

West Virginia Board of Examiners in Counseling
Minutes
December 11, 2009

Time and Place: The West Virginia Board of Examiners in counseling met December 11, 2009 at Marshall University Graduate College's South Charleston campus.

Board Members present: Deb Frost, Chair
Chris Schimmel, Secretary
Beth Wright-Bragg, Member
Frank Hartman, Member
Robert Mays, Member
Marilyn Cassis, Member

Others Present: Jean Ann Johnson- Executive Director
Roxanne Clay- Program Coordinator

Quorum Established: Meeting called to order at 10:09am. A quorum was established.

New Member Introduction: Chairwoman Frost asked each new board member to introduce themselves. Jean Ann distributed a packet of all Board rules and encouraged new members to review items in packet and to always feel free to contact her or Roxanne at the Board should they have questions or should an individual approach them with questions.

Approval of Minutes: Minutes were reviewed for July 24, 2009 WVBEC meeting. Minutes were approved. M/S/P (Wright Bragg/Cassis)
Minutes were reviewed for Sept. 15, 2009 WVBEC meeting. Minutes were approved. M/S/P (Mays/Cassis)

Travel Forms: Travel forms were distributed and signed.

P-Card Approval: Having examined the P-Card records for September, October, November and December, 2009. July P-card approval is pending due to missing receipts. All records were in order. The board approved all purchased. M/S/P (Mays/Frost).

Credentialing: The credentialing Committee recommended 5 applicants for licensure. The Board approved new licenses for:

Brigid Mary Hundley
David A. Huggins
Deana Thaxton Samms
Janise Charmaine Kaufman-Young
Sherri D. Steele

M/S/P (Wright Bragg/Frost)

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- Annual Report: The 2007-2009 Annual report was prepared by Roxanne Clay and presented. Chairwoman Frost and Secretary Schimmel reviewed the annual report along with other Board Members in attendance.
- Distance Counseling: Secretary Schimmel led a discussion on the new movement in distance counseling. Motion made to table discussion until next board meeting when board members can review additional materials. (Mays/Cassis)
- Guest: Crystal Radar from Process Strategies spoke with the board regarding distance counseling. Process Strategies is considering implementing some distance counseling within the state and was reporting the intent to deliver such a service to clients in WV. The Board informed Ms. Radar that currently, the Board has no regulations regarding the practice. Ms. Radar was encouraged to constantly check back with the board on any new policies regarding distance counseling.
- E-Learning Course: Executive Director presented the idea that Don Hall, who has taught the supervision course in WV for years, has a desire to develop an on-line supervision course for potential ALPS. Mr. Hall will have to go through the approved provider application process. Mr. Hall will be required to submit the course and all material to the Board for review as well as any changes to the course and material. Two board members will review the course and the Board will issue final approval once the board members complete the review. Motion to allow Dr. Hall to proceed with delivery of this e-course as a continuing education offering passed. (Schimmel/Cassis).
- Issuing P-Card: Executive Director requested that she surrender her own P-card and get Roxanne Clay her own P-card. Jean Ann would remain the P-card coordinator, but the only card would be held by Ms. Clay. Motion passed (Frost/Wright Bragg).
- Request from LPC: Executive Director brought issue to the board where a current LPC has requested that the Board assist her in finding a way to help pay her renewal fee. There is no way, currently, for the Board to assist in this.
- Email Address for ALPS: Currently, we have three ALPS who do not have email addresses. Communicating with ALPS who do not have email addresses becomes problematic. It was recommended that all ALPS maintain an active email addresses for ease of communication.

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Executive Director's
Report:

Current balance is \$90,956.98 as of December 10, 2009. On December 2, 2009 the Executive Director and Ms. Clay attended the annual auditor's conference as required in WV code. On December 3, ED attended the P-card coordinator training as required in WV Code. The Board now accepts credit cards via the telephone and this seems to be going well. The cost of using the credit card is passed on to the user and the Board does not assume that cost. WV is #9 in the nation in terms of processing and paying state bills. WVBEC does not currently send bills electronically, but staff is working towards that. ED reported that, in the past, WVBEC has had trouble establishing a quorum; mostly based on the fact that the Governor's office has been slow to fill seats on the Board. A quorum is now based on a percentage of the members you currently have on the board and not the number of members you are supposed to have on the board. ED presented information provided by the Attorney General's office as presented by the Ethics committee on the topic of quorum. The ethics commission form is due February 1, 2009. The form is now available online. ED will email the link to all Board members.

Financial records were reviewed and approved.

Enter Executive Session:

Motion made to enter executive session M/S/P (Schimmel/Cassis). The board entered executive session at 12:45pm.

Exit Executive Session:

Motion made to exit executive session M/S/P (Schimmel/Wright Bragg). The board exited executive session at 2:12pm.

Complaint #01-09:

Applicant will be sent letter informing her that she failed to meet the board's requests given to her on June 9, 2009 and her provisional license will be withdrawn. (Cassis/Hartman).

Complaint #05-09:

Board now has signed consent order permanently revocating license of Brendan Murphy.

Complaint #08-07:

Mr. Higginbotham believes he is finished with counseling, however, a letter from his therapist indicates that he has, in fact, not successfully completed the counseling process. Therefore, Mr. Higginbotham has not completed the terms of the consent agreement. According to the terms of the consent agreement, Mr. Higginbotham should remain on suspension. He will be sent a letter reminding him of and outlining the terms of the suspension (Frost/Wright Bragg)

Complaint #08-09:

Motion to dismiss case (Mays/Cassis)

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Retirement Status: ED presented proposed certificate for retired licensees. This is a mechanism for volunteer work only.

Dates for 2010 Meetings: Meeting dates of March 5, July 9, and October 22, 2010 were established.

Adjourn: 2:31pm M/S/P (Schimmel/Hartman)

Respectfully submitted,

Christine Schimmel, Secretary