



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

**Meeting Minutes**  
FRIDAY, OCTOBER 26, 2018 @ 10:00 AM – 4:00 PM

The WV Board of Examiners in Counseling held a board meeting on October 26, 2018. The meeting was called to order at 10:06 AM.

**Board Members Present:**

Guy Gage, Chair  
Marilyn Cassis, Secretary  
Lori Ellison  
Jeff Jones  
Regina Burgess  
Anthony Onorato  
Lisa Westfall (joined via phone for the complaint portion of the meeting)

**Others Present:**

Roxanne Clay, Executive Director  
Keith Fisher, Attorney General Representative  
Warren Watts – Board investigator  
Jeane Ann Herscher – Board investigator  
Molly Greene – Board investigator  
Gary Patton – Board investigator  
Cam Moore- Board investigator  
Richard Stanley – Board investigator  
Maria Watts

**Quorum Established:**

A quorum was established.

**Public Comment:**

No one appeared before the board for public comment.

**Travel** - Members completed travel expense account settlement forms



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**Approval of Minutes:**

Draft minutes were distributed for review prior to the meeting. A motion was made to dispense with the reading of the following minutes and approve as distributed/printed: June 1, July 27, and August 29, 2018. (M/S/P: Jones/Ellison)

**Complaint Committee –**

**Currently Monitored or Pending Cases:**

**Case #03-18** – (Received 8/21/2017, 18-month mark – 2/21/2019) Administrative Hearing was held on October 11, 2018. Licensee did not attend. K. Fisher will complete the Findings of Fact and Conclusions of Law and send to the Hearing Examiner. Once the Board receives the Hearing Examiner's order to include his recommendations, the Board will review at the next scheduled meeting.

**Case #02-19** – (Received 8/6/2018, 18 month mark – 2/5/2020) Summary suspension issued 8/30/2018.

**Enter Executive Session:** (M/S/P: Jones/Ellison) 10:20am

**New Complaint Cases:**

**Case #09-18** (Received 12/13/2017, 18-month mark – 6/12/2019) – Complaint against a licensee alleging violations of the ACA Code of Ethics. Lead investigator, Gary Patton, was present during the discussion of this case.

**Case #01-19** (Received 7/2/2018, 18-month mark – 1/1/2020) - Complaint against a licensee alleging violations of the ACA Code of Ethics. Lead investigator, Gary Patton, was present during the discussion of this case.

**Case #08-18** – (Received 11/14/2017, 18-month mark – 5/13/2019) Pending Consent Agreement. Licensee's attorney submitted a letter to the Board.

**Case #13-18** (Received 4/25/2018, 18-month mark – 10/24/2019) - Complaint against a licensee alleging violations of the ACA Code of Ethics.



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**Two statement of complaints received by J. Nelson** - Letters received were unclear and included insufficient information.

**Case #12-18** (Received 3/12/2018, 18-month mark – 9/11/2019) - Complaint against a licensee alleging violations of the ACA Code of Ethics.

**Exit Executive Session:** (M/S/P: Onorato/Ellison) 12:26pm

**Investigative Committee**

**A. Investigative Committee Members-Intro**

Warren Watts (and wife, Maria) Jeane Ann Herscher, Molly Greene, Gary Patton, Cam Moore, and Richard Stanley were present and were introduced to the Board during the working lunch.

The Board recognized and presented a plaque to Warren Watts in honor of his many years of dedicated service on the Board's investigative committee.

Members expressed interest in completing advanced investigative training by CLEAR.

**B. Complaint Process Review & Investigative Reports**

A discussion took place regarding the Board's procedures for handling complaint cases and the investigative reports. J. Herscher, M. Greene and R. Clay will meet to work on establishing a checklist for investigators and to revise the template for the investigative reports.

**Financial Committee:**

**Purchasing Card Review:** Review was completed and approved for May, June, July and August 2018. (M/S/P: Burgess/Onorato)

**YTD Financial Summary and FY2018 Financial Summary:** G. Gage presented the Board with a review of the YTD and FY2018 financial summaries. The Board approved the reports as presented. (M/S/P: Ellison/Cassis)

**Enter Executive Session:** (M/S/P: Jones/Ellison) 2:51pm



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**Case #11-18** (Received 1/25/2018, 18-month mark – 7/24/2019) - Complaint against a licensee alleging violations of the ACA Code of Ethics. Lead investigators, Jeane Ann Herscher and Molly Greene, were present during the discussion of this case.

**Matter related to unlicensed practice of applicant for licensure** – Applicant was practicing in a setting which requires licensure. Currently the applicant is no longer in WV. The Board's AG presented options to Board to resolve the matter.

**Matter regarding LPC CE Audit – noncompliance** – LPC in non – compliance in meeting the CE audit requirements.

**Matter related to ALPS Application** – Credentialing Committee presented concerns related to an applicant for the Approved Licensed Professional Supervisor (ALPS) credential.

**Exit Executive Session:** (M/S/P: Cassis/Ellison) 4:20pm

**New Complaint Cases:**

**Case #09-18** (Received 12/13/2017, 18-month mark – 6/12/2019) – Board found no probable cause and a motion was made to dismiss case against LPC and to send licensee a letter of suggestion regarding the licensee's informed consent document. (M/S/P: Gage/Onorato)

**Case #01-19** (Received 7/2/2018, 18-month mark – 1/1/2020 - Board voted to delay action in order to further investigate this case. (M/S/P: Ellison/Jones)

**Case #08-18** – (Received 11/14/2017, 18-month mark – 5/13/2019) Licensee's attorney submitted a letter for the Board's reconsideration. Board voted to not change their prior determination to offer a consent agreement to the licensee. (M/S/P: Cassis/Onorato - J. Jones recusal)

**Case #13-18** (Received 4/25/2018, 18-month mark – 10/24/2019) - Board found no probable cause and a motion was made to dismiss case against LPC with no further action required. (M/S/P: Gage/Cassis)



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**Two statement of complaints received by J. Nelson** –Board accepted recommendation by K. Fisher and declined to move forward with the statements of complaints. (M/S/P: Cassis/Jones)

**Case #12-18** (Received 3/12/2018, 18-month mark – 9/11/2019) - Board found no probable cause and a motion was made to dismiss case against LPC and to send licensee a letter of suggestion. (M/S/P: Cassis/Ellison)

**Case #11-18** (Received 1/25/2018, 18-month mark – 7/24/2019) - Board determined licensee violated ACA Code of Ethics, section B.1.c. Respect for Confidentiality. A motion was made to take disciplinary action in which a consent order and agreement will be offered to the licensee. Board voted to give authority to settle the conditions of the agreement to the Board's AG rep., ED and one Board member. (M/S/P: Ellison/Onorato)

**Matter related to unlicensed practice of applicant for licensure:** Board voted to void the application. (M/S/P: Cassis/Jones)

**Matter regarding LPC CE Audit – noncompliance**

Motion was made to have K. Fisher will contact the licensee to explain what is required to resolve the matter. (M/S/P: Cassis/Ellison)

**Matter related to ALPS Application (Credentialing Committee)**

Board accepted the Credentialing Committee's recommendation that requires an applicant for ALPS to demonstrate a "stable employment history" of a minimum of two (2) years of counseling practice within the same agency/organization/facility. (M/S/P: Jones/Gage)

**Credentialing Committee** – The following individuals were approved for licensure:

**LPC:**

Nancy L. Bevins – Endorsement KY  
Amy Bowers – Endorsement NC  
Katee R. Conaway – Endorsement OH  
Dawna Michelle Eplion - Endorsement KY  
Emily Gayle Finomore - Endorsement CO  
Jessica L. Fox – Endorsement OH  
Michael Lewis Moore – Endorsement OH  
Bobbi Jo Teasley- Endorsement MT  
Lisa S. Chambers



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Maria Johanna Gaum  
Justin Lehman  
Lisa Dale Meade  
Kelley Sandell Sills  
Shannon Smith

**MFT:**  
None

**ALPS:**  
Kari Blizzard – Preston County  
Brian Ruehle- Monongalia County  
Dreama Short- Raleigh County

A motion was made to accept the above list LPCs and ALPS. (M/S/P: Onorato/Gage)

**AMFTRB Meeting – Marilyn Cassis - Tabled**

**Executive Director Report**

**Licensee Update –**

LPC: 960 current  
LPC-Retirement Status: 43  
Provisionally Licensed Counselor: 146  
Temporary Permit Counselor: 10  
LMFT: 5  
Provisionally Licensed Marriage & Family Therapists: 3  
ALPS: 247

**2017 LPC License Renewal CE audit results:** Ten % of LPC #s (98) were included in the random CE audit, this includes eight (8) "auto audit" from 2015. Results include six (6) LPCs that did not meet the CE audit requirements and will be included in the auto audit for 2019.

**2018 Trainings, Conferences and Presentations –**

**Attended since last formal Board meeting:**

- o Purchasing Division - Upcoming Changes to Procurement Law and Procedures (SB 283)  
R. Clay completed June 8, 2018 via Webinar



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- "Writing for Results" course offered by Division of Personnel – A. Shawver completed June 27 & 28, 2018 in Charleston (no fee to attend)
- Purchasing Trng: wvOasis Fixed Assets, In-house - R. Clay completed 3 hours (10 total Purchasing related hrs. required)
- Purchasing Trng.: wvOasis Procurement, via online – R. Clay completed 2 hours 8/17/2018 (10 total hrs. required)
- Required Training: WV Confidentiality Agreement – A. Shawver completed 8/23/2018
- Required Training: Think WV Privacy – A. Shawver completed 8/23/2018
- Required Training: WV Information Security Awareness Training – A. Shawver completed 8/23/2018
- NBCC 2018 State Licensing Boards Mtg. - September 19-21, 2018 @ Minneapolis, MN – R. Clay & A. Onorato attended. Also, L. Ellison attended as AASCB Board representative.
- AMFTRB Annual Mtg. - September 25-26, 2018 Philadelphia, PA. – M. Cassis attended
- PCard Certification Training - Agency Coordinator Trng. & Ethics Trng. Via online – A. Shawver completed both on 9/28/2018.
- Purchasing Division Conference October 3-5, 2018 @ Camp Dawson – A. Shawver attended and has fulfilled the annual 10 hour requirement.

### **Upcoming:**

- 2018 Required Auditors Seminar for Chapter 30 Boards to be held in Charleston on 11/27/2018. R. Clay, R. Burgess and A. Shawver are registered to attend.

### **Executive Order 3-18: Regulatory Review -**

R. Clay completed, and the Board reviewed, a report of all Board rules (legislative and procedural) to include: description, date first promulgated, date(s) modified, a determination of need and reason for such determination. Report will be submitted prior to deadline.

### **Consent Agreements**

Discussion took place regarding the language included in the agreements as it relates to the submission of the orders to the Secretary of State's office, and the reimbursement by the licensee of actual costs incurred in the investigation and disposition of each case.

### **Tele behavioral Health Ctr. Of Excellence – web resource**



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Discussion took place regarding the web resource and the inclusion of the web link to the Board's website.

**Board subcommittees**

**A. Ad Hoc Distance Counseling & Supervision Committee (includes portability/mobility)**

Anthony Onorato volunteered to serve on the committee. Committee will meet within the next two months.

**B. Personnel Committee**

G. Gage volunteered and also nominated Lisa Westfall to serve on the committee.

**Adjourn**

A motion to adjourn was made at 4:48PM. (M/S/P: Gage/Onorato)

Respectfully Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, MA Executive Director