



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

BRAD LITTLE
Governor
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Board Meeting Minutes of 05/16/2025

Board	Dennis M Baughman, LCPC- Chair	Division	Cesley Metcalfe, Executive Officer
Members	Spencer Zitzman, Ph.D., LMFT	Staff:	Greg Loos, General Counsel
Present:	Angela MacDonald, LPC		Allegra Earl, Licensing Unit Manager
			Skip Liddle, Investigations Program Manager
			Russell Barron, Division Administrator
			Katie Stuart, Bureau Chief - Administration
			Lindsay Guille, Licensing Supervisor
			Debbie Toncray, Licensing Specialist
			Julie Brown, Licensing Specialist
			Ruth Ann Van Orden, Licensing Specialist
			Dyan Durham, Board Support Specialist

Board	Anna James Krzemieniecki, LCPC	Others	Tyler Williams, Board Prosecutor
Members	Theresa Bradford	Present:	
Absent:			

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 02/21/2025 minutes. The motion carried unanimously.

Introductions

Angela MacDonald introduced herself as a new Board member. Ruth Ann Van Orden was introduced as the new licensing specialist for the Board, and Debbie Toncray and Julie Brown were introduced as the licensing specialists who are currently assisting Ms. Van Orden.

Public Comment

Dr. Michael Whitehead requested information on how to verify someone's supervisory status. The Board confirmed with Division staff that the information is available on the website and suggested that he email DOPL if he still has questions.

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: Mr. Baughman, aye; Ms. MacDonald, aye; and Dr. Zitzman, 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.

DIVISION BUSINESS

Professional Recovery Program Update: Ms. Stuart informed the Board that the Division of Occupational and Professional Licenses offers a confidential, non-punitive program, developed to assist medical professionals who have or are at risk of developing an addiction. The program's purpose is to assist professionals and their families in identifying substance use disorders that pose a potential threat to their careers and get them the help they need. Ms. Stuart stated that enrollment will likely increase with continued exposure to the program's availability. The Board requested that she send quarterly emails to licensees regarding the program.

Legislative Session Update: Ms. Metcalfe presented information on the following legislation: H0014, signed by the Governor on February 7th, requires state agencies to review their titles and chapters of Idaho Code for unnecessary, obsolete, and outdated provisions and to report to the Legislature by September 1, 2025, their recommendations for the removal of such provisions.

S1018 amends the licensing requirements of counselors and therapists for fingerprint criminal background checks to be required only when the Division determines this type of check is necessary. This bill did not pass.

H0107, signed by the Governor on March 13th, prohibits the creation of a new license by rule or policy unless authorized by statute. It requires that all licensing fees be established through rule instead of solely by the Director or a Department.

H0151, signed by the Governor on March 14th, requires state agencies to provide objective information to the legislature and the public on the number of complaints and disciplinary actions taken by Idaho licensing agencies.

H0364 recognizes the need for systematic oversight and efficiency improvements. To maximize its impact, a task force will be structured into specialized subgroups, each addressing a critical area of government operations: Regulatory Accountability – Evaluating state agency rulemaking to strengthen oversight and reduce regulatory burdens, with a long-term goal of shifting nearly all regulations to statute by 2033. Budget Accountability – Conducting base budget reviews to identify and eliminate wasteful or redundant government services, programs, and expenditures. Government Operations and Oversight – Assessing state government structures to recommend agency consolidations and streamline operations for optimized efficiency. Ms. Metcalfe and Mr. Barron stated that even though the bill did not pass, a committee has been established that is waiting for guidance from the Governor. Mr. Barron also informed the Board that all of the administrative rules for the Board of Pharmacy were moved into statute this Session and that the Department of Health and Welfare is also moving forward with implementation plans.

H0059, signed by the Governor on March 19th, protects the conscience rights of healthcare professionals and healthcare entities. It protects them from being forced to participate in non-emergency procedures that would violate their sincerely held religious, moral, or ethical beliefs.

H0220, signed by the Governor on March 19th, simplifies the fee determination for patients and families receiving adult or children's mental health services through the Department of Health and Welfare.

H0028, signed by the Governor on March 19th, merges the current Board of Examiners of Nursing Home Administrators and the Board of Examiners of Residential Care Facility Administrators into the Idaho Board of Long-Term Care Administrators.

H0152, signed by the Governor on March 19th, requires that a report be submitted to the Legislative Services Office each year that contains a plan of action for boards that do not have a cash balance of 30-150% of the five-year rolling average of expenditures. It also includes cleanup of biennial renewal cycles for specific professions. Lastly, gives the Administrator the authority to authorize fee holidays.

Mr. Barron stated that 12 boards will transition to biennial licensure on July 1st, and that the change is being implemented gradually to maintain steady revenue and to assess any concerns that may come with the change.

Open Meeting Law Training: Mr. Loos presented training on the Idaho Open Meeting Law.

Financial Update: Ms. Metcalfe presented the financial report for the third quarter of FY2025, which indicated that the Board had a cash balance of \$208,206.86 as of March 31, 2025.

BOARD BUSINESS

Board Elections: A motion was made and seconded to elect Spencer Zitzman as the Board chair. The motion carried unanimously.

Conference Attendance: The Board discussed who is interested in attending the upcoming 2025 Counseling Regulatory Boards Summit and the AMFTRB Annual Meeting. No action was taken.

Licensing Report: Ms. Earl 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 obtain or retain a license or registration. The vote was: Mr. Baughman, aye; Ms. MacDonald, aye; and Dr. Zitzman, 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 without action case numbers: 1578496, 1517455, 1569209, 1517271, and 1613301. The motion carried unanimously.

A motion was made and seconded to authorize the negotiation of an agreement in lieu of discipline with the terms discussed in executive session for case numbers 1479165, 1472995, and 1539097. The motion carried unanimously.

Applications

A motion was made and seconded to table applications 1409757, 1512393, 1583170, and 1630659 pending receipt of additional information, upon receipt of which, those identified in executive session may be approved by a Board designee. The motion carried unanimously.

Adjourn

There being no further business, the meeting was adjourned at 12:08 PM.

The next meeting is on 08/15/2025.