



December 15, 2020 **7:00-8:30PM**
COUNCIL OF LEADERS MEETING MINUTES

1. ICA President's Call to Order (*Steve Moody*)
Meeting starts at 7:05pm
2. Roll Call (*Steve*)
Jacq Herring, Steve Moody, Beronica Salazar, Lori Lodge, Lindsay Vik, Michelle Hopkins, Chad Yates, Ashley Rohrbach, Sean Nixon, Caitlin Hart, Garrett Nilsson, Anne Siron, Jenny Lamb, Jessica Lecertua, Stefanie Corbett, Cade Kirkhart (left at 7:30pm), and Brian Smith (joined at 7:20pm)
 - a. Voting Members (12); Quorum of 7 needed.
 - b. *Bylaws Chair will be late to the meeting to take on his agenda items.*
3. Call for Adoption of Agenda (*Steve*)
 - a. Vote on Late Agenda acceptance in order to vote on business (100% present required)
Steve motions we adopt the late agenda, Cade seconds. Ayes have it. No abstentions.
Motion carries.
 - b. New meeting procedures.
Steve reports we are trying to streamline meetings, in the future if anyone has anything they want to talk about to reach out to Jacq to put it on the agenda.
4. Call to Approve Minutes from Last COL Meeting: August 25, 2020 (*Steve*)
Caitlin moves to approve minutes from last COL Meeting, Stefanie seconds. Ayes have it. Motion carries.
5. Treasurer Report (*Lindsey Vik, Treasurer*)
Lindsay reports as of yesterday there is a \$147,574 in the account. Lindsay reports there is 12k in conference fees to pay. A little less than what we were sitting at last year due to lobbying costs. Lindsay reports the four year business account has \$9500, the two year business account \$7700. Lindsay reports no recommendations for actions at this time.
6. Membership Report (*Cade Kirkhart, Chair*)
Cade reports there are 443 active members (288 professional members and 151 student/retired members). Cade reports he is developing a membership manual to be passed on. Cade states he is also developing the membership committee, membership events, and benefits.
7. Marketing & Media (*Steve*)
 - a. ICA Newsletter
Steve reports he has a student (Carson) working on it. Steve reports looking at a newsletter to go out March/June/July/August/December. Steve reports he'd like to add in some division highlights, member highlights, and committee highlights.
8. Public Policy & Legislation (*Chad Yates, Chair*)
 - a. Update on PP&L recent action
Chad reports two weeks ago he sent an email to the members updating on what has been done on a bill coming out of the occupational licensing committee, telehealth for health care workers. Chad reports Liz Hatter (lobbyist) has been a huge help. Chad reports if there are any questions please refer back to his letter he sent out. Found out mid-way

through the November legislators were drafting a bill for telehealth to de-regulate it in response to COVID. Chad reports the Governor to expand actions/deregulate approach includes parity and access to telehealth services. Chad states legislators considering a bill that would allow counselors from outside the state to come in to Idaho unrestricted and treat clients within Idaho. Chad reports they (legislators) don't believe that unregulated access isn't a good idea, uncovered through the committee that it was always going to be a vote of yes. Chad reports his committee wrote them a letter strongly opposing this. Chad reports Lori testified at the meeting against the bill using the talking points from 11/30/20. Chad states another bill they voted on which had the following provisions 1. Providers not licensed in Idaho must have similar requirements in the state they are licensed in. 2. Provider not licensed in Idaho must provide an Idaho credential to provide services but don't say what the credential is. Chad states which may be that every board in every state would have to create an extra credential. Chad reports that these are some things they are watching right now. Chad states the bill has been written very vague and that nursing, doctors and dentistry not in favor of the language in the bill. Chad states another bill that may be introduced by Sen. Martin is more aligned with Idaho Telehealth Task Force reports group of physicians and providers that put together recommendations on how to provide telehealth/virtual care. Chad reports we may want to monitor further to make sure we are advocating for our best interests and best care for our clients. Steve asks if there is anyone who can help. Chad reports partnering with other organizations to expand our numbers we will be stronger moving forward. Chad requests if you see a call of action to call or to write key people. Chad states there are outside lobbyists who are lobbying pretty hard in favor of unrestricted access. Chad reports he is not opposed just has major concerns about if they are trained appropriately, if clients would have recourse and that Idaho counselors also have the same right to provide care in other states. Chad states other organizations shared similar opposition to the bill. Chad to send out a google survey what types of issues are important to them, what would they like paid attention to, so that everyone is unified. Chad request to look for that in January and drop a line if you have any questions or want to help support in any way.

- b. Look ahead to the 2021 Session
 - c. Interstate Compact Special Sub-Committee (*Steve*)
9. Conference Wrap-Up (*Anne Siron, Chair*)
- Anne reports a thank you to everyone that helped with the conference with the final numbers being 236 for Friday and Saturday and 62 for Thursday and 69 for Wednesday. Anne reports that due to low numbers for supervision training may not offer it in the future.
- a. Final Registration #s
 - b. Income Numbers net \$40326.68 Numbers were lower but profit was higher due to expenses being lower.
 - c. Conference budget updates (*Jacq*)
Jacq reports Executive Committee increased the conference budget a bit after the conference to thank people who went above and beyond. Jacq reported conference did really well, thank everyone who spent hours to help with the conference.
 - d. Future Conference Committee Development Sub-Committee (*Steve*)
Steve reports he is starting a subcommittee to lay out all the tasks so we can figure out the best way of moving forward. Steve states it is so divisions can have a better idea of what they want to take on. Steve reports working over the next couple of months to delineate stuff easier.
 - e. Overall thoughts from anyone

NEW BUSINESS

New ICA Address: P.O. Box

Jacq reports we are switching addresses again so we will have a permanent address starting next week and paying for 3 months of forwarding.

Nominations & Elections (*Lori Lodge, Past President & Chair*)

f. Election Timeline

Lori reports we will be getting nominations for president elect and secretary. Lori requests forwarding any names to Lori and she will reach out and talk with them about what that might entail.

g. Division Election Requirements (*Brian Smith, Bylaws Chair*)

Brian reports that Article 4 section 1 all officers shall be members of the corresponding national divisions which means 4 memberships for each member. Brian reports how you manage that is up to you, to vote on COL you have to have all of those memberships.

Website Issues (*Steve & Executive Director, Jacq Landa Herring*)

Jacq reports there has always been a concern about the amount of administrators on the site. Jacq states Wild Apricot isn't set up for the way we are using it and it's a security risk. Jacq states they tried to put measures into place and take away certain permissions. Jacq reports it still doesn't provide the protection it needs to. Jacq states in the month of October we were made aware by a member that we were sharing their info because they received an email by a different organization. Jacq states it was researched and yes someone had downloaded the membership list for their own personal use. Jacq reports the EC made the decision to remove administrator privileges and the media chair and ED will make changes. Jacq reports divisions have until July 1st, 2021 to set up their own website. Jacq reports ICA will help find options for the divisions and help them with set up if needed. Steve reports we need to do this for the protection of everyone involved. Stefanie asks if they will be able to get a list of their division members. Stefanie asks if the ICA website will still have links that go to their division website. Stefanie asks about the listserv if there will be a person they ask about sending stuff out on the listserv. Jacq responds that yes there will be a place to send those requests out. Sean asks are we going to communicate this to the membership at large that someone might have their info and if we know who did it are we going to ask them to purge the data? Jacq reports there is no way to enforce it unless we get legal fees involved. Steve reports it is a moving forward thing and shore it up so it doesn't happen. Sean asks if we know how much information was exported. Jacq reports we don't know how much of the info was accessed outside of the email address. Steve reports it was a breach by an internal person who used it. Stefanie reports it's close to HIPPA but it's not the same thing. Sean reports it was a business breach. Sean reports that if this comes out that we could potentially not look transparent. Jacq reports that CC info is not saved, CC processor keeps that information. Chad reports he would consult consumer and end user agreement to see what it says. Jacq reports she has not found one. Michelle reports for transparency we should send out an email to membership letting them know what happened and that their financial information was not taken. Stefanie asks if we should consult a lawyer. Jacq reports her husband is a lawyer and we can talk to someone further. Lori responds that Jacq can write a statement and have a lawyer potentially look it over and then a statement for the website. Beronica thinks it will strengthen us to do Lori's recommendation. Steve asks about a vote with Brian responding that it is a function of the EC. Steve reports he will get with some people to craft a statement.

Bylaws (*Brian Smith, Chair*)

IMHCA & ISCA Status Update

Brian reports he has updated the divisions on their status due to their national division splitting from ACA. Jacq reports we are going to consult with a lawyer as to what some of the liability could be. Brian reports they are still in the process of figuring it all out.

Policies & Procedures:

Conference Planning Edits to P&P Manual (*Brian*)

Chair calls for a Motion: To revise the Policy & Procedures Manual regarding the Conference Committee and ICA's policies related to conference production and relationship with Divisions, Chapters, etc. as indicated below in italics.

The Conference Committee will collaborate with the Executive Committee to establish ICA's relationship with Divisions, Chapters, and private entities, and to determine needs, delegate duties, and establish profit sharing at the beginning of the planning year.

With approval of the Executive Committee, the Conference Committee is authorized to establish ICA's relationship with Divisions, Chapters, and private entities, and to determine needs, delegate duties, and establish profit sharing.

Brian report this will allow conference committee to be more responsive from year to year on what they need. Gives them more autonomy to do that. Lori motions to revise the PP regarding the conference committee (see Brian's report for motion) Garrett seconds. Jacq reports at the beginning of the year after the president elect has discussed the theme and direction, they want the conference to take. Jacq reports the committee can get together and use the map to allow committee members or divisions to be able to help or know where they can help. Jacq reports building in flexibility and also have expectation that everyone has to pitch in if everyone is going to benefit from it. Stefanie responds this encourages people to help and be rewarded and allows other divisions to not skate by. Sean says he would speak in favor of this as the original profit sharing was to incentivize people to help. Steve reports he thinks this will help spread out the load. Steve asks if there is further discussion before moving to a vote. Ayes have it. Motion carries.

Website Security Issues & Executive Committee Decision moving forward
P&P does not include verbiage about ownership and use of the website; and therefore, a vote will not be to change a current policy or to implement a new one, as the Executive Committee has voted in its capacity on the policy moving forward. A motion would be to add the Executive Committee's decision into P&P.

Chair calls for a Motion to include new language:

Any information sent to the ICA membership list via the listserv will be conducted by the ICA Executive Director, Media Chair, Executive Committee Delegate(s). The All Contacts listserv option should never be used, because there are non-members on that list who have not agreed to receive ICA emails.

Jenny motions revise the PP admin and control of the listserv as listed above. Lindsay seconds.

Brian reports we need to create a policy to clearly define who gets admin control of the list serv and how it's supposed to be used. Steve asks for any discussion. Beronica asks the only people would be the ED and media chair and why do we have two non voting members with control of the listserv. Steve reports that it will pass through two people and doesn't necessarily need to pass through a voting member. Steve reports we need to amend to include more options of who can send out on the listserv. ICA ED, Media Chair, or EC delegate. Stefanie asks if there will be a limit of what people can send out on the listserv. Jacq responds that we are trying not to spam people with emails but going forward divisions could send out on their own listserv but they can send them to the ED in the meantime to send out.

Jenny motions revise the PP admin and control of the listserv as indicated above with the changes of an EC delegate. Beronica seconds. Ayes have it. Motion carries.

ICA WEBSITE POLICY

A. Ownership and Administration:

1. ICA's website and membership list are the property of the Idaho Counseling Association. Membership lists are the property of ICA and are not to be used for personal or private practice use. Exporting the ICA member list is strictly prohibited and discovery of membership lists being exported will result in the loss of administrator privileges.

2. Administrators on the ICA page will be established by the needs of ICA for ICA-related operations. The Executive Committee will designate those administrators as needed to perform only the duties assigned by the Executive Committee. Those administrators will be expected to read and sign a user-agreement drafted by ICA.

3. The Executive Director (or other appointee if Executive Director is not employed) and Media Chair will be the primary points of contact for all matters concerning the ICA website.

B. Divisions and Chapters

1. Effective July 1, 2021, each Division or Chapter will maintain and administer its own website separate from the ICA website.

Lindsay moves to revise admin and control for the ICA website as indicated above; Garrett seconds. Ayes have it. Motion carries.

ICA Final Budget Approval (*Jacq*)

Motion:

Jacq reports we need to approve the budget, the EC would like to add a 10k line item that by June we can have a huge welcome back LDI event. Jacq reports wanting to add 10k to leadership and membership benefits - such as a lawyer for members to consult with. Jacq reports we can do a pilot program and we are ready to reach out to an attorney that Lori has been working with. Steve reports having stipend money to give people to help with things like the newsletter, conference, admin type duties.

Lori moves we approve the budget as presented and Lindsay seconds. Steve asks if there is any other discussion. Ayes have it. Motion carries.

OTHER BUSINESS

Lori reports they are working with IDOPL on a program for impaired counselors. Lori states if anyone has any thoughts on that they will be taking a draft to the board in February.

Move to Adjourn (*Steve*)

Lori moves we adjourn the meeting, Caitlin seconds. Ayes have it. Meeting adjourns at 9:11pm