

**West Virginia Board of Examiners in Counseling  
Minutes: July 21, 2005**

- Time and Place: The West Virginia Board of Examiners in Counseling met July 21, 2005 at the South Charleston Campus of Marshall University.
- Board Members Present: John Charonko, Chair  
Donna Evans, Board Member  
Deborah Frost, Board Member  
John Niles, Secretary
- Others Present: Jean Ann Johnson, Executive Director  
(Not present for complaint proceedings or case review: Lisa Burton and Tony Onorato)
- Quorum Established: The meeting was called to order at 9:32 a.m. A quorum was established.
- Application Procedure: A question was raised regarding the Board's procedure for receiving applications for licensure. Potential applicants must currently submit all components of their application in a single package. Some Professional Recommendation Forms are often slow in reaching the applicant, so the entire package is delayed. This, in turn, delays the applicant in working to build up the required hours of supervision. The present process protects persons, who are found not to be qualified, from wasting their time and money on supervisory expenses. The Board discussed the concept of sending a "proceed at your own risk" letter and of requiring that the applicant and her/his supervisor sign a waiver of such protection. This would then raise the question of how many hours of supervision obtained prior to completion of the application the Board would accept. The Board decided to explore a simplified or clarified approach in its initial licensing process at its October meeting. Educators' advice will be solicited and the Executive Director the processes used in other states.
- Approval of Minutes: April 22, 2005 Minutes, amended to note that the Board approved the P-Card records for January through March of 2005, were approved. M/P (Frost).
- P-Card Approval: The Board approved the P-Card records for April through June of 2005. M/S/P (Frost/Niles).

**Executive Director's Report:** The Executive Director reported that the Board's account balance on June 30, 2005 was \$94,996.50. The Board's 2006 expenditure schedule was submitted in a timely manner and approved and signed by the Director of the Budget on May 17, 2005.

To date we have renewed the licenses of 746 Licensed Professional Counselors through 2007. The licenses of 82 LPC's have passed the deadline for renewal. The system for online payments for renewals is being developed.

There are currently five complaints in process. Seven complaint forms have been mailed to potential complainants.

**Credentialing:** The credentialing committee recommended sixteen applicants for licensure. The Board approved new licenses for Charles Graham, Angela Hamilton, Steven Sturgill, Joni Blum, Kristina Robinson, Bonnie Bailey, Donna Lawson, Avery Flory, Nancy Weekley, Carla Sweet, Thomas Singleton, Lisa Rich, Christopher Tarr, Annette Crislip, Gregory Kenney, and Diane Gladen. M/S/P (Frost/Niles).

**Enter Executive Session:** The Board entered Executive Session. M/S/P (Evans/Frost). The Board held preliminary discussions on two case and one possible complaint.

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

### **Complaint Summary:**

**Case #05-05:** While there are grounds for disciplinary action, the Board decided to send a letter to the licensee noting that she has assured us that she will not renew her counseling license and warning her that prior to the expiration of her license she is to have no dealing with a court or agency in West Virginia unless the Board approves such contact. She will be informed that the Board will keep her case on file and will go forth with its probable cause finding if she does not abide by what she has told the Board. M/S/P (Evans/Charonko). Niles, as a member of the Complaint Review Committee, abstained from voting.

**Case #08-05** The Board will ask the Assistant Attorney General to send the licensee a Consent Agreement requiring continuing education, particularly in the area of dealing courts and parental rights, and requiring a period of supervision. M/S/P (Niles/Frost).

Charonko and Evans, as members of the Complaint Review Committee, abstained from voting.

**Possible Complaint:** The Board decided to consult the Assistant Attorney General whether an investigation can be carried out while a person is in our application process. This involves the Board's duty to protect the public.

**Questions to the Board:**

1. An applicant, who needs to take additional courses before taking the examination, requests to meet with the Board to discuss special circumstances. We shall issue an invitation to the October meeting and enclose a copy of the requirements for application.

2. An LPC described her experience while under supervision. The counselor will be encouraged to have the supervisors specify their hours in supervision.

3. Regarding an ALPS application, the Board affirmed that the applicant must complete supervisory training before beginning to supervise.

**Comments on Rule Change:** The Board reviewed comments received on the proposed changes in the Legislative Rule, Series 1. The Board decided to withdraw the proposed rule change for this year in order to make necessary improvements. A letter will be sent to all who made comments; a "Frequently Asked Questions" format will be employed to answer some of the concerns expressed. All LPC's will receive a similar letter. M/S/P (Niles/Charonko).

**Ethics Presentations:** There was discussion of current continuing education in ethics for counselors in our state. Noting that counselors are to practice in accordance with the ACA code and that trainers need to be very familiar with this specific code of ethics, the Board decided that all approved providers of continuing education in the field of ethics must have a Licensed Professional Counselor as one of the trainers. M/S/P (Niles/Charonko).

**Rule, Series 3 Review:** The Board reviewed and discussed Legislative Rule, series 3, License Renewal and Continuing Professional Education Requirements. The Board will start a file of changes in this portion of the Rule that may need to be proposed.

**Review of Renewals:** The Board reviewed specific license renewals and gave guidance to the Executive Director on particular instances of continuing professional education.

Resignation Accepted: The Board accepted the resignation of Robert Rubenstein as a Board Member. M/S/P (Niles/Frost).

Election of Officers: The Board elected Deborah Frost as President and John Niles as Secretary. M/S/P (Charonko/Evans).

Adjournment: The meeting adjourned at 3:57 p.m. M/S/P (Niles/Charonko).

Respectfully submitted,

John H. Niles, Secretary