



State of Idaho

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

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Board Meeting Minutes of 08/15/2025

Board	Spencer Zitzman, Ph.D., Chair	Division	Cesley Metcalfe, Executive Officer
Members	Angela MacDonald, M.Ed.	Staff:	Kolby Reddish, Lead Counsel
Present:	Michael Whitehead, Ph.D.		Lindsay Guille, Licensing Supervisor
	David Routt, LCPC		Steve Hogue, Investigate Unit Supervisor
	Anna James Krzemieniecki, Ph.D.		Skip Liddle, Investigations Program Manager
	Theresa Bradford		Dyan Durham, Board Support Specialist

Others Tyler Williams, Board Prosecutor
Present:

The meeting was called to order at 9:00 AM by Spencer Zitzman, Ph.D.

Introductions

Michael Whitehead and David Routt introduced themselves as new Board members.

Approval of Minutes

A motion was made and seconded to approve the 05/16/2025 minutes. The motion carried unanimously.

Public Comment

Lani Whitney, LPC, is working on obtaining her clinical license and asked for clarification on whether supervision hours before graduation could be included. She also wanted to know what percentage of supervision hours need to be with an LCPC. Mr. Reddish informed members of the public that the Board cannot engage in discussion on topics that are not on the agenda, and Ms. Metcalfe directed her to the appropriate Division staff, who will be able to assist.

Takoma Lindsey, LMFT, asked for clarification on supervision hours. He said that the number of hours was excessive because of the costs. The Board encouraged him to attend the public meetings and share opinions, and to join an advocacy organization.

The President of Family Teams of Idaho, LMFT and LPC, considers the supervision hours a major issue, stating that LMFTs have double the hours required compared to LPCs, and would like to discuss a reduction of these hours.

DIVISION BUSINESS

Professional Recovery Program Update: Ms. Metcalfe informed the Board that, as of this date, there have been no enrollees in the program. The Division is working on language to add to the Board website, along with sending out an email to the licensees.

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

Financial Update: Ms. Metcalfe presented the Board's financial report for the fourth quarter of FY2025, which indicated that the Board had a cash balance of \$217,232.12 as of June 30, 2025.

BOARD BUSINESS

Board Elections: A motion was made and seconded to elect Anna James Krzemieniecki as the Vice Chair. The motion carried unanimously.

Counselors and Marriage and Family Therapists Statute Review: Mr. Reddish presented the Board with the recommended changes to the statute that will be made for H0014:

54-3400 – Legislative Findings: Strike as unnecessary.

54-3401(2) – Definitions: Change the definition from the Department of Self-Governing Agencies to a definition for the Division of Occupational and Professional Licenses.

54-3401(3) – Definitions: Strike as obsolete.

54-3401(10)(a-i) – Definitions: Strike as unnecessary.

54-3401(11) – Definitions: Strike “face to face” as unnecessary.

54-3402(4) – License Required – Exemptions: Strike the example of other professions as unnecessary.

54-3403 – Board – Organization and Meetings: Strike terms that already exist in definition.

54-3403(1) – Board – Organization and Meetings: Change the Board composition to five members to eliminate potential tie votes.

54-3403(2) – Board – Organization and Meetings: Change the Board member terms from four years to five years for standardization.

54-3403(3) – Board – Organization and Meetings: Strike the requirement for one dual licensed professional as unnecessary and the statement “Except for the initial appointment,” for standardization.

54-3403(4) – Board – Organization and Meetings: Strike term limits for standardization.

54-3403(5) – Board – Organization and Meetings: Change “59-509(m)” to “59-509(p)” to align with the correct honoraria authorization.

54-3403(6) – Board – Organization and Meetings: Strike “and vice chair” and “or by a majority of its members or by the governor. Notice of all meetings shall be given in the manner prescribed by law,” and add “currently appointed members of the” for standardization.

54-3404(2) – Idaho State Licensing Board of Professional Counselors and Marriage and Family Therapists – Powers: Strike “pass upon the qualifications and fitness of applicants for licenses and to” as unnecessary.

54-3404(3) – Idaho State Licensing Board of Professional Counselors and Marriage and Family Therapists – Powers: Strike as unnecessary “and from time-to-time revise” and “but not be limited to” and as duplicative, “which shall be adopted in compliance with chapter 52, title 67, Idaho Code.”

54-3404(4) – Idaho State Licensing Board of Professional Counselors and Marriage and Family Therapists – Powers: Strike the last sentence as redundant to Idaho Code § 74-106(9).

54-3404(6) – Idaho State Licensing Board of Professional Counselors and Marriage and Family Therapists – Powers: Strike “examine for,” as obsolete.

54-3404(9) – Idaho State Licensing Board of Professional Counselors and Marriage and Family Therapists – Powers: Strike as unnecessary.

54-3404(10) – Idaho State Licensing Board of Professional Counselors and Marriage and Family Therapists – Powers: Strike as unnecessary.

54-3404(11) – Idaho State Licensing Board of Professional Counselors and Marriage and Family Therapists – Powers: Strike as unnecessary.

54-3405(1)(a) – Qualifications for Licensure: Strike withheld judgment and suspended sentence as conflicting with Idaho Code § 67-9411.

54-3405A(3) – Qualifications for Licensure: Strike “written” as obsolete.

54-3405B(1)(b) – Qualifications for Licensure: Change “prescribed” to “designated” for accuracy.

54-3405C(1)(c) – Qualifications for Licensure: Change “prescribed” to “designated” for accuracy.

54-3411(2) – Fees on Licensure: Strike for standardization.

54-3412 – Disposition of Receipts – Expenses: Strike for standardization.

54-3413 – Administration by the Division of Occupational and Professional Licenses: Strike for standardization.

54-3414 – Powers and Duties of the Division of Occupational and Professional Licenses: Strike “of occupational and professional licenses” as unnecessary and add “administer this chapter and” for accuracy.

54-3414(2) – Powers and Duties of the Division of Occupational and Professional Licenses: Strike as unnecessary.

54-3414(3) – Powers and Duties of the Division of Occupational and Professional Licenses: Change “forward” to “investigate” and “to” to “for review” and strike “state licensing” and “for review and investigation” for accuracy and standardization.

54-3414(4) – Powers and Duties of the Division of Occupational and Professional Licenses: Strike “investigate and” as unnecessary.

54-3414(5) – Powers and Duties of the Division of Occupational and Professional Licenses: Strike as unnecessary.

54-3415 – Renewal or Reinstatement of License: Strike as redundant to Idaho Code § 67-2614.

54-3416(5) – Sincerely Held Principles: Strike “, and to recover the costs of the action and reasonable attorney’s fees” as unnecessary.

Biennial Licensure Update: 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.

Non-CACREP Equivalency Review Process: The Board and Division staff discussed options to streamline the review of education for applicants who graduated from programs that are not CACREP-accredited. A motion was made and seconded to approve a sub-committee, designating Anna James Krzemieniecki and Angela MacDonald, to discuss an evaluation tool for evaluating non-CACREP accredited programs and to review and approve applications for applicants who graduated from a non-CACREP accredited program. The motion carried unanimously.

Delegated Authority: Ms. Metcalfe reviewed the authorities delegated by the Board to staff and individual Board members. A motion was made and seconded to affirm the delegated authority as presented. The motion carried unanimously.

Conference Updates: Dr. Zitzman gave an update on the Counseling Regulatory Boards Annual Summit held in June. He mentioned that Ohio has a trainee registration that allows students to register with the Board, enabling them to receive Medicaid reimbursement. He also shared that beginning in November 2025, applicants will have the ability to request to take the licensure exams in Spanish.

Conference Attendance: The Board discussed upcoming conferences, including who is interested in attending the AMFTRB Conference in September, for which a motion was made in a previous meeting, and the dates of the upcoming 2026 conferences. A motion was made and seconded to send two Board members and/or staff members to the AASCB Annual Conference in February 2026. The motion carried unanimously.

Licensing Report: Ms. Guille 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. Zitzman, aye; Ms. MacDonald, aye; Dr. Whitehead, aye; Dr. James Krzemieniecki, aye; Mr. Routt, aye, and Ms. Bradford, 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 1579021, 1582653, 1632868, and 1661772. 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 number 1569893 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 negotiation of a Stipulation and Consent Order with the terms discussed in Executive session for case numbers 1561817, 1578302, and 1760803 and to authorize the Board chair to sign on behalf of the Board. The motion carried unanimously.

A motion was made and seconded to close case numbers 1524179, 1622832, and 1681950 with an advisory letter. The motion carried unanimously.

A motion was made and seconded to authorize renegotiation of a Stipulation and Consent Order with the terms discussed in Executive session for case number 1602191 and to authorize the Board chair to sign on behalf of the Board. The motion carried unanimously.

Applications

A motion was made and seconded to approve applications 1757402, 1681296, 1711912, and 1758925. The motion carried unanimously.

A motion was made and seconded to deny applications 1759358, 1584303, and 1409757 based on reasons discussed in executive session. The motion carried unanimously.

A motion was made and seconded to table applications 1392790, 1661044, and 1671638 pending receipt of additional information. The motion carried unanimously.

Adjourn

There being no further business, the meeting was adjourned at 3:07 PM.

The next meeting is on 11/14/2025.