

West Virginia Board of Examiners in Counseling
Minutes
April 16, 2007

- Time and Place:** The West Virginia Board of Examiners in Counseling met April 16, 2007 at the South Charleston Campus of Marshall University.
- Board Members Present:** John Charonko, Chair
Adrienne Biesmeyer, Board Member
Donna Evans, Board Member
Deborah Frost, Board Member
Robert Masson, Board Member
John Niles, Secretary
Chris Schimmel, Board Member
(No current Member was absent.)
- Others Present:** Jean Ann Johnson, Executive Director
Debra L. Hamilton, WV Deputy Attorney General
(Not present for Complaint proceedings or case review: Darlene Daneker and Tony Onorato)
- Quorum Established:** The meeting was called to order at 9:33 a.m. A quorum was established.
- Approval of Minutes:** October 20, 2006 Minutes were approved. M/P (Schimmel).
- Travel Forms:** Travel Forms were distributed and signed.
- P-Card Approval:** Having examined the P-Card records for February through March of 2007, Robert Masson recommended the Board approve them. M/S/P (Niles/Frost).
- Enter Executive Session:** The Chair announced that the Board needed to enter executive session in accord with WV Code 6-9A-4(b)(4) possible license suspension and 5-9A-4(b)(6) possible invasion of privacy. The Board voted to enter executive session. M/S/P (Schimmel/Evans). The Board held preliminary discussion of four cases, two applications, and a fee waiver request.
- Exit Executive Session:** The Board exited executive session. M/S/P (Evans/Biesmeyer).
- Complaint Summary:**
- Case #07-06:** The licensee's attorney has been slow to respond. The Board affirmed that the licensee must sign the Consent Agreement, or the Board will schedule a formal hearing.
- Case #09-05:** The licensee has signed the Consent Agreement, ceded the license, and made a first payment on \$2,000 Board expense.

- Case #02-07: The licensee will soon sign the Consent Agreement.
- Case #02-06: The former licensee requested change in status from suspension to probationary status. The Board affirmed that the person must fulfill the reinstatement provisions in the existing Consent Agreement.
- License Applications: The Board, having examined in detail the recorded hours of an applicant's supervised work with clients, was prepared to counsel her on what is needed to fulfill requirements. A person wishing a third informal interview with the Board will be advised that a formal hearing may be arranged with costs to be paid in advance.
- Request for Fee Waiver: An organization requested a waiver of the Board's \$50 fee for approving continuing education credit for a workshop. The Executive Director will respond that no exception will be made.
- Expired License: It appears that a former licensee has not removed the LPC designation from public listings of credentials as the Board's letter told her to do by March 15, 2007. The Board instructed the Executive Director to notify the West Virginia Board of Examiners in Social Work under which Heather Hagerman is currently licensed.
- Marriage and Family Therapy: The Board discussed Senate Bill 189 and House Bill 2530, both on marriage and family therapy that were proposed in the recent legislative session.
- Supervision Guidelines: Chris Schimmel distributed a draft of guidelines for Supervisors/Counselors of LPC's under consent agreements. She summarized the responsibilities of The Board, supervisor, and supervisee. Board members will offer comments to Chris by email before the next meeting.
- Portability Plan: An outline of a portability plan for the National Credentials Registry will be discussed at the Board's July meeting.
- Applicants and ALPS: The Executive Director's draft letter to ALPS and applicants was read by Members. ALPS must comply with Board rules and ethical requirements in providing sufficient hours of supervision at a reasonable cost. Offering continuing education credits to ALPS might encourage them to lower their fees. Robert Masson will continue to consult with Jean Ann on the matter.
- Executive Director's Report: The Board's account balance on April 13, 2007 approximately \$67,700.40. Financial documents for October, 2006 through January, 2007 were available for review. Renewals so far total 156; about 63 more are eligible to renew their licenses.

- Rule changes for 2008 need to be filed by July 27, 2007. Our Board does not plan to propose any.
The Executive Director continues to look for affordable office space.
The Board authorized hiring Roxanne Clay for hours deemed necessary by our Executive Director. M/S/P (Charonko/Frost).
- Questions from LPC's: The Executive Director brought several questions from LPC's to the Board, which made decisions on how best to respond.
- Enter Executive Session: The Chair announced that the Board needed to enter executive session in accord with WV Code 5-9A-4(b)(6) possible invasion of privacy. M/S/P (Frost/Schimmel). The Board then discussed an ethical matter that arose during evaluation of a license application.
- Exit Executive Session: The Board exited executive session. M/S/P (Biesmeyer/Frost).
- Advisory Letter: It appears that an ALPS signed off on hours that were supervised by a different ALPS. The Board instructed the Executive Director to dispatch an advisory letter.
- Pre-complaint Procedure: The Board decided that, for pre-complaint matters, the process set forth in Series 5 of the Board Rules be followed to investigate possible violations which come to the attention of the Board. M/S/P (Biesmeyer/Schimmel).
- Series 1, Licensing Rule: The Board discussed in detail certain sections of Series 1 and agreed on operational guidelines to carry out the provisions.
- Credentialing: The Credentialing Committee recommended twelve applicants for licensure. The Board approved new licenses for John Clark, Kathleen Crawford, L. Marc Ellison, Tammy Haught, Bridgette Kady, Mindy Mitchell, Dana Nugent, Melanie Pinkerman, Tiffany Pittman, Theobald Rowgh, Jeff Stadler, and Kristina Wiley. M/S/P (Evans/Frost).
- Applicant Interview: The Board met with Dr. Darlene Daneker regarding her post-doctoral application for licensure as an LPC.
The Board, wishing to be as helpful as possible under its Rule, then authorized letters to her and to her ALPS saying what additional documentation is needed to complete the application.
- Adjournment: The meeting adjourned at 3:48 p.m. M/S/P (Biesmeyer/Schimmel).

Respectfully submitted,

John H. Niles, Secretary