



State of Idaho

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

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Board Meeting Minutes of 10/21/2025

Board Members Present: Alex Zamora, Chair
Priscilla Bake
Greg Ullmann
Brandi Warnke
Diane Stephens

Division Staff: Cesley Metcalfe, Executive Officer
Greg Loos, General Counsel
Skip Liddle, Investigations Program Manager
Lizzie Kukla, Licensing Supervisor
Debi Casto, Licensing Specialist
Dyan Durham, Board Support Specialist

Board Members Absent: April Christensen

Others Present: Tyler Williams, Board Prosecutor

The meeting was called to order at 9:03 AM MST by Alex Zamora.

Approval of Minutes

A motion was made and seconded to approve the 07/22/2025 minutes. The motion carried unanimously.

Public Comment:

No public comment was made.

DIVISION BUSINESS

Board Member Update: Ms. Metcalfe informed the Board that due to his upgraded license, Evan Maynard is no longer eligible to serve in the position he was appointed to fill on the Board. Diane Stephens introduced herself as a new Board member.

SharePoint Site for Meeting Materials: Ms. Metcalfe presented a new SharePoint site designed for the Board. The site will be used by Board members to access meeting materials, resources, and training documents.

Travel Policy: Ms. Metcalfe presented information on the State Travel Policy. She focused on ways to be cognizant of available funds and guidelines to assist in adherence to the policies.

Financial Update: Ms. Metcalfe presented the Board's financial report for the first quarter of FY2026, which indicated that the Board had a cash balance of \$18,154.32 as of September 30, 2025.

BOARD BUSINESS

ASWB Annual Meeting Action Items: Dr. Zamora referred to the documents provided to the Board with information on action items that will be voted on during the ASWB 2025 Annual Meeting of the Delegate Assembly. He provided an opportunity for Board members to make recommendations to the voting delegate for the Board.

Criminal Conviction Evaluation Guidelines: Mr. Liddle presented the Board with a guideline for evaluating and approving applications involving individuals with criminal convictions. The guideline provides direction on categorizing and scoring offenses based on the nature of the crime and its direct impact on social work duties.

Category 1: Crimes Involving Violence or Harm to Persons

Category 2: Sexual Offenses

Category 3: Crimes Against Children or Vulnerable Adults

Category 4: Crimes Involving Fraud, Theft, or Financial Misconduct

Category 5: Substance-Related Crimes

Category 6: Public Safety, Professional Misconduct, or Obstruction

Category 7: Miscellaneous or Less Serious Offenses

The scoring rubric is based on Idaho Code § 67-9411:

Factor 1: Nature and Seriousness of the Crime

Factor 2: Relationship of Crime to Social Work Duties

Factor 3: Time Elapsed Since Conviction

Factor 4: Conduct Since Conviction

Factor 5: Evidence of Rehabilitation

Scoring Interpretation is 0-25, with 0-7 points being low risk, 8-12 points being moderate risk, 13-17 points being high risk, and 18-25 points being very high risk.

A motion was made and seconded to delegate a Board designee to approve applications with criminal histories in Categories 5 and 6 as presented to the Board in the Guidelines, and to delegate Category 7 to Division staff when under 7 points on the Guideline rubric, and to delegate to the Board designee Category 7 where more than 7 points on the rubric.

A motion was made and seconded to approve Board member Warnke as the delegate, with Board Chair Zamora as backup, when Ms. Warnke is unavailable. The motion carried unanimously.

Licensing Report: Ms. Kukla 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. Stephens, 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 number 1657909 with no action. The motion carried unanimously.

A motion was made and seconded to close case numbers 1666882, 1727564, 1687569, 1632552, and 1766636 with no action. The motion carried unanimously.

A motion was made and seconded to authorize the prosecuting attorney to negotiate a Stipulation and Consent Order in case number 1694258 with the terms discussed in executive session, 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 1853897 and 1864138. The motion carried unanimously.

A motion was made and seconded to approve supervision hours under Rule 100.03b for LMSW-1428. The motion carried. Dr. Zamora recused himself.

Adjourn

There being no further business, the meeting was adjourned at 12:31 PM.