

**West Virginia Board of Examiners in Counseling Meeting
Minutes: October 22, 2004**

Time and Place: The West Virginia Board of Examiners in Counseling met on October 22, 2004 at the Marshall University Graduate Center in Institute, West Virginia

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

Excused absence: John Niles, Board Secretary

Others present: Jean Ann Johnson, Executive Director
Warren Watts, Jeane Ann Herscher, Ruth Stitt

Quorum Established: The meeting was called to order at 9:30 A.M.

Approval of July, 2004 Minutes: Minutes approved for the July, 2004 meeting. M/P. (Biesemeyer)

Travel Forms: Distributed and signed.

Credentialing: New licenses were approved for: G. Lobb, T. Hughes, E. Elliott, B. Barbato, and J. Perry. M/S/P (Srebalus/Charonko)

AG Counsel Report: Discussed a case of an LPC, former priest who was removed from his ministry because of charges for sexual molestation. The Board will investigate the case, pending the opinion of AG Counsel. The AG stipulated an investigation can occur without a formal complaint. Counsel recommended that the Ethics Committee follow-up with an investigation of the LPC's involvement in the allegations. The "seat of government" question involving the Lottery Commission is being

interpreted narrowly, and does not seem to apply to the Board.

Case #02-04 is a case in which there is probable cause for moving forward with the complaint. The LPC suggested negotiation, but the Board has moved on revocation of the license. Upon further review a motion was made to rescind the previous recommendation for revocation, pending further investigation. M/S/P (Frost/ Biesemeyer) There is cause for disciplinary action, but additional information may affect the final action. A meeting will try to be scheduled with the LPC. AG Rep and the members of the review committee, to resolve the action. If that fails, a formal hearing will be scheduled.

Complaint procedures were reviewed. A motion was made to adopt the procedures reviewed during the meeting. The document is viewed as an interpretation of the Rule, to be used to help the Board consistently respond to complaints. M/S/P (Frost/Biesemeyer)

Complaint Updates:

Case #07-03 was updated. The consent agreement was updated regarding expenses incurred and sent to the attorney for the LPC. It remains unsigned. It was relayed to Board legal representation to conclude the matter.

Supervision Forms:

The ED distributed new supervision forms for review. Editing suggestions were made. The forms are viewed as useful tools for supervision. The quarterly reports must be filed with the final Supervisor's Verification and Assessment Form. Motion made for this M/S/P (Charonko/Srebalus) The forms will be used for new supervisees since 9/1/2004, but available to persons already under supervision.

Executive Director Report and P-Card Approval:

Need for a new computer was authorized. M/S/P (Biesemeyer/Evans). Discussed

what the Board can pay the AG Office for services. Currently a little over \$7,000 is owed. Motion to look at what was affordable, and suggest \$300 per month, see if balance can be reduced or a reduction in the hourly fee or a regular monthly retainer. See what options the AG would find suitable. Monthly retainer would be the preference of the Board. M/S/P (Charonko/Srebalus)

Accepting payment over the Internet was explained. The Board can use the State, to collect \$150 for renewal with 2.25% credit card charge that goes to the State. Applies to electronic payment only. Motion to do the online payment. M/S/P (Charonko/Frost).

Discussed putting all forms in PDF format for renewals to download. The purpose is to save money and time. Forms for application and renewal can be sent for a fee.

The ED distributed a draft of a brochure to be used to educate potential applicants, both during and after entry-level training. Bob R. and Debbie F. have agreed to do the final editing.

New licensure certificates were shown to the Board members.

Questions from LPC

The Board reviewed an e-mail written to the ED on 10/14/2004. The Board ruled that her contract work does not meet the requirements for exemption, as stipulated in the code.

Resolution of a continuing ed issue. The person was to take a college course in child custody issues. If it cannot be found, partial satisfaction of the ceu requirement can be satisfied by the workshop, as described in the brochure submitted to the Board.

Complaint Investigation Report:

Case #10-04: The Complaint Review Committee recommended dismissal of the complaint. M/S/P (Biesemeyer&Evans/Srebalus)

Case #02-05: The Complaint Review

Open Meeting and Bylaws:

Committee recommended dismissal of the complaint. M/S/P (Biesemeyer & Evans/Srebalus)

Series 7 of the Rule was distributed. The Board went over each point in the document. The ED has the copy of the revisions suggested. It will be revised and submitted to the Secretary of State.

Introduction of Investigators:

Three of the 4 complaint investigators met with the Board for the purpose of introductions, and for the Board to express its gratitude for effort investigators have made in processing complaints.

Next meeting:

The next meeting scheduled will take place on Friday January 7, 2005. Other meetings in 2005 will be April 22, July 21-22, and October 21.

There being no further business, the meeting is adjourned 4:10 p.m.

Respectfully submitted

David J. Srebalus, Secretary