



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, JUNE 9, 2017**

The WV Board of Examiners in Counseling held a board meeting on June 9, 2017 at the Braxton Tech Center, Sutton, WV. The meeting was called to order at 10:23 AM.

Board Members Present:

Lori Ellison, Chair

Chris Schimmel

Lisa Westfall

Marilyn Cassis (via telephone)

Guy Gage

Jeff Jones

Beth Wright Bragg (absent)

Others Present:

Roxanne Clay, Executive Director

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Travel - Members completed travel expense account settlement forms

Approval of Minutes –

Minutes were reviewed and approved for February 10, 2017 (M/S/P: Schimmel/Gage)

Minutes were reviewed and approved for April 21, 2017 (M/S/P: Schimmel/Gage)

Motion was made to enter Executive Session (M/S/P: Gage/Jones)

Complaints – Update on current active complaints:

Case 02-16: Board received update from therapist in Ms. Young's consent agreement. Ms. Young continues to cooperate with the therapist as well as an outside consultant on development of her informed consent. Ms. Young will technically complete her consent agreement in September, however, the initial evaluator requested that she be reevaluated in July/August 2017 which will occur.



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Case 01-17: This case was viewed by the committee as fairly straight forward with no recommendations for sanction against the LPC. The view of the committee is that the client remains unstable and the accusations were probably a result of the client's instability. The committee felt there was no wrong doing on the part of the LPC. The committee noted the thoroughness with which the LPC had completed case notes on the relationship and how those notes assisted in reviewing the case.

Exit Executive session (10:35AM) (M/S/P: Gage/Jones)

01-17: Motion was made to dismiss case against LPC with no further action required (M/S/P: Jones/Gage)

Credentialing Committee – The following individuals were approved for licensure:

LPC:

Leslie Erin Bolock
Elizabeth Antoinette Brooke
Yukiko Comstock
Alexis Shontae Cox
Brandie Nicole Dodd
Brenda Renee Everett
Pamela Roberts Gibson
Kaitlyn Ruth Nida
Michael G. Burns
Ryan Jeffrey Dallatore
Bryan e. Henchey
Edward S. Hinson
Lisa M. Rainey
Eric David Schomburg
Teresa N. Vaughan

MFT:

N/A

ALPS:

Valerie L. Hutson – Harrison
Andrea D. Lefebvre – Brooke
Lori S. Stewart – Wyoming



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Warren Watts - Berkeley

A motion was made to accept the above list LPCs, ALPS, and MFTs. (M/S/P: Gage/Jones)

Distance Counseling Ad-Hoc Committee:

The committee has examined the literature on the issue of distance counseling. Many entities have developed either position statements or guidelines on the issue of technology and several are making strong statements about how we proceed on the issue. The committee needs more time to examine the differences between practice of state boards and agencies. The committee continues to work towards some recommendation on how this board should approach distance counseling. The committee is hoping to make a more formal presentation at the October 2017 Board meeting with regards to specific recommendations.

Financial Committee:

P-Cards: Purchasing Card review was completed and approved for January, February, March, and April 2017. (M/S/P: Schimmel/Cassis)

YTD Summary of Revenue & Expenditure

Ending Cash balance of 6-7-17 is \$219,914.57.

Currently the financial health of the Board is solid. The Board is getting a better understanding of the fees outgoing to the Attorney General's office and it's all around expenses.

A motion was made to eliminate the fee charged for application CD and the fee associated with pre- and post- approval of CEU offerings. (M/S/P: Schimmel/Jones)

The Board considered a new per diem schedule for 2017-2018. The one objection to the proposed per diem schedule was the reimbursement of any Board member who is an LPC who attends a conference where they accumulate CE credit. It was felt that LPCs attending a conference on the finances of the Board should not receive a per diem for attendance. A note will be made that Board members who are LPCs are strongly encouraged to refuse receiving reimbursement for attendance at conferences where they receive continuing education. A motion was made to accept the proposed per diem schedule (M/S/P: Westfall/Cassis)



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Renewal of Lease – The lease renewal is underway. The current owner of the building is working with the State of WV to resolve some issues of their “vendor status” with the state, therefore, there will be several months’ rent carried over to FY2018 and will be paid once the issue is resolved and once the new lease, signed by all needed parties, is received by the Board. This will cause a larger rent to come out of the finances in the next few months and from the FY2018 budget.

A motion was made to accept, as printed, the current financial report. (M/S/P: Cassis/Schimmel)

Personnel Committee

The Board as a whole felt that in order to consider an increase in pay for employees, a recommendation for said increase must come from the personnel committee to the finance committee for consideration. Currently, the Board is only in possession of an evaluation for the Administrative Assistant. The Board would like to see an evaluation on the Executive Director before considering a pay increase. The personnel committee did make a recommendation to the finance committee at this meeting to act on a pay increase for the Administrative Assistant.

A motion was made to increase the current Administrative Assistant’s salary to \$27,000 as of August 1, 2017. (M/S/P: Schimmel/Westfall).

The personnel committee will convene within the next 30 days to complete an annual review of the current ED and recommend a pay increase to the finance committee once the annual review is complete.

Old Business

Temporary Permit Procedures

The board discussed how to handle applications for temporary permits for the time between a university semester ending and the “rolling” of transcripts by the registrar’s office. Two solutions were to accept an “unofficial transcript” from the applicant and/or request a letter of completion from a department representative that is familiar with the student’s progress in or completion of the program. The Board then discussed requiring both items from the applicant. A motion was made to allow temporary permit applicants to submit an unofficial transcript AND a letter from a department representative as proof of program completion (M/S/P: Jones/ Westfall)



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The ED requested the use of e-signature for both provisional licenses and the temporary permits. A motion was made to allow this process. (M/S/P: Westfall/Jones)

2017 Legislative Session Update

House Bill 2839 – The legislature is updating the schedule for PERD Audit. The next PERD Audit for the WVBE is 2019. There are some improvements that can take place prior to the audit that will allow the Board to be more in compliance with regulations (most improvements involve issues of technology). The ED will begin working on some of those issues in the early fall of 2017.

House Bill 2631 – This bill deals with the timeliness of complaints. This bill outlines that if a delay occurs that prevents the complaint from being completed within 18 months and that delay is due to action of the accused or their representative, the complaint cannot be automatically dismissed.

New Business

The Renovo Center

Board decided that the discussion was moot at this time.

Joint Statement on National Counselor Licensure Endorsement Process

Chairwoman, Ellison presented the recent announcement regarding licensure portability. AASCB and ACA have released position statements/proposals for endorsements. The Board discussed and expressed concerns over the proposal by ACA and instructed the ED to send Catherine Roland of ACA a note that expresses our concern over the educational requirements (or lack thereof) in the ACA proposal.

Procedures for Closing out Complaint Cases

The ED requested permission to close out complaints (where no complicating circumstances exist) upon completion of the consent agreement without having to return to the Board for permission to close out the case. (M/S/P: Jones/Schimmel)

WVCBAPP Inquiry

AG Rep Campbell recommends sending a note in response to the inquiry.



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Executive Director Report

Board Rules

Rules have been filed with Secretary of State's office. All rules go into effect July 1, 2017.

Licensee Update –

LPC: 998 current

LPC-Retirement Status: 27

Provisionally Licensed Counselor: 106

LMFT: 6

Provisionally Licensed Marriage & Family Therapists: 0

ALPS: 243

Trainings & Conferences – The ED completed additional training on purchasing and she attended a cash handling conference on April 24-26, 2017.

The ED and one Board member will attend the 2017 NBCC/CCE State Licensure Board's meeting on August 9-11, 2017. The ED will attend the purchasing conference on August 23-25. Board member Cassis will attend the AMFTRB in October in order to keep the Board abreast of MFT issues. The AASCB will take place next January in TX. Board members need to be thinking about who might want to attend. Auditor's Seminar will be November 29, 2017.

FARB will be held in January 25-28, 2018. The ED would like to be able to attend. CLEAR will be held September 13-16, 2017. The ED will approach CLEAR about conducting a training in WV (in conjunction with other boards) as this would be beneficial to our Ethics Investigative Team.

The next formal board meeting will be October 20, 2017 in Charleston.

Adjourn

A motion to adjourn was made at 2:20PM. (M/S/P: Schimmel/Westfall)

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Christine Schimmel".

Dr. Christine Schimmel, LPC