



State of Idaho

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

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Board Meeting Minutes of 02/21/2025

Board	Dennis M Baughman, LCPC- Chair	Division	Cesley Metcalfe, Executive Officer
Members	Spencer Zitzman, Ph.D., LMFT	Staff:	John Price, Bureau Chief
Present:	Anna James Krzemieniecki, LCPC		Greg Loos, General Counsel
	Theresa Bradford		Allegra Earl, Licensing Unit Manager
			Steve Houge, Investigative Unit Supervisor
			Christian Runnalls, Board Support Specialist
			Dyan Durham, Board Support Specialist
			Jose B. Mendoza, Licensing Specialist
		Others	Tyler Williams, Board Prosecutor
		Present:	

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

Introduction

The Board and staff made introductions, welcoming Ms. Metcalfe as the new Executive Officer and Dyan Durham as the new Board Support Specialist.

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 a license or registration. The vote was: Dennis Baughman, aye; Spencer Zitzman, aye; Anna James Krzemieniecki, aye; and Theresa Bradford, aye. The motion carried unanimously.

Approval of Minutes

A motion was made and seconded to approve the 11/15/2024 minutes. The motion carried unanimously.

Public Comment:

No public comment was provided.

DIVISION BUSINESS

2025 Legislative Session Update: Ms. Metcalfe presented information on the following legislation: S1018, H0014, H0107, H0151, H0228, H0005, H0110, H0220, and H0152. She will continue to track and report on any new legislation that may affect the Board.

Financial Update: Ms. Metcalfe presented the Board's financial report for the second quarter of FY2025, providing an overview of revenue, expenditures, and cash balance.

2025 Strategic Plan: Ms. Metcalfe provided an overview of the Division's strategic plan. She explained that it is updated annually and will be presented to the Board each year. This year's updates primarily involved removing completed initiatives, such as consolidation efforts, the implementation of the new licensing system, and process streamlining.

Professional Recovery Program Update: Ms. Metcalfe provided an update on the Professional Recovery Program that was introduced last year. She stated that licensees provided positive feedback about the program's implementation; however, there are currently no participants enrolled. The Board requested this be a regular agenda item.

Board Meeting Survey: Ms. Metcalfe stated the Division updated the Board meeting feedback survey, which is sent to all Board members after each meeting. She encouraged Board members to submit feedback to help identify what is going well or any opportunities for improvement.

BOARD BUSINESS

CACREP Equivalency Review: The Board discussed the difficulty in determining whether non-CACREP accredited programs meet the state requirements for licensure. A proposal from the Center for Credentialing and Education (CCE) for an Education Equivalency Review program was reviewed and discussed. The program evaluates an applicant's coursework to determine if it is substantially equivalent to a CACREP program and provides an analysis that can be submitted as part of an application. The Board recognized this as a valuable tool for applicants that can help streamline the process for faster licensure turnaround. A motion was made and seconded to inform applicants of this optional service and to accept the analyses as determination of CACREP equivalence. The motion carried unanimously.

Conference Attendance Requests: The Board discussed the upcoming 2025 Counseling Regulatory Boards Summit and the CLEAR/AMFTRB Annual Meeting. A motion was made and seconded to send two people to each of the two conferences. The motion carried unanimously.

Conference Updates and Reports: Mr. Price gave a summary of the 2025 AASCB Annual Conference that he attended in February. He stated that a group is being formed to review the ACA Code of Ethics, 38 states have joined the Counseling Compact which expects to begin issuing privileges this fall, and that there were robust conversations regarding the use of artificial intelligence in the profession.

Licensing Report: Ms. Earl presented the licensing report.

Executive Session

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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 without action case numbers 1532901, 1342383, 1329864, 1453814, 1414382, and 1369043. The motion carried unanimously.

A motion was made and seconded to close case numbers 1396667 and 1364561 with an advisory letter. The motion carried unanimously.

Applications

A motion was made and seconded to approve applications 1347086, 1528014, and 1503366. The motion carried unanimously. Ms. Krzemieniecki was recused from application 1503366.

A motion was made and seconded to table applications 1304819 and 1412833 pending receipt of additional information. The motion carried unanimously.

Adjourn

There being no further business, the meeting was adjourned at 12:43 PM.

Next Meeting Date: 05/16/2025.

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