



**West Virginia Board of Examiners in Counseling**  
815 Quarrier Street, Suite 212  
Charleston, WV 25301  
Telephone: (304) 558-5494 Fax: (304) 558-5496

**Meeting Minutes**

FRIDAY, February 28, 2020 @ 10:00 AM –4:00 PM

The WV Board of Examiners in Counseling held a board meeting on February 28, 2020. The meeting was called to order at 10:02 AM.

**Board Members Present:**

Guy Gage, Chair (by phone)  
Regina Burgess, Secretary  
Lisa Westfall  
Anthony Onorato  
Lori Ellison (led meeting)  
Patrick Ward

**Others Present:**

Cheryl Henry, Executive Director WV Bd. Of Counseling  
Amber Shawver, Administrative Assistant WV Bd. Of Counseling  
Keith Fisher, Attorney General Representative

**Quorum Established:**

A quorum was established.

**Public Comment:**

Presentation by Amy Rickman, Necco WV Executive State Director/President Elect of the WVCA. Lynn Lindy/ACA participated by telephone. Discussion about Portability – An advisory board of Twenty people (consisting of Board E.D's, Lawyers, Educators, State Legislation Reps) 15 states Represented. A draft will be available by next summer. Information included: 60 hours of credit, 2 years post degree supervision, FBI background checks, course work in certain areas, have to have home state license. Through survey 60% of agreement among boards. AASCB work already completed on this topic.

**Approval of Minutes:**

Draft minutes were distributed for review prior to the meeting. A motion was made to dispense with the reading of the following minutes and approve as distributed/printed: December 2019. (M/S/P: Westfall/Onorato)



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**Enter Executive Session:** (M/S/P: Westfall/Onorato) 10:32 a.m.

**Complaint Committee:**

**Close Out Complaint Cases:**

- Case #03-19** – Consent Agreement and Supervisory Agreement both signed. Alps will report to board every three months.
- Case #06-19** - Pending receipt of Consent Agreement. Hearing will need scheduled.
- Case #07-19** – Preparation of Consent Agreement
- Case #08-19** – Investigator Mr. Stanley presented case. Offered a Consent Agreement. Hearing will need Scheduled.
- Case #09-19** – Consent Agreement received but wasn't notarized. Cheryl notified him to have it notarized
- Case #03-20** – Dismissed; letter will be sent

**Possible New Board Initiated Complaints:**

1. Disciplinary action against LPC in another state: Board initiated complaint by WVBECC
2. Inappropriate relationship between LPC and client: Need a formal complaint, only an email was received
3. Inappropriate relationship between LPC and client (2<sup>nd</sup> complaint): Need a formal complaint filed to pursue

**Exit Executive Session:** (M/S/P: Onorato/Westfall) 2:05 p.m.

**Case #06-19** – Motion to schedule hearing and send out notice (M/S/P: Onorato/Burgess)

**Case #07-19** – Motion to Find Probable Cause include Consent Agreement (counseling for 6 months/12 sessions and reimbursement of attorney fees. Thirty days from receipt or Board will schedule hearing. (M/S/P: Onorato/Burgess)

**Case #08-19** – Motion to schedule hearing and send out notice. (M/S/P: Onorato/Burgess)

**Case #09-19** – Tabled. Awaiting notarized consent agreement. (M/S/P: Onorato/Burgess)

**Case #03-20** – Motion to Dismiss. Lack of probable cause. (M/S/P: Ward/Burgess)

**Case #11-20** – (formerly known as B1) Motion for Board Initiated Complaint (prepare and file). (M/S/P: Onorato/Burgess)



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**Credentialing Committee** - The following individuals were approved for licensure:

**Licensed Professional Counselor – LPC:**

Morgan Blatt

Amy Bragg

Erin Deitzler

Kayla Hacker

Marcia Hahn

Tyler Kilbane

Amanda Maddy

Sabrina McCauley

Hope Hackemeyer Stanley

Sydney Menigoz

Jennifer Morris

Brittany Russell

Amy Sullivan

Michael Burns – Endorsement KY

Heather Sinnott- Endorsement PA

Brynn Simmons – Endorsement VA

Ruth Ann Sheetz – Endorsement MD

**Approved Licensed Professional Supervisors – ALPS:**

Gloria Mahin

Rachel Miley

Patricia Schultz

**Marriage/Family Therapist – MFT:**

Lyn O’Connell – Endorsement OH

Soad Tabrizi – Endorsement CA

A motion was made to accept the above list of LPCs, ALPS & MFTs. (M/S/P: Westall/Ward)

**Finance Committee:**

Budgetary Reports (December, January and partial February)

**Executive Director’s Report:**

**PERD Audit:** 1/10 letter received (1 violation=1 document found)



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**BRIM:** Cheryl will contact R. Clay to see how long portal was used

**WV Office of Technology Update:** Being proactive

**Legislative Updates:** list was provided; Legislature Reps. may be invited to meetings

**FARB Conference:** Conference was held 1/23-1/26 and was attended by Cheryl Henry

**Certemy:** licensing management software – Cheryl will meet with finance committee to discuss cost report

**Trainings and Presentations:** 4/1 Presentation by Cheryl and Amber to WVU Counseling Students; 4/21-4/23 Cash Management Conference; 4/23 WVCA Conference

**Investigator Compensation:** Cheryl will meet with Finance Committee to discuss

**Miscellaneous and Old Business:**

Revision of Investigative Complaint Report – Template will be developed for Investigation Report; Lisa and Patrick will create draft template for board review

Retirement Policy – Lori will work with Cheryl and Amber – present at next board meeting

Retention Policy – Records retention – Cheryl will work with Keith

Next Board Meeting: Friday, April 3, 2020 (telephonic).

Additional meetings scheduled:

June 5 (Flatwoods meeting)

August 28 (phone meeting)

October 23 (face to face meeting)

December 4 (phone meeting)

**Adjourn**

A motion to adjourn was made at 4:00 p.m. (M/S/P: Gage/Onorato)

Respectfully Submitted,

A handwritten signature in blue ink that reads "Regina Burgess".

Regina Burgess, MS, CRC, LPC

Secretary