

**West Virginia Board of Examiners in Counseling Meeting
Minutes: July 23, 2004**

Time and Place: The West Virginia Board of Examiners in Counseling met on July 23, 2004 at the Marshall University Graduate Center in Institute, West Virginia

Board Members Present: John Charonko, Chair
Donna Evans, Board Member
Deborah Frost, Board Member
Bob Rubenstein, Board Member
Dave Srebalus, Acting Secretary

Excused absence: John Niles, Secretary
Adrienne Biesemeyer, Board Member

Others present: Jean Ann Johnson, Executive Director

Quorum Established: The meeting was called to order at 9:21 A.M.

Approval of Minutes: M/P (Frost)

Review of Cater Case: Board ruled its position is aptly stated in the last letter sent to applicant regarding licensure. Until the applicant meets requirements stated in letter the board will not entertain any further action on the matter M/S/P (Frost/Charonko). Ms. Cater was invited to meet face-to-face with the Board to hear their decision.

Travel Forms: Signed by board members.

P-Card Approval P-Card purchases for the period between 12/03 to 7/2/04 were presented for review. All but the June, 2004 purchases have already been reviewed by the Auditor as well. Review of purchases accepted.
M/S/P (Srebalus/Evans)

Approval of New Licenses: The following individuals were approved for licenses: S. Behm, J. Crespo, M. Mobley, M. Bocook, A. Shafer, L.

McClung, A. Osoba, S. Kay, S. Evans, L. Lasor-Dorsey, C. Suber, D. Hodges, M. Martin, J. Ward. M/S/P (Srebalus/Frost)

Supervisor's Survey::

Survey distributed by Executive Director. Discussed by Board. Number of supervisees, fees, sessions per month, and length of sessions was reported. Issue raised about Board's duty to monitor supervisors. An option is requiring additional reporting by the supervisor, e.g. rating forms. Discussed requiring quarterly reports of supervision. Issues will be discussed further in a future session in conjunction with review of sample quarterly review forms prepared by the Executive Director. Actions proposed come from supervisor suggestions.

New Board Member Appointments:

Members with expired terms as of 6/60/04 include Srebalus, Evans, Biesemeyer. Moved Jennifer Adams as replacement for Srebalus. Donna Evans agreed to have her credentials resubmitted. Will check with Biesemeyer. M/S/P (Frost/Charonko)

Update of Rule Changes:

Changes still under review. Rubenstein will call a meeting with Frost and Tony Onorato to schedule a planning meeting. Two changes continue to be provisional license and the upgrade of the LPC to 60 hours.

Complaint Investigation Report:

Complaint 08-04 presented. Decision was not to pursue the complaint further (dismissed), but send a letter of caution regarding treatment boundaries and records. M/S/P (Charonko-Srebalus/Evans)

Executive Director's Report:

End of 6/04 there was \$65,062.36 balance for the Board. Comptroller inquired why the Board had not paid its legal fee bills from the Attorney General. The Board discussed the inability of the Board to pay these fees, due to its limited budget. The Board by law is to have legal

Complaint Procedures:

representation that must be supplied. After review of expenditures past and future it was determined that legal fees could not be paid and also have the Board operate. Vote was unanimous on this issue. Executive Director reported on P-Card conference. Described improvements in the various databases held by the Board. Distributed the license renewal information drafts to be sent 11/04. Board examined samples of new licenses and agreed on a design. Reviewed the proposed changes from Doren (EG Office) and decided to forward changes to our counsel, Karen. M/S/P (Srebalus/Charonko)

Question from LPC:

Reviewed a letter from a felon/sex offender, whether he would be licensed. Reply will be that review is a case-by-case basis and nothing prevents him from making an application or pursuing a master's degree. Inquires regarding counseling at the request of a non-custodial parent were referred to coordinator of family court. Questions regarding advertising of services of counselors under supervision for licensure must be reported accurately.

Open Meetings and Bylaws

Series 7 of Rule distributed along with verbal summary of legal opinion comments regarding content. Board members will review and comment for next meeting

Next meeting:

The next meeting scheduled will take place on October 22, 2004 at 9:00 A.M.

There being no further business, the meeting is adjourned 12:42 p.m.

Respectfully submitted

David J. Srebalus, Acting Secretary