

**IDAHO LICENSING BOARD OF PROFESSIONAL COUNSELORS AND MARRIAGE
AND FAMILY THERAPISTS**

**P.O. Box 83720
Boise, ID 83720-0063**

Quarterly Meeting Minutes of 5/20/2022

BOARD MEMBERS PRESENT: Dennis Baughman - Chair
Dr. Spencer Zitzman
Tami Kammer
Dr. Regina Moro

BOARD MEMBERS ABSENT: Steven Lanzet

DIVISION STAFF: Anne Lawler, Bureau Chief
Kent Absec, Licensing Program Manager
Skip Liddle, Investigative Unit Supervisor
Nicholas Crema, General Counsel
Cesley Metcalfe, Board Support Supervisor
Emily Rough, Board Support Specialist
José Mendoza, Licensing Specialist

OTHERS PRESENT: Tyler Williams, Board Prosecutor
Jennifer Haagenson, Balanced Dynamics Intern
Danielle Muller, Treasure Wellness Intern
Rebecca Dacus, Treasure Wellness Intern
Amber Bennett, Treasure Wellness Intern
David Routt, LCPC
Liz Hatter, Veritas Advisors LLP

The meeting was called to order at 8:30 AM MDT by Mr. Baughman.

INTRODUCTIONS

Ms. Lawler introduced Emily Rough as the new Board Support Specialist who will be working with the Board.

PUBLIC COMMENT

Jennifer Haagenson addressed the Board and stated that she has struggled to understand the ratios required for practicum and internship. The Board chair thanked Ms. Haagenson for her comment.

COMPACT LEGISLATION

Ms. Lawler stated that she discussed the Board's interest in joining the Compact with Deputy Division Administrator, Tim Frost. She informed the Board that during the last legislative session the Division watched the progress of compact legislation carried by the professional associations for two other regulatory boards, which successfully passed. Mr. Frost advised that it will likely be more favorable if the Idaho Counseling Association introduces the legislation for the Counseling Compact. Ms. Lawler further stated that if the Association is able to introduce the compact legislation and receives a favorable response from the Legislature, then the Board will need to work on including background check authorization to its Practice Act.

Liz Hatter, representing the Idaho Counseling Association (ICA), stated that the ICA will vote in July about carrying legislation.

COUNSELOR INTERN EXPIRATION

The Board discussed its current process for approving intern extension requests and the option of allowing staff or one designated Board member to review the requests. Following discussion regarding the multitude of scenarios that could be presented, the Board determined that review of requests should remain with the full Board during meetings.

APPLICATION APPROVAL PROCESS

Mr. Absec presented a flowchart documenting the Division steps for processing and approval of applications by staff. The Board asked whether the Division is tracking consistent pain points that applicants experience during the application process. Mr. Absec stated that staff is working on a manual to help applicants navigate the application process.

CONFERENCE ATTENDANCE REQUESTS

The Board discussed the upcoming AMFTRB Annual Meeting in September, and the Counseling Regulatory Boards Summit in August. Ms. Kammer, Dr. Zitzman, and Ms. Lawler stated an interest in attending the AMFTRB Annual Meeting. Mr. Baughman and Ms. Kammer stated an interest in attending the Summit. Ms. Lawler stated that conference attendance depends upon the Board's cash balance and can be handled administratively. A motion is no longer necessary to send Board members and Division staff to conferences.

COMPLAINT MEMORANDUM

Mr. Liddle gave the investigative report, which is linked above.

FOR BOARD DETERMINATION

Dr. Zitzman made a motion to approve the Division's recommendation and authorize closure in case numbers I-COU-2020-11/12; I-COU-2020-15; I-COU-2021-9; I-COU-2022-10; and I-COU-2022-12. It was seconded by Dr. Moro. Motion carried.

EXECUTIVE SESSION

Dr. Moro made a motion that the Board 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 retain a license or registration. It was seconded by Dr. Zitzman. The vote was: Mr. Baughman, aye; Dr. Zitzman, aye; Ms. Kammer, aye; and Dr. Moro, aye; Motion carried.

Ms. Kammer made a motion to leave executive session. It was seconded by Dr. Zitzman. Motion carried.

Dr. Moro made a motion regarding case number I-COU-2021-20 to authorize a Corrective Action Plan (CAP) for concerns related to billing and progress notes. It was seconded by Ms. Kammer. Motion carried.

Dr. Moro made a motion to close case number COU-2021-20 with an advisory letter. It was seconded by Ms. Kammer. Motion carried.

EXECUTIVE SESSION

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Dr. Moro made a motion to leave executive session. It was seconded by Ms. Kammer. Motion carried.

APPLICATIONS

Dr. Moro made a motion to approve a one-year extension for COUI-7033. It was seconded by Ms. Kammer. Motion carried.

Dr. Zitzman made a motion to authorize Division staff to gather additional information from COUIA-8876 and to designate the Board chair to review the new information and to either approve the application or to bring it back to the full Board for review. It was seconded by Dr. Moro. Motion carried.

Dr. Zitzman made a motion to table application COUA-8835 pending additional information regarding course work hours, content, and passage of the NCE. It was seconded by Dr. Moro. Motion carried.

Dr. Zitzman made a motion to approve applicant COUA-8883. It was seconded by Dr. Moro. Motion carried.

Dr. Zitzman made a motion to approve applicant COUA-8882 pending passage of the NCE. It was seconded by Ms. Kammer. Motion carried.

LAWS AND RULES

Ms. Lawler presented a legislative update. She informed the Board that the following bills passed the 2022 Legislative Session: House Bill 612 allows expungement of continuing education or late renewal disciplinary action older than seven years upon request of the licensee; House Bill 654 states that licensed professional counselors (LPC) and licensed clinical professional counselors (LCPC) meet the legal definition of school counselors; House Bill 629 establishes the Offices of Administrative Hearings; Senate Bill 1244 authorizes the Administrator of the Division of Occupational and Professional Licenses (DOPL) to establish advisory committees when necessary; and Senate Bill 1297 allows DOPL staff to share investigative information regarding licensees amongst the boards and commissions within the Division.

DIVISION UPDATES

Ms. Lawler stated that the Division is on track to move into its permanent building by July and that in-person meetings may resume in August.

FINANCIAL REPORT

Ms. Lawler gave the financial report, which indicated that the Board had a cash balance of \$198,000.18 as of March 23, 2022.

APPROVAL OF MINUTES

Dr. Moro made a motion to approve the minutes of 2/25/2022 as amended. It was seconded by Dr. Zitzman. Motion carried.

NEXT MEETING is scheduled for August 19, 2022 at 8:30 AM MDT.

ADJOURNMENT

Mr. Baughman adjourned the meeting at 12:51PM MDT.