



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 11/14/2025

Board	Spencer Zitzman, Ph.D., Chair	Division	Cesley Metcalfe, Executive Officer
Members	Anna James Krzemieniecki, Ph.D.	Staff:	Greg Loos, General Counsel
Present:	David Routt, LCPC		Lizzie Kukla, Licensing Supervisor
	Michael Whitehead, Ph.D.		Skip Liddle, Investigations Program Manager
	Theresa Bradford		Steve Hogue, Investigations Supervisor
	Angela MacDonald		Dyan Durham, Board Support Specialist
		Others	Tyler Williams, Board Prosecutor
		Present:	

The meeting was called to order at 9:01 AM by Spencer Zitzman.

Approval of Minutes

A motion was made and seconded to approve the 08/15/2025 minutes, as amended. The motion carried unanimously.

Public Comment: No public comment was made.

DIVISION BUSINESS

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 \$214,347.82 as of September 30, 2025.

BOARD BUSINESS

LMFT Supervision Requirements: Ms. Metcalfe presented the Board with a petition requesting an amendment to the rule requiring 200 hours of direct supervision. The Board discussed potential options, including the benefits and potential complications of using taped observation to provide feedback to supervisees. The Board indicated that it will likely conduct negotiated rulemaking next year to revise the requirements.

Non-CACREP Sub-Committee Update: Ms. MacDonald and Dr. James Krzemieniecki discussed the challenges in reviewing applications for graduates of non-CACREP accredited programs. It was suggested that a checklist for the applicants to use when completing their applications would assist the

sub-committee in determining equivalency to CACREP accredited programs. The Board will discuss this further at a future meeting.

Conference Updates and Reports: Ms. Metcalfe and Dr. Whitehead gave an update on topics discussed at the 2025 AMFTRB Annual Meeting. Discussions included post-degree supervision, drug-assisted therapy, and the use of artificial intelligence.

Conference Attendance: The Board made a motion at a previous meeting to send two Board members to the AASCB 2026 Annual Conference in February. The Board discussed who was available to attend the conference.

Licensing Report: Ms. Kukla presented the licensing report.

Ms. Bradford left the meeting at 10:20 AM.

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; Dr. James Krzemieniecki, aye; Ms. MacDonald, aye; Mr. Routt, aye; and Dr. Whitehead, 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 1472995, 1751947, and 1871004. The motion carried unanimously.

A motion was made and seconded to close without action case number 1664282. The motion carried. Dr. Whitehead was recused.

A motion was made and seconded to close case numbers 1569893, 1636617, 1718399, 1802374, and 1809127 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 1561817 and 1434170 and to allow the Board chair to sign on behalf of the Board with the terms discussed in executive session.

Applications

A motion was made and seconded to approve application 1843476. The motion carried unanimously.

A motion was made and seconded to table applications 1661044 and MFTI-9779, pending receipt of additional information. The motion carried unanimously.

Adjourn

There being no further business, the meeting was adjourned at 12:52 PM.

The next meeting is on February 20, 2026.