



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, September 18, 2020 @ 10:00 AM –12:00 PM

Amended Board Minutes

The WV Board of Examiners in Counseling held a board meeting on September 18, 2020, via Zoom platform. The meeting was called to order at 10:10 AM.

Board Members Present:

Lisa Westfall, Chair
Regina Burgess, Secretary
Guy Gage
Anthony Onorato
Lori Ellison
Jeff Jones
Patrick Ward

Others Present:

Cheryl Henry, Executive Director WV Bd. Of Counseling
Amber Shawver, Administrative Assistant WV Bd. Of Counseling
Keith Fisher, Attorney General Representative

Quorum Established:

A quorum was established.

Public Comment:

None

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 5, 2020: (M/S/P: Gage/Ward)
August 7, 2020: (M/S/P: Onorato/Jones)
August 17, 2020: (M/S/P: Ward/Ellison)
August 28, 2020: (M/S/P: Onorato/Jones)

Enter Executive Session: (M/S/P: Jones/Onorato) 10:14 a.m.

Complaint Committee:



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Update on possible new board initiated complaint – After further investigation, no evidence that there is anyone practicing without a license or advertising as an LPC without a license. Recommendation of dismissal of further action.

Exit Executive Session: (M/S/P: Ellison/Onorato) 10:28 a.m.

Resume Executive Session: (M/S/P: Ellison/Jones) 11:00 a.m. Discussion of Case 11-20 fine and fees. Recommendation of \$150.00 for a fine and \$500.00 for fees.

Exit Executive Session: (M/S/P: Ellison/Jones) 11:15 a.m.

Possible Board Initiated Case - Motion to dismiss. Lack of evidence to pursue. (M/S/P: Gage/Ellison)

Case #11-20 – Motion to move forward with \$150.00 fine and \$500.00 fees to be paid. Keith Fisher can negotiate time frame to be paid with LPC and her attorney. (M/S/P: Westfall/Ellison)

Executive Director's Report:

PERD Audit: Submitted follow up of cases that were pending and now have resolved

WV Office of Technology Update: Continue to be on the list to have the work completed by WV OT. Libraries and jails are a priority by WV OT due to COVID. Cheryl continues to contact their office regularly to communicate our need to have work completed ASAP.

Update Board Contact Information: Each board member is asked to review their information and make changes as needed/wanted. An excel sheet was shared that tracks board members dates of membership and expiration dates of membership.

Miscellaneous/Other Business:

Changes to Legislative Rules: Proposed changes can be re-submitted June 2021.

Complaint Process: A new complaint tracking excel sheet was shared with board.

Investigative and Consent Agreement Tracking: A new excel sheet was shared that tracks history and consistency of decisions made on complaint cases.

Formation of CEU Committee: It was discussed that an additional board member assist in reviewing requests for approvals for CEU's for conferences and seminars and also new provider approvals. Currently, credentialing committee members, Lori Ellison and Regina Burgess review. Tony Onorato agreed to assist with review of CEU and provider approvals.

LPC Certificates/Cards: Discussion about streamlining process for signing and issuing new certificates and renewal cards. Electronic signatures of Chair and Secretary will be used on new certificates.

Investigator Reimbursement Committee: Committee will now consist of Patrick (head of committee),



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Guy and Lisa. Committee continues to work with E.D. on recruitment of new investigators, reimbursement to investigators and training of investigators.

Discussion of leasing the adjacent office in the building to store additional boxes of files. Motion made to contact REI to lease the office for a period of 6 months. (M/S/P: Westfall/Jones)

Next Board Meeting: Friday, October 23, 2020.

Adjourn

A motion to adjourn was made at 12:00 p.m. (M/S/P: Onorato/Jones)

Respectfully Submitted,

A handwritten signature in blue ink that reads "Regina Burgess".

Regina Burgess, MS, CRC, LRC
Secretary