



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 08/14/2026

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

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 06/05/2026 minutes. The motion carried unanimously.

Public Comment: No public comments were made.

DIVISION BUSINESS

Board Training - Universal Discipline Training: Ms. Beller provided an overview of House Bill 703 and Idaho Code 67-2616, which created a universal discipline framework for DOPL-administered boards, effective July 1, 2026.

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

BOARD BUSINESS

EBAS Presentation: Bradley Guye, Business Development Manager of Ethics and Boundaries Assessment Services (EBAS), provided the Board with an overview of their services. Mr. Guye outlined that EBAS offers five (5) assessment categories and over seven hundred (700) disciplinary processes, enabling them to customize assessment scenarios to address the specific needs of individuals undergoing disciplinary proceedings by the Board. The scenarios are evaluated using a rubric matrix intended to assess understanding versus a pass-or-fail scoring system. The costs of the assessments are paid for by the licensee.

Brokamp Case Review: Ms. Beller informed the Board of the current status of the *Brokamp v. District of Columbia* case. She will keep the Board informed with updates as necessary.

Negotiated Rulemaking: Ms. Metcalfe shared comments received in writing and during the Public Hearing on June 13th. 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 move the rules to pending and publish them in the Administrative Bulletin at the conclusion of the 21-day public comment period, provided no substantive comments are received as determined by the Board chair. The motion carried unanimously.

Declaratory Ruling: Based on direction provided at the June 2026 meeting, Ms. Beller presented the Board with a Declaratory Ruling regarding criteria for supervisory hours. A motion was made and seconded to approve the declaratory ruling as presented and to authorize the Board chair to sign on behalf of the Board. The motion carried unanimously.

Supervision Guidance: Ms. Metcalfe and Dr. Whitehead updated the Board on the status of the Supervision Guidance document being created to assist licensees. When completed, the document will be posted on the Board's website. No action was taken.

Delegated Authority Review: A motion was made and seconded to reaffirm delegated authority items 1 through 13 as presented. The motion carried unanimously.

Non-CACREP Applicant Checklist: Dr. James Krzmieniecki and Ms. MacDonald collaborated to develop an applicant checklist for individuals submitting applications that include non-CACREP accredited coursework. Following a discussion, it was recommended that the checklist utilized by the Center for Credentialing and Education be reviewed and potentially published on the Board's website. No action was taken.

Conference Updates and Reports: Ms. Metcalfe, Dr. Zitzman, and Dr. Whitehead gave reports on the 2026 NBCC Annual Summit they attended in June. Discussions included supervision barriers, workforce shortages, available grants, jurisprudence exams, and discipline tracking.

Board Elections: A motion was made and seconded to re-elect Spencer Zitzman as Board chair and Michael Whitehead as Vice chair. The motion carried unanimously.

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) and (f) 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, and to consult with the Board's legal counsel to discuss possible litigation. The vote was: Dr. Zitzman, aye; Dr. James Krzemieniecki, 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.

Discipline

A motion was made and seconded to close case numbers 1996413 and 2024723 with an advisory letter. 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 1992242 and 2026355, and to authorize the Executive Officer to sign on behalf of the Board. 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 2053519 and 2069402, 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 prosecuting attorney to negotiate a Stipulation and Consent Order with the terms discussed in executive session for case number 2001410 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 prosecuting attorney to negotiate a Stipulation and Consent Order with the terms discussed in executive session for case numbers 2000452 and 2004167, and to authorize the Board chair to sign on behalf of the Board. The motion carried. Dr. Whitehead recused himself.

Applications

A motion was made and seconded to approve applications 1991032, 2029365, and 2062444. The motion carried unanimously.

A motion was made and seconded to deny applications 2015989 and 2110436, based on the terms discussed in executive session. The motion carried unanimously.

A motion was made and seconded to respond to the Quarterly Supervision report for LPC 7871697 as discussed in executive session and authorize the Board chair to sign on behalf of the Board.

Adjourn

There being no further business, the meeting was adjourned at 2:15 PM.

The next meeting is on 11/20/2026.