

Minutes
West Virginia Board of Examiners in Counseling
February 24, 2012

WV Board of Examiner in Counseling held a board meeting on February 24, 2012 at Marshall University Graduate College. The meeting was called to order at 10:07AM.

BOARD MEMBERS PRESENT: Debbie Frost, Chair
Dr. Lori Ellison (acting secretary)
Dr. Marilyn Cassis
Bob Mays

OTHERS PRESENT: Jean Ann Johnson, Executive Director
Roxanne Clay, Program Coordinator

QUORUM ESTABLISHED: A quorum was established.

MEETING MINUTES Bob Mays moved to accept the minutes for July 22, 2011 minutes. Marilyn Cassis seconded. Vote carried. Deb Frost moved to accept the minutes for September 1, 2011 and October 21, 2011 meeting. Marilyn Cassis seconded. Marilyn Cassis moved that the Dec 19, 2011 minutes be approved. Debbie Frost seconded.

TRAVEL FORMS: Travel forms were distributed, signed and returned.

CREDENTIALING: The credentialing committee recommended the following persons for LPC licensure: (M/S/P): (Cassis/Mays)
Bechdel, Maria
Chiasson, Kathleen
DiStefano, Matthew
Porter, Antonia
Stanley, Sonnee
Swartz, Melissa

MFT
Blair, Susan

Other Business National practitioner databank. Contacted Jean Ann about reporting to this databank any disciplinary actions that we have taken against licensees. We should have been sending this information but we were not notified of this until recently. Needed a letter signed permitting Jean Ann to report disciplinary actions to this databank. Databank is maintained by Department of Health and Human Services, Health Resources and Services Administration manages this databank.

Discussed the need to let those who have been disciplined that their action will be reported to this databank. This information will be added to the original letter sent to the licensee when a complaint is filed on their license. The Data Bank is asking for the information from Jan 2006-December 2009.

P-CARD APPROVAL:

Reports were submitted for July, August, September, December of 2011 and January of 2012. Roxanne's expenses were reviewed by Bob Mays and Jean Ann's were reviewed by Debbie Frost. Both were found to be in order.

FRANK'S RESIGNATION:

Frank Hartman resigned from the board for employment reasons. The board discussed the process of obtaining a new board member. We discussed three possible replacements: John Charonko, Guy Hensley Jr., and Sandra Harrah. Jean Ann will call John Charonko to see if he would be willing to serve. Bob will contact Guy Hensley if John is unable or unwilling. And Deb will contact Sandra Harrah if they are neither one able or willing.

EXECUTIVE DIRECTOR REPORT:

Bank balance at \$165,461.14 as of February 22, 2012.

COMPLAINT COMMITTEE:
(EXECUTIVE SESSION 11:00)

Jean Ann got a phone call regarding two individuals practicing without a license. One of the individuals had applied for license in 2008 but did not finish the process. The reporter did not wish to be identified. It is reported that both individuals have a current licensure certificates from another state hanging in a room in their home where the said counseling took place. The recommendation is a cease and desist letter to both individuals.

Bob and Debbie reported on licensee who self-reported the DUI and his compliance. They stated that the person has done everything needed to be done regarding this issue and it was over 5 years ago that the incident occurred (prior to licensure).

Broke executive session for lunch at 12:15

Executive session resumed at 12:59

QUESTIONS ON APPLICATIONS

(New and reciprocity)

Jean Ann discussed an applicant with questions about their application. It was decided that more information is needed from the applicant.

Exited executive session at 1:35

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Motion from Debbie Frost to send a cease and desist letter to the individuals in Huntington. Lori Ellison seconded and the motion passed.

Marilyn Cassis moved about the licensee who disclosed the DUI that there would be no further action. Bob seconded and motion passed.

Bob Mays moved that we ask for more information on the applicant regarding letters of recommendation and doctoral program comment. Seconded by Marilyn Cassis and motion passed.

MEETING ADJOURNED:

1:39 pm

Respectfully Submitted,

Dr. Lori Ellison, LPC, Acting Secretary