



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 02/20/2026

Board Members Present: Spencer Zitzman, Ph.D., Chair
David Routt, LCPC
Angela MacDonald, LPC
Michael Whitehead, Ph.D.

Division Staff: Cesley Metcalfe, Executive Officer
Greg Loos, General Counsel
Janice Beller, General Counsel
Steve Hogue, Investigations Supervisor
Lizzie Kukla, Licensing Supervisor
Dyan Durham, Board Support Specialist

Board Members Absent: Anna James Krzemieniecki, Ph.D.

Others Present: Tyler Nelson, Board Prosecutor

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

Approval of Minutes

A motion was made and seconded to approve the 11/14/2025 minutes. The motion carried unanimously.

Public Comment: Richard Blood addressed the Board regarding his application, scheduled for review in executive session.

DIVISION BUSINESS

2026 Legislative Session: Ms. Metcalfe presented the 2026 legislative update to the Board. DOPL is proposing four pieces of executive agency legislation: H0505 Universal Discipline; H0496 Board merger of the Board of Podiatry into the Idaho State Board of Medicine; H0495 Board merger of the Board of Dentistry into the Idaho State Board of Dentistry; and H0497 Idaho Controlled Substances Act.

Ms. Metcalfe also reported on several legislative bills that may impact the Board, including H0491 Emergency First Aid, H0529 Health Care Cash Payments, and H0572 Pediatric Transition – Parental Rights.

Finally, Ms. Metcalfe discussed H0545 Military Chaplain Therapy Licensure, which amends the Board's statute to license military chaplains who meet specific requirements as professional and clinical counselors in the state of Idaho. She will continue to provide updates as this bill moves through the legislative process.

DOPL Strategic Plan: Ms. Metcalfe shared the 2026 DOPL Strategic Plan with the Board.

Respectful Workplace Training: A respectful workplace training was presented to the Board.

Financial Update: Ms. Metcalfe presented the Board's financial report for the second quarter of FY2026, which indicated that the Board had a cash balance of \$287,716.00 as of December 31, 2025.

BOARD BUSINESS

LMFT Supervision Requirements Review: Mr. Loos introduced Janice Beller as the Board's new general counsel. He referenced a document discussed at the previous meeting that requests a rule change to the supervised experience requirements and explained the rulemaking process. No further action was taken at this time.

Supervision for Educational Experiences: In response to a question regarding who is authorized to provide supervision in an academic setting, the Board discussed Idaho Code § 54-3401(11), and Rules 003.01, 100.01.c., and 200.02.b. The Board clarified that educational programs may designate Licensed Professional Counselors (LPCs) to supervise students during practicum and internship experiences.

Non-CACREP Sub-Committee Update: The sub-committee did not have an update. Ms. Metcalfe informed the Board that she signed an agreement with the Center for Credentialing and Education (CCE) to serve as a third-party reviewer, responsible for verifying whether an applicant's non-CACREP accredited program complies with the requirements established by the Board.

Non-CACREP Applicant Checklist: Ms. MacDonald informed the Board that the Non-CACREP Sub-Committee is still in the process of developing the Non-CACREP Applicant Checklist.

Supervisor Guidelines for Website: Discussion on this topic was held for a future meeting.

Conference Attendance Requests: A motion was made and seconded to send three Board members or staff to the NBCC Annual Summit. The motion carried unanimously.

A motion was made and seconded to send two Board members or staff to the AMFTRB Annual Meeting of the State Delegates. The motion carried unanimously.

A motion was made and seconded to send up to two Board members or staff to the CLEAR Annual Education Conference. The motion carried unanimously.

Delegated Authority: A motion was made and seconded to authorize designated Board members to review degree information from graduates of non-CACREP and non-COAMFTE accredited programs and refer them for a CCE equivalency review, if needed. The motion carried unanimously.

A motion was made and seconded to authorize designated Board members to review and approve licensure applicants and intern permittees who graduated from a non-COAMFTE accredited program. 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. Zitzman, aye; Dr. Whitehead, aye; Ms. MacDonald, aye; and Mr. Routt, 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 1759908, 1854918, 1917525, and 1921471. The motion carried unanimously.

A motion was made and seconded to close case numbers 1853552 and 1729537 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 with the terms discussed in executive session for case numbers 1939205, 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 the negotiation of an agreement in lieu of discipline with the terms discussed in executive session for case numbers 1866533, 1715816, and 1916268, and to authorize the Executive Officer to sign on behalf of the Board. The motion carried unanimously.

A motion was made and seconded to accept the Findings of Fact, Conclusions of Law, and Final Order in case number 1317584, and to authorize the Board chair to sign on behalf of the Board. The motion carried unanimously.

A motion was made and seconded to deny the request for expungement with the terms discussed in executive session in case numbers 1401151 and 1401152. The motion carried unanimously.

Applications

A motion was made and seconded to approve applications 1671638, 1903982, 1777999, and 1958481. The motion carried unanimously.

A motion was made and seconded to send a letter of acknowledgement in case number 1912312. The motion carried unanimously.

A motion was made and seconded to approve applications 1926425 and 1975831 pending the receipt of additional information. The motion carried unanimously.

A motion was made and seconded to table application 1814539 pending receipt of additional information. The motion carried unanimously.

Adjourn

There being no further business, the meeting was adjourned at 1:21 PM.

The next meeting is on 05/08/2026.