



West Virginia Board of Examiners in Counseling Board

815 Quarrier Street, Suite 212

Charleston, WV 25301

Telephone: (304) 558-5494 Fax: (304) 558-5496

Meeting Minutes

FRIDAY, DECEMBER 9, 2016

The WV Board of Examiners in Counseling held a telephone board meeting on December 9, 2016. The meeting was called to order at 10:06 AM.

Board Members Present:

Lori Ellison, Chair

Beth Wright Bragg, Secretary

Chris Schimmel

Lisa Westfall

Marilyn Cassis

Guy Gage

Jeff Jones

Others Present:

Roxanne Clay, Executive Director

Kate Campbell, Attorney General Representative

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Records Retention Policy:

ED established and presented to the Board a Records Retention Policy. ED previously presented the policy to AG Representative, Kate Campbell, for her review and approval. The Board motioned to accept the policy. Next, the policy will be sent to the WV Department of Administration and WV Culture and History for final approval before the policy can be implemented by the Board.

M/S/P: Gage/Cassis

Credentialing Committee:

Brandy M. English

Heidi O'Toole

Matthew W. Bunner



West Virginia Board of Examiners in Counseling Board

815 Quarrier Street, Suite 212

Charleston, WV 25301

Telephone: (304) 558-5494 Fax: (304) 558-5496

Meeting Minutes

FRIDAY, DECEMBER 9, 2016

Christopher E. Campbell

Erika A. Morris

Jenna Lu Domp

Andrea Lefebvre - Endorsement from OH

M/S/P: Gage/Cassis

Financial Committee:

Committee submitted financial report for full board review.

Renewal of Lease:

May 31, 2017 the Board's lease will expire. The Finance Committee is examining a possible reconfiguration of the space and the lease.

There has been consideration with regards to moving to a new place in order to save money. ED has explored space in the Daniel Boone Building and at least one other space. Compared to these other places, our rent is cheaper. Additionally, the space where the Social Work Board is reasonable, but we would be required to lease more space than we actually need and would therefore increase our monthly cost.

The Finance Committee will make a recommendation to the Board at the February 2017 meeting for full discussion.

Status of Proposed Legislative Rules:

ED and Board Chair met with the Co-Chairs and the attorney for the Legislative Rule Making Review Committee (LRMRC). They felt the meeting went well and that there was a general understanding of our needs to increase fees.

Later that day the Board's proposed rule changes were presented to the entire LRMRC. There were two members that spoke in opposition of a fee increase. A motion was made by one of the members to hold the proposed rule changes over until the committee meets again in January to allow the Board to meet with the committee's staff for further discussion of the proposed fee increase.

The Finance committee is recommending that we attempt to move forward with our fee increase as proposed. The Financial Committee feels strongly that much thought and consideration was given to the



West Virginia Board of Examiners in Counseling Board

815 Quarrier Street, Suite 212

Charleston, WV 25301

Telephone: (304) 558-5494 Fax: (304) 558-5496

Meeting Minutes

FRIDAY, DECEMBER 9, 2016

proposed amount and it was determined that this was the amount needed to support the functioning of the Board. The Board's driving issue over the last 12 months has been fiduciary responsibility and this amount is a result of those conversations.

Based on the discussion regarding this issue, the Board agreed to move forward with the proposed fee increase.

2017 Meeting Dates:

February 10 – 10AM (Live)

April 21 – 1pm (telephone)

June 2 – 10AM (Live)

August 25 – 10AM (Telephone)

October 20 – 10AM (Live)

December 1 – 10AM (Telephone)

Meeting Adjourned:

The meeting was adjourned at 10:50AM

M/S/P: Schimmel/Jones

Respectively Submitted,



Beth Wright Bragg, MA, LPC, NCC