



State of Idaho

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

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Board Meeting Minutes of 07/22/2025

Board Members Present: Alex Zamora, Chair
Brandi Warnke
Greg Ullmann
Priscilla Bake
Evan Maynard
April Christenson

Division Staff: Cesley Metcalfe, Executive Officer
Russell Barron, Division Administrator
Greg Loos, General Counsel
Allegra Earl, Licensing Program Manager
Skip Liddle, Investigations Program Manager
Steve Houge, Investigations Supervisor
Debi Casto, Licensing Specialist
Kody Smoot, Legal Intern
Dyan Durham, Board Support Specialist

Others Present: Tyler Williams, Board Prosecutor

The meeting was called to order at 9:01 AM MST by Alex Zamora.

Approval of Minutes

A motion was made and seconded to approve the 04/22/2025 minutes. The motion carried unanimously.

Public Comment: Michele Betts, Director of Social Work for St. Luke's Health System, asked how to make certain their supervision program would meet the Board's licensing requirements. Mr. Loos recommended that St. Luke's attorney contact him so he can provide the necessary legal advice to the licensee.

DIVISION BUSINESS

Open Meeting Law Training: Mr. Loos presented the Idaho Open Meeting Law Training to the Board.

Public Member Training: Mr. Loos presented training to the Board on the role and importance of public members appointed to regulatory boards.

Financial Update: Ms. Metcalfe presented the financial report for the fourth quarter of FY2025, which indicated that the Board had a cash balance of \$11,497.90 as of June 30, 2025.

BOARD BUSINESS

Board Elections: A motion was made and seconded to elect Alex Zamora as Board Chair. The motion carried unanimously.

Biennial Licensure: Ms. Metcalfe informed the Board that its licensees will transition to biennial licensure on October 14, 2025. Licensees with odd birth years will renew for 2 years, and those with even birth years will renew for 1 year, and in 2026, they will renew for 2 years.

Social Work Examiners Statute Review: Mr. Loos presented the Board with the recommended changes to the statute that will be made for H0014:

54-3201 – Purpose – Legislative Intent: Strike as unnecessary.

54-3202(4) – Definitions: Strike “(LMSW)” as unnecessary.

54-3202(5) – Definitions: Strike “(LBSW)” as unnecessary.

54-3202(6) – Definitions: Added the definition of “Division” to mean the division of occupational and professional licenses.

54-3203(1) – State Board of Social Work Examiners – Created – Appointments – Terms: Added “clinical or” and “bachelor” for clarification. Strike the last sentence as unnecessary.

54-3203(3) – State Board of Social Work Examiners – Created – Appointments – Terms: Strike the chairmanship rotation for Division standardization. Strike the requirement for the chairman to be present for a quorum. Added “currently appointed” to clarify what constitutes a quorum.

54-3203(4) – State Board of Social Work Examiners – Created – Appointments – Terms: Replace Idaho Code § 59-509(b) with Idaho Code § 59-509(p) for Division standardization of Board compensation.

54-3204(1) – Board – Powers and Duties: Strike “provided that such rules shall be promulgated in accordance with the provisions of chapters 26 and 52, title 67, Idaho Code” as unnecessary.

54-3204(2) – Board – Powers and Duties: Strike as unnecessary.

54-3204(3) – Board – Powers and Duties: Strike as unnecessary.

54-3204(7) – Board – Powers and Duties: Strike the last sentence, which refers to chapter 1, title 74 Idaho Code, as unnecessary.

54-3205 – Disposition of Receipts – Expenses – Refund: Strike as outdated.

54-3206 – Licensing – Qualifications: Added “approve and the division shall” for clarification. Strike “conducted or” and “or received a withheld judgment or a suspended sentence” as unnecessary.

54-3209 – Fees – Licensing – Duration of Licenses: Strike “which shall not exceed three hundred (\$300) and which shall include the original license fee” and the last sentence, as unnecessary.

54-3210 – Code of Professional Conduct: Strike the last sentence as unnecessary.

54-3211(2) – Refusal to Issue, Refusal to Renew, Suspension or Revocation of License – Unprofessional Conduct: Strike “Habitual drunkenness or addiction to habit forming drugs, either of” and added “Any condition” for clarification.

54-3211(6) – Refusal to Issue, Refusal to Renew, Suspension or Revocation of License – Unprofessional Conduct: Strike as unnecessary.

54-3211(8) – Refusal to Issue, Refusal to Renew, Suspension or Revocation of License – Unprofessional Conduct: Added “or the board’s rules” for clarification.

54-3212 – Revocation or Suspension of License – Hearings – Taking Testimony – Appeal: Strike as unnecessary.

54-3214(2) – License Required – Representation to Public: Strike “that includes such words or by adding the letters ‘LBSW’” as unnecessary.

Conference Update: Dr. Zamora reported on the Association of Social Work Boards (ASWB) conference he attended in May. He informed the Board that the presentations made by Dr. Kim of Rutgers, regarding the social work census, and Dr. Hooley of BYU, regarding the effects of regulation on the social work workforce, are available on the ASWB website.

Conference Attendance Requests: A motion was made and seconded to allow one Board member to attend and to act as the voting delegate on behalf of the Board at the ASWB conference in November. The motion carried unanimously.

Delegated Authority: Ms. Metcalfe reviewed the authorities delegated by the Board to staff and individual Board members. The Board requested a matrix to review for potential delegated authority to approve licensure applications with criminal conviction history. A motion was made and seconded, affirming the delegated authority items numbered 1-11 as presented, except for revisions made to numbers 2, 5, and 7. The motion carried unanimously.

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: Dr. Zamora, aye; Ms. Warnke, aye; Mr. Ullmann, aye; Ms. Christenson, aye; and Ms. Bake, 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 1586321, 1608276, and 1613391. The motion carried unanimously.

A motion was made and seconded to close case numbers 1569176, 1594490, and 1637750 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 1568778, 1617299, and 1612896, with the terms discussed in executive session, and to authorize the Board chair to sign on behalf of the Board. The motion carried unanimously.

A motion was made and seconded to authorize negotiation of an agreement in lieu of discipline with the terms discussed in executive session for case numbers 1568407 and 1726515, and to authorize the Executive Officer to approve on behalf of the Board. The motion carried unanimously.

Applications

A motion was made and seconded to approve applications 1464562, 1691184, 1701510, and 1749548. The motion carried unanimously.

A motion was made and seconded to approve application 1633631 pending receipt of additional information. The motion carried unanimously.

A motion was made and seconded to deny Supervision Hour Review #1 due to supervision hours not being accepted. The motion carried unanimously.

A motion was made and seconded to table application Supervision Hour Review #2, due to a lack of quorum. The motion carried. Dr. Zamora recused himself.

A motion was made and seconded to approve the Conditional License Review for the transition to full licensure. The motion carried unanimously.

Adjourn

There being no further business, the meeting was adjourned at 1:35 PM.

The next meeting is on 10/21/2025.