



**West Virginia Board of Examiners in Counseling Board**  
815 Quarrier Street, Suite 212  
Charleston, WV 25301  
Telephone: (304) 558-5494 Fax: (304) 558-5496

**Meeting Minutes**  
**FRIDAY, DECEMBER 11, 2015**

The WV Board of Examiners in Counseling held a telephone board meeting on December 11, 2015. The meeting was called to order at 11:05AM.

**Board Members**

**Present:**

Lori Ellison  
Christine Schimmel  
Marilyn Cassis  
Beth Wright-Bragg  
Lisa Westfall  
Jeff Jones

**Others Present:**

Jean Ann Johnson, ED  
Roxanne Clay, Incoming ED  
Kate Campbell, Attorney General's Office

**Others Present:**

None

**Quorum Established:**

A quorum was established.

**Public Comment Period:**

No public comments

**Credentialing:**

The Credentialing Committee submitted the following persons for licensure: M/S/P (Wright-Bragg/Cassis)

Collette R. Honsowetz - Reciprocity from MD

Willard A. Sheets - Reciprocity from OH

Laura M. Wilson - Reciprocity from MD

Victoria J. Shaws

Keith P. Cole



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**Enter Executive Session:** M/S/P (Cassis/Jones)

Case #01-16: LPC responded inaccurately to a question on their renewal application with regards to whether or not they had had a sanction or action taken on a license.

**Exit Executive Session:** M/S/P (Schimmel/Wright-Bragg)

**Executive Session Summary:**

Discussion was held with regards to Case #01-16. A motion was made to dismiss the case. M/S/P (Schimmel/Wright-Bragg)

**Retirement of Executive Director:**

A discussion was held regarding the retirement of the current ED. It has been determined that the current years of service for the current ED is not yet reaching a 15 year mark which would impact the Board responsibility for the insurance issues in retirement. Additionally, past payroll reports are to be provided by the state payroll office and this may take into the next year (January 2016). Past payroll reports are necessary in order to accurately account for the accrued leave time, sick leave time and years of service.

A motion was made to extend the current ED's retirement date in order to provide accurate accounting of hours towards retirement and benefits. M/S/P (Schimmel/Wright-Bragg)

**Meeting Adjourned:**

The meeting was adjourned at 11:45AM  
M/S/P: (Cassis/Jones)

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Christine Schimmel".

Dr. Christine Schimmel, Secretary, LPC