

West Virginia Board of Examiners in Counseling
Minutes
July 21, 2006

- Time and Place: The West Virginia Board of Examiners in Counseling met July 21, 2006 at the South Charleston Campus of Marshall University.
- Board Members Present: Deborah Frost, President
Adrienne Biesmeyer, Board Member
John Charonko, Board Member
Donna Evans, Board Member
John Niles, Secretary
Chris Schimmel, Board Member
(No current Member was absent.)
- Others Present: Jean Ann Johnson, Executive Director
(Not present for Complaint proceedings or case review:
Tony Onorato)
- Quorum Established: The meeting was called to order at 10:19 a.m. A quorum was established.
- Travel Forms: Travel forms were distributed and signed.
- Approval of Minutes: April 21, 2006 Minutes were approved. M/P (Charonko).
- P-Card Approval: Having been examined and signed by the Chair, the P-Card records for April through June of 2006 were approved by the Board. M/S/P (Niles/Charonko).
- Credentialing: The Credentialing Committee recommended twelve applicants for licensure. The Board approved new licenses for Denise Burgess, Shelia Chandler, Carolyn Cook, Lara Courier, Robert Cuthbert, Patty Deutsch, Kathie Hoffman, Anna Marcel de Her, Harold Petry, Binicki Shrewsbury, Nancy Taylor, and Veronique Walker. M/S/P (Schimmel/Charonko).
- Applicant Review: The Board approved the application of Holly Radford and allowed her to move ahead in the process toward licensure. M/S/P (Schimmel/Niles).
- Rule Changes: Proposed Rule changes were submitted on June 27, 2006. The Board discussed the two comments received from

LPC's regarding the proposed changes. The Board decided to proceed with the Rule change process. M/S/P (Niles/Schimmel).

- Presentation Expenses: The Board instructed the Executive Director, when she is asked to make presentations about licensure and related topics to groups, to request that travel expenses and a small honorarium be paid to the Board. M/S/P (Evans/Frost).
- Marriage and Family: John Charonko and Jean Ann Johnson reported on a legislative sub-committee hearing at which PERD recommended that there be no separate state board for licensing marriage and family therapists. After discussion, the Board unanimously reaffirmed its position that marriage and family counseling is a specialty within counseling and does not need separate licensing.
- ALPS Responsibility: It came to the Board's attention that some ALPS are not submitting quarterly reports to the Board on their supervisees and also are not responding in a timely manner to applicants who request supervision. The Board instructed the Executive Director to send a letter to all ALPS to emphasize that, if they wish to maintain their standing as approved supervisors, they must meet the stated requirements which include quarterly reports.
- Questions from LPC's: The Board directed Jean Ann how to respond to questions of concern to LPC's. In particular, the Board affirmed that while an ALPS should be advised that the Rule requires one hour of individual supervision for every twenty hours of counseling, we do recognize that some minimal amount of supervision may be performed in a group setting.
- Portability Plan: The Board needs to develop a Portability Plan for the National Credentials Registry. This will require a change in the Rule when the next legislative cycle opens. The Executive Director will request model language from other states' boards. Chris Schimmel, Deborah Frost, and Donna Evans will work on preparing a proposal.
- Protect Essential Records: The Board continues to review the protection of all essential records. We shall back up electronically as many records as possible, especially those dealing with complaint and disciplinary actions.

Complaint Procedures: The Executive Director is consulting the Assistant Attorney General to update and review all procedures and forms for the handling of complaints. This review will be completed on a yearly basis.

Executive Director's Report: The Executive Director reported that the CLEAR training that she and others sent by the Board May 16-18, 2006 was excellent.

Jean Ann has reminded her contact in the Governor's office that our Board needs to be at full strength to conduct hearings and Bob Masson's name has been submitted for consideration.

The Board's account balance on July 17, 2006 was \$83,461.59, and the financial documents for April, May, and June, 2006 were presented for anyone's review.

Office Rent: The Executive Director has found the costs of office space including utilities have been prohibitively high at the sites she has evaluated. The Board instructed Jean Ann to continue searching.

Elections: The Board elected John Charonko to serve as President and John Niles to serve as Secretary for the 2006-2007 term. M/S/P (Biesmeyer/Evans).

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 6-9A-4(b)(6) possible invasion of privacy. The Board voted to enter executive session. M/S/P (Schimmel/Biesmeyer). The Board then held preliminary discussion on six cases and reviewed one reapplication for licensure.

Exit Executive Session: The Board exited Executive Session. M/S/P (Schimmel/Charonko).

Complaint Summary:

Case #09-05: The Board determined that we shall move to a formal hearing, now scheduled for October 20, 2006. M/S/P (Frost/Schimmel). Niles abstained from voting. Charonko and Evans, as members of the Complaint Review Committee, abstained from voting.

- Case #02-06: The licensee Judy Barthelmess signed the Consent Agreement on June 20, 2006. The Board selected Wanda Dettinger to supervise counseling under the terms of the Agreement. M/S/P (Charonko/Schimmel).
- Case #05-06: The Board, finding that there is no probable cause of violations, dismissed the complaint. M/S/P (Charonko/Evans). Schimmel and Niles, as members of the Complaint Review Committee, abstained from voting.
- Case #04-06: The Board decided to send a Cease and Desist letter to the person practicing counseling without a license. A copy is to be sent to the counseling center from which this person rents office space.
- Case #08-05: The LPC has completed all requirements of the Consent Agreement and is now reinstated. M/S/P (Schimmel/Evans).
- Case #02-04: The LPC has completed all requirements of the Consent Agreement and is now reinstated. M/S/P (Frost/Evans).
- Reapplication for License: The LPC, whose license was suspended, has completed provisions of the Consent Agreement. The Board granted a one-year probationary license; he is to practice under the supervision of ALPS Cathy Bunger. M/S/P (Niles/Biesmeyer).
- Provider Numbers: The Board directed the Executive Director to issue new separate provider numbers to the Mountain State Counseling Alliance and to the West Virginia Counseling Alliance.
- Adjournment: The meeting adjourned at 4:03 p.m. M/S/P (Niles/Biesmeyer).

Respectfully submitted,

John H. Niles, Secretary