

**West Virginia Board of Examiners in Counseling  
Meeting Minutes  
February 25, 2011**

The WV Board of Examiners in Counseling held a board meeting on February 25, 2011 at Marshall University Graduate College. The meeting was called to order at 10:11AM.

**BOARD MEMBERS**

**PRESENT:**

Deb Frost, Chair  
Dr. Christine Schimmel, Secretary  
Dr. Lori Ellison  
Dr. Marilyn Cassis  
Bob Mays  
Beth Wright-Bragg  
Frank Hartman – 11:30 am

**OTHERS PRESENT:**

Jean Ann Johnson, Executive Director  
Roxanne Clay, Program Coordinator  
Lisa Kaplan, President, WVLP

**QUORUM ESTABLISHED:**

A quorum was established.

**MEETING MINUTES:**

Minutes from December 14, 2010 were reviewed. Motion made to accept. M/S/P (Mays/Cassis)  
Minutes from October 22, 2010 were reviewed. Motion made to accept. M/S/P (Schimmel/Cassis)

**TRAVEL FORMS:**

Travel forms were distributed, signed and returned.

**CREDENTIALING:**

The credentialing committee recommended the following persons for licensure: (M/S/P): (Cassis/Mays)  
Eric Todd Beeson  
Sarah Dean  
M. Lynette Ratliff  
Kristina Sipes Richmond

**RULE CHANGE:**

The Board reviewed Series 5: Disciplinary and Complaint Procedures for Counselors. Recommendations for changes were made. ED will update the policy with the suggested

recommendations and bring updated rule to the board for a vote.

**RECORD RETENTION  
POLICY:**

Jean Ann recommended that the Board adopt a record retention policy. Several options for record retention were presented. A final document was presented for adoption by the Board. A motion was made to adopt the presented policy with addition of P-card retention policy and retention policy for approved providers M/S/P (Ellison/Wright-Bragg)

**P-CARD REPORT:**

P-card reports from Roxanne Clay were reviewed for October, November, & December, 2010. Jean Ann Johnson had no P-card activity during this reporting period. P-card activity was reviewed and a motion was made to accept P-card activity. M/S/P (Schimmel/Cassis)

**EXECUTIVE DIRECTOR  
REPORT:**

Financial reports were reviewed. The current balance is \$14,352.76 as of February 24, 2011. To date, 46 renewals have been submitted and that has assisted in stabilizing the operating balance.

Roxanne Clay completed the 2008-2010 annual report and it has been successfully been delivered to all appropriate government agencies.

**WVLPCA REPORT:**

Lisa Kaplan presented on WVLPCA's legislative day at the WV legislature. Resolutions were introduced on the floor of the house and the senate recognizing LPC's. The day was spent lobbying and presenting issues to current legislators. Legislators were thanked for support in 2009. The issue of opening billing under Medicaid/Medicare for LPC's was presented. There was a strong presence. There was a lot of good support at the capitol for LPCs. There will be a vote today to adopt a study resolution for the interim session to explore reimbursement issues. The board thanked Lisa for the work that the association has been doing on behalf of LPCs.

**ENTER EXECUTIVE**

**SESSION:**

Motion was made to enter executive session – 1:12PM  
M/S/P (Mays/Frost)

Case# 03-10: Suspend license for a year (stay); 6 hours of  
ACA Ethics; maintain conditions of the court order;  
psychologist will send reports to the board and supervision  
by an approved ALPS for one year. If the LPC violates any  
aspect of the agreement, the LPC will have license revoked.  
M/S/P (Hartman/Mays)

Case# 01-11: Motion to dismiss. M/S/P (Mays/Cassis)

Case# 02-11: Motion to dismiss. M/S/P (Wright-  
Bragg/Cassis)

**EXIT EXECUTIVE  
SESSION:**

Exited executive session – 1:45PM

**MEETING ADJOURNED:**

The meeting was adjourned at 1:50PM  
M/S/P (Schimmel/Hartman)

Respectfully Submitted;

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Dr. Christine Schimmel, LPC, Secretary