



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

**BRAD LITTLE**  
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**Board Meeting Minutes of 06/05/2026**

<b>Board</b>	Spencer Zitzman, Ph.D., Chair	<b>Division</b>	Cesley Metcalfe, Executive Officer
<b>Members</b>	Angela MacDonald, LPC	<b>Staff:</b>	Janice Beller, General Counsel
<b>Present:</b>	Michael Whitehead, Ph.D.		Allegra Earl, Licensing Program Manager
			Tabitha Edwards, Board Services Program Manager
			Steve Hogue, Investigations Supervisor
			Laura Chase, Investigator
			Dyan Durham, Board Support Specialist
<b>Board</b>	Anna James Krzemieniecki, Ph.D.	<b>Others</b>	Tyler Nelson, Board Prosecutor
<b>Members</b>	David Routt, LCPC	<b>Present:</b>	
<b>Absent:</b>			

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 02/20/2026 minutes. The motion carried unanimously.

**Public Comment:** No public comment was made.

**DIVISION BUSINESS**

**Professional Recovery Program Update:** Ms. Edwards provided the Board with an update on the Professional Recovery Program. The program offers licensed health professionals assistance with their substance use disorder while ensuring the safety of the public. Currently, there are no Board licensees enrolled in the program.

**2026 Legislative Session Overview:** Ms. Metcalfe presented the 2026 legislative update to the Board. She reported that H0894 Open Meetings; H0491 Emergency First Aid; H0929 Health Care Cash Payments; H0822 Pediatric Transition – Parental Rights; H0787 Podiatry Medical Practice; and H0935 Dentistry Licensure successfully passed and have been signed by the Governor.

Additionally, Ms. Metcalfe reported that H0545 Military Chaplain Therapy Licensure did not pass.

Finally, Ms. Beller provided information on H0703 Universal Discipline, which passed and was signed by the Governor.

**Open Meeting Law Training:** Ms. Beller presented training on Idaho Open Meeting Law.

**Financial Update:** Ms. Metcalfe presented the Board's financial report for the third quarter of FY2026.

## **BOARD BUSINESS**

**Negotiated Rulemaking:** Ms. Metcalfe shared comments received in writing and during the negotiated rulemaking meeting on June 1<sup>st</sup>, including one comment in support of the proposal to reduce supervision hours for marriage and family therapists (MFT) and two comments requesting the reduction of direct client contact hours for MFT's. The Board reviewed a draft of proposed rule changes and discussed the following:

**100.04.c - Marriage and Family Therapists:** To reduce barriers to licensure and bring supervision requirements in line with other mental health professions, the Board reduced the number of supervision hours from 200 to 100, all supervised by a licensed marriage and family therapist, including a minimum of 50 individual hours, rather than group supervision.

**400. – Fees:** Language was added regarding aggregation of fees for biennial licensure to provide clarity.

A motion was made and seconded to approve the amendments to the draft rules. The motion carried unanimously.

A motion was made and seconded to change the status of the draft rules to proposed and post them in the Administrative Bulletin. The motion carried unanimously.

A motion was made and seconded to authorize the Board chair to determine if any substantive comments are received during the public comment period and to proceed with moving the rules to proposed if no substantive comments are received. The motion carried unanimously.

**Non-CACREP Subcommittee Update:** Ms. MacDonald notified the Board that she and Dr. Krzemieniecki have completed the previously discussed applicant checklist, and she will submit it to Ms. Metcalfe for Board review at the next meeting.

**CCE Education Review Update:** Ms. Metcalfe provided an update on the number of applicants who have requested an education review and how many have been approved to date. She also presented the Board with an example of the letter issued by CCE to applicants stating that their educational equivalency review has been approved and the checklist used during the review process.

**Supervision Guidelines:** Ms. Metcalfe presented a potential outline for supervision guidance to the Board. Dr. Whitehead volunteered to work on the document. A subcommittee may be established at the next Board meeting.

**Delegated Authority for Extension Requests:** A motion was made and seconded to grant the Board chair delegated authority to approve intern extension requests. The motion carried unanimously.

**Conference Updates and Reports:** Ms. Metcalfe and Dr. Zitzman gave reports on the 2026 AASCB Annual Conference they attended in February. Discussions included complaints and discipline, supervision, the Counseling Compact, and revising the ACA Code of Ethics.

**Board Vacancy:** Ms. Metcalfe notified the Board that the public member resigned and emphasized the importance of having a public member on the Board. She asked Board members to encourage interested individuals to apply for the position.

**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. Zitzman, aye; Dr. Whitehead, aye; and Ms. MacDonald, aye. The motion carried unanimously.

A motion was made and seconded to exit executive session. The motion carried unanimously.

### **Discipline**

A motion was made and seconded to deny the request for reconsideration from R. Limb of the previous expungement request denial, based on the reasons identified in executive session. The motion carried unanimously.

A motion was made and seconded to close without action case numbers 1978989, 1971188, and 2001517. The motion carried unanimously.

A motion was made and seconded to close case numbers 1592911, 1962693, 1908191, 1984301, and 2047891 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 1965422, 1954701, and 2002613 and to authorize the Board chair to sign on behalf of the Board. The motion carried unanimously.

A motion was made and seconded to table case number 2000452 due to a lack of quorum. Dr. Whitehead recused himself.

A motion was made and seconded to accept the Findings of Facts, Conclusions of Law, and Final Order, with the change noted in executive session, for case number 1627249, and to allow the Board chair to sign on behalf of the Board. The motion carried unanimously.

A motion was made and seconded to accept the voluntary surrender and for the prosecutor to draft the Findings of Facts, Conclusions of Law, and Final Order in case number 2015001 and to allow the Board chair to sign on behalf of the Board. The motion carried unanimously.

### **Applications**

A motion was made and seconded to approve applications 1955032, 1976317, and 2036357. The motion carried unanimously.

A motion was made and seconded to deny application 1909585 based on the terms discussed in executive session. The motion carried unanimously.

A motion was made and seconded to table application 1920704 pending receipt of additional information. The motion carried unanimously.

A motion was made and seconded to ratify the Chair's decision to grant a six-month extension to the intern permit COU-8912, which was approved between regularly scheduled Board meetings. The motion carried unanimously.

The Board discussed a request for guidance submitted in conjunction with licensing application materials provided by previous applicant 2661874. The applicant requested that the Board confirm her assertion that the extra clinical supervision hours she gained before her LPC licensure would apply towards the supervision requirements for her LCPC license. A motion was made and seconded to decline that interpretation of the controlling licensing requirements. The motion carried unanimously.

The Board further directed DOPL to draft a declaratory ruling summarizing the analysis provided in executive session.

**Adjourn**

There being no further business, the meeting was adjourned at 2:14 PM.

The next meeting is on 08/14/2026.

DRAFT