager
	Tami Kammer, LCPC		Lizzie Kukla, Licensing Program Supervisor
			Jose Mendoza, Licensing Specialist
			Meagan Graves, Board Support Specialist

**Board** Theresa Bradford  
**Members**  
**Absent:**

**Others** Tyler Williams, Board Prosecutor  
**Present:**

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

**Approval of Amended Agenda:** A motion was made and seconded to approve the amended agenda. The agenda was amended to reflect the last-minute change of the meeting room location from Trinity to Thunderbolt due to technical issues. The motion carried unanimously.

**Approval of Minutes**

A motion was made and seconded to approve the 08/02/2024 minutes. The motion carried unanimously.

**DIVISION BUSINESS**

**Respectful Workplace Training:** The Board viewed a Respectful Workplace presentation.

**Financial Update:** Mr. Price presented the financial update.

**2025 Legislative Update:** Mr. Price gave an update on the upcoming legislative session and potential plans to update the language for fingerprint requirements and board member configuration in the Board's statute.

**Public Comment**

Dr. Michael Whitehead currently has dual licenses and wanted to know if he needed any additional schooling to apply for the next level of licensure. The Board informed him that any information provided would be speculative, and the best answer would come from the application process.

Jen Browning with the Idaho Association of Community Providers stated she sent a letter about aligning the continuing education unit requirements with the Idaho Association of Community Providers.

## **BOARD BUSINESS**

**Counseling Compact Update:** Mr. Price stated there were no new updates to the legislative presentation on the Counseling Compact previously provided to the Board.

**Approved Supervisor List Discussion:** Mr. Price reported that Division staff has maintained a list of Licensed Professional Counselors who were previously qualified as supervisors before the implementation of Rule 003.01, effective July 1, 2024. Supervisors on this list will remain eligible until July 1, 2026. Mr. Mendoza noted that this list is used to expedite the application process. Qualified supervisors under Rule 003.01 are now recorded in the new licensing system.

**Supervisor Registration Requirements Discussion:** Mr. Price and Mr. Mendoza indicated that there is currently no application process or additional license requirement for supervisors. Qualified licensees who wish to be included on the supervisor list can update their profiles on the website through their login by accessing the menu and selecting maintain privileges.

**Conference Attendance Requests:** A motion was made and seconded to send two Board members and one staff member to all State Association Meetings with final approval from the Board Chair. The motion carried unanimously.

**Conference Updates and Reports:** Mr. Zitzman provided details from the 38<sup>th</sup> Annual Meeting of the State Delegates for the Association of Marital & Family Therapy Regulatory Boards held on September 16, 2024. Mr. Baughman provided a summary of their panel discussion at the Idaho Counseling Association Conference held on October 25, 2024.

**Licensing Report:** Ms. Kukla provided 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 obtain or retain a license or registration. The vote was: Dennis Baughman, aye; Spencer Zitzman, aye; Tami Kammer, aye; and Anna James Krzemieniecki, 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 numbers 1199257; 1374756; and 1273780. The motion carried unanimously.

A motion was made and seconded to close case numbers 1400665; 1386456; and 1199045 with an advisory letter. The motion carried unanimously.

A motion was made and seconded to authorize the prosecuting attorney to negotiate a Stipulation and Consent Order in case numbers 1258701; 1317584; and 1471070 with the terms discussed in executive session. The motion carried unanimously.

A motion was made and seconded to approve the Final Order in case numbers 124485 and 1352314 and to allow the Board Chair to sign on behalf of the Board. The motion carried unanimously.

**Applications**

A motion was made and seconded to deny applications 1373146 and 1304819. The motion carried unanimously.

A motion was made and seconded to table applications 1303001 and 1347086 pending receipt of additional information. The motion carried unanimously.

**Adjourn**

There being no further business, the meeting was adjourned at 1:13 PM.