

West Virginia Board of Examiners in Counseling Board Meeting  
October 11, 2013  
Meeting Called to order 10:20 AM

- Board Members Present:** Deb Frost, Chair  
Dr. Chris Schimmel, Secretary  
Dr. Marilyn Cassis  
Dr. Lori Ellison  
Beth Wright-Bragg (via telephone)
- Others Present:** Jean Ann Johnson, Executive Director  
Roxanne Clay, Program Director
- Minutes:** Minutes were reviewed and approved for the following meetings:  
May 3, 2013  
July 12, 2013  
September 9, 2013 M/S/P (Ellison/Cassis)
- Credentialing:** The following persons were submitted for licensure:  
  
Demetra I. Bowman  
Nicole Ruth Clark  
Buddy Dunkley, Jr.  
Alison V. Finch  
Jessica M. Kilgore M/S/P (Cassis/Ellison)
- P-Card Review:** Motion to accept P-Card activity for Roxanne Clay and Jean Ann Johnson for the months of April, May, June, July, August & September, 2013. M/S/P (Schimmel/Frost)
- Board Meetings:** Dates for future board meetings:  
December 17, 2013 (telephone)  
February 28, 2013  
May 2, 2013  
October 11, 2013
- New Business:** Board Elections. A motion/nomination for Deb Frost as Chair and Chris Schimmel as Secretary. M/S/P (Cassis/Ellison)
- Board Appointment:** We are still awaiting news from the Governor's office regarding board appointments. The Board is remains very concerned that the Board is not being fully constituted. The Board would very much like for the two candidates that have been submitted to the Governor's office to be considered.

Executive Director's  
Report:

Current balance is \$192,198.58 as of October 10, 2013. ED reported that the current finances are in good shape primarily due to this being a renewal year.

Oasis Update – Oasis is the new financial management system that is mandated for use by the state of WV. There have been issues in implementing the new system. The Board is receiving multiple emails each day requesting information that may or may not apply to an organization as small as our Board. Eventually, the system will make managing the money much easier, but as of right now, there are many glitches in the communication process for smaller boards.

Enter Executive Session:

Motion was made to enter Executive Session. M/S/P (Schimmel/Frost)

**Case #07-13:** LPC was at professional meeting and revealed that they, in general, do not do reports to CPS. LPC leaves this decision to report abuse up to supervisor. LPC indicated that they do not believe that LPCs are mandated reporters. Investigative team did an exceptional job investigating case. In investigation it was determined that the LPC is not well-versed in the protocol and the appropriate times in which a CPS report is required. LPC lacks awareness of the reporting mandate. Additionally, LPC is not up to date on the current ACA Code of Ethics. There were also issues with LPC's Informed Consent.

**Case #03-13:** LPC was treating minor client who was involved in a parental separation/divorce. LPC did make a mistake in that she did not contact non-custodial parent that the child was in counseling.

Motion was made to Exit Executive Session. M/S/P (Frost/Schimmel)

**Case #07-13:** Place under consent agreement with the following terms:

1. One year under supervision of an approved ALPS, that is outside of her current agency;
2. After one year, supervision may continue based on growth report from ALPS;
3. LPC must meet with supervisor a minimum of once every two weeks for supervision;
4. Supervision must include case review and focus on guiding the LPC in developing an updated informed consent, include issues related to mandated reporting, and include a focus on issues related to working with survivors of abuse and neglect. M/S/P (Wright-Bragg/Schimmel)

**Case #03-13:** Place under consent agreement with the following terms:

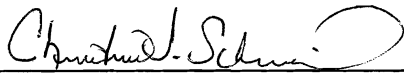
1. One year under supervision of an approved ALPS.  
M/S/P (Frost/Ellison)

**Applicant file discussion**

Applicant's PL, which has been extended three times, has expired. Board decided to take no action on the expired PL.

**Case # 02-13** LPC currently under consent agreement provided new Informed Consents for both Counseling and consulting work. The Board determined that the Informed Consents were not sufficient for the work that the LPC claims they are doing. The Board will request that the LPC rewrite these documents and resubmit. M/S/P (Frost/Ellison)

Meeting Adjourned: 1:19 pm M/S/P (Schimmel/Ellison)



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Respectfully Submitted: Dr. Christine Schimmel, LPC, Secretary