

**West Virginia Board of Examiners in Counseling**  
**Minutes: April 22, 2005**

Time and Place: The West Virginia Board of Examiners in Counseling met April 22, 2005 at the South Charleston Campus of Marshall University.

Board Members Present: John Charonko, Chair  
Adrienne Biesmeyer, Board Member  
Deborah Frost, Board Member  
John Niles, Secretary  
Bob Rubenstein, Board Member  
Dave Srebalus, Board Member

Others Present: Jean Ann Johnson, Executive Director  
Karen O. Thornton, WV Assistant Attorney General  
(Not present for Complaint proceedings or case review:  
Tony Onorato, Heather Hagerman, and Margaret Gomez)

Quorum Established: The meeting was called to order at 9:24 a.m. A quorum was established.

Approval of Minutes: January 7 2005 Minutes, amended to clarify that all actions on cases were taken outside Executive Session, were approved. M/P (Srebalus).

Supervisor Complaints: John Charonko appointed a subcommittee of Adrienne Biesmeyer and Dave Srebalus to develop a process to review questions or complaints about supervisors. It is to report at the July Board meeting.

Executive Director's Report: There was discussion of threatening messages from one S.R. Her letters have been left on file with the State Police, who recommend no further action at this time.

Copies of the Board's proposed "Open Meeting and Bylaws, Series 7" were distributed to Board Members. The Comment Period has passed without any response, and the provisions will take effect May 1, 2005.

The Board's Annual Report was delivered to the Capitol on December 8, 2004. Board Members expressed appreciation for the excellent quality of this report.

The Board will soon provide an option of making payments over the Internet for such services as new licenses, renewals, application fees, and packet fees. Customers will be charged a percentage of the regular fee when using this convenience. Verification companies will incur any additional charge, in order to encourage their use of the system.

The Executive Director reported that the Board's account balance on March 30, 2005, was \$37,211.22, which was deemed a satisfactory at the end of the first quarter of an odd-numbered year. To date we have received 127 license renewal applications. The Board was favorable toward hiring some clerical help this year to assist the Executive Director.

The Board is keeping up with paying current billings from the Attorney General's office; this is for services by the Assistant Attorney General at a rate of \$50 per hour.

There are currently four complaints in process. Seven complaint forms are in the hands of potential complainants.

The Board approved the new foil seal as the official Seal to be affixed to licenses. M/S/P (Srebalus/Biesmeyer).

There was discussion of Disclosure Statements. Licensees are to follow the instructions that statements on the Professional Disclosure sheet must relate to the competency listings in state law, but they may use their own wording. They should not list degrees that do not pertain to counseling.

Papers on specific topics from the February meeting of the Federation of Associations of Regulatory Boards were made available to Board Members. Karen Thornton attended that meeting.

Questions from LPC's:

In response to a question, the Board advises that a counseling license based only on a Bachelor's degree does not exist, nor is it likely in the future.

The Board allowed CPH and Associates, a reputable provider of professional liability insurance, can purchase a copy of the LPC list to use for marketing purposes.

An LPC may administer and interpret intelligence tests such as the WISC-IV if they have competence using this assessment. School Boards vary, however, in whether they will make a decision based on a report and recommendation by a school counselor or LPC. An LPC should make clear in advance to the client that it is the client's responsibility to determine what the local School Board will accept.

Credentialing:

The credentialing committee recommended nine of ten applicants for licensure. New licenses were approved for Amy Sims, Shelly Johnson, T.H. Grindstaff, Pamela Huwieler, Deborah Maiorano, Kelli Wanchik, Dolores Steeley, Monica Durrani, and Kimberly Miller. M/S/P (Srebalus/Frost).

Assessing Continuing  
Education Presenters:

There have been some complaints from LPC's that some continuing education offerings, especially in the area of ethics, have inadequate content. The Board currently pre-approves presenters of these courses for a two-year periods. The Board decided to make a random selection annually of six to eight pre-approved continuing education presentations, plus ones involving complaints, for evaluation. The Executive Director will request names and contact information of the participants, copies of feedback forms, the course outline, and other information as needed.

Senate Bill 112:

Bob Rubenstein will continue to monitor any proposed legislation similar to Senate Bill No. 112 that was introduced in the recent legislative session. This involves School Counselor Reimbursement.

Marriage and Family  
Therapy:

John Charonko appointed a working group of Deborah Frost and Donna Evans, with John Charonko and Jean Ann Johnson advising, to research and discuss the marriage and family therapy area of emphasis.

Travel Forms:

Travel forms were distributed and signed.

Rule Changes:

Revisions are needed in Rule 1. Tony Onorato, who has proposed wording to increase the required minimum of graduate course work for licensure, joined the discussion of the "Qualifications of Applicants" section of Rule 1. The

Board gave preliminary approval changes that will be emailed to Board Members. M/S/P (Srebalus/Frost). Final approval will be given at the July 22 Board meeting, after giving attention to any responses during the Comment Period.

Legal Matters: Karen Thornton will propose a rule change to enable the Board to comply with the WV Supreme Court decision regarding Violations of Child Support. The Board was briefed on voting and recusing oneself according to rules of the WV Ethics Commission.

Enter Executive Session: The Board entered Executive Session. M/S/P (Rubenstein/Srebalus). The Board held preliminary discussions on two cases.

Exit Executive Session: The Board exited Executive Session. M/S/P (Srebalus/Frost).

### **Complaint Summary:**

Case #04-05: The Board dismissed the complaint, since this Board does not have jurisdiction in this case. A cover letter will be sent to the subject of the complaint; it will note that, when any application for licensure is completed, the Board will consider the records of this complaint in making its decision. M/S/P (Srebalus/Rubenstein). Biesmeyer and Frost, as members of the Complaint Review Committee, abstained from voting.

Case #03-05: The Board dismissed the complaint since there is not sufficient evidence to warrant further proceedings. M/S/P (Srebalus/Frost). Charonko and Biesmeyer, as members of the Complaint Review Committee, abstained from voting.

Marriage and Family: Heather Hagerman and Margaret Gomez spoke to the Board with regard to a possible legislative initiative on marriage and family counseling.

Adjournment: The meeting adjourned at 3:47 p.m. M/S/P Biesmeyer/Niles).

Respectfully submitted,

John H. Niles, Secretary