

**West Virginia Board of Examiners in Counseling  
Minutes  
October 24, 2008**

Time and Place: The West Virginia Board of Examiners in counseling met October 24, 2008 at Marshall University Graduate College's South Charleston campus.

Board Members present: Deb Frost, Chair  
Chris Schimmel, Secretary (via telephone)  
Donna Evans, Board Member  
John Charonko, Board Member  
Bob Masson, Board Member  
Adrienne Biesemeyer, Board Member

Others Present: Jean Ann Johnson-Executive Director  
Roxanne Clay- Office Assistant

Quorum Established: Meeting called to order at 10:15am. A quorum was established.

Approval of Minutes: Minutes were reviewed for July 22, 2008 WVBEC meeting.  
Minutes were approved. M/S/P (Charonko/Masson)

Travel Forms: Travel forms were distributed and signed.

P-Card Approval: Having examined the P-Card records for July, August, and September 2008. All records were in order. The board approved all purchased. M/S/P (Biesemeyer/Evans).

Credentialing: The credentialing committee reported that they have had several applicants submit quarterly logs that do not meet the 50% direct service ratio and the 20:1 supervision ratio. The committee recommended sending notices to applicants who do not meet the required ratios that they need to be in compliance with both requirements.

The Credentialing Committee recommended 13 applicants for licensure. The Board approved new licenses for:

Jennifer R. Adams  
Victoria B. Cameron  
Valerie E. Corley  
Angela Cosner  
Bryan E. Henchey  
Martha Kesler  
Candace Danielle Layne  
Carol Ann Lewis  
Donald F. Miller  
Robert John Schacht  
Kathleen Elizabeth Servian  
Melanie Dawn St. Clair  
Melissa D. Wolfe

M/S/P (Biesemeyer/Charonko)

Renewal Forms: Due June 30, 2009. Executive director and assistant will get out forms during either December or January.

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- Disciplinary Cases: Executive Director reported certain procedural issues concerning disclosing disciplinary cases to agencies requesting verification of LPC's status. Historically, ED sends letter that disciplinary action has been completed to the satisfaction of the board when that is the case. Some agencies are requesting more information on disciplinary action taken against LPC and ED has so far only given information that indicates that the LPC is in "good standing." ED requesting direction on whether or not to provide consent agreement along with standard response letter. The board advised ED to continue to send standard letter verifying that the LPC has been returned to "good standing" and that any further information can be obtained by submitting a FOIA.
- P-Card Coordinator Training: ED attended P-Card training on October 2, 2008. ED and Assistant attended the mandatory auditor's training on October 1, 2008. Discussion focused on the board's use of social security numbers on applications. NBCC uses social security numbers to track test takers and data and they have not plans of changing their use of social security numbers. Therefore, it is necessary to WVBE to continue to require that applicants supply their social security number. ED requested that we develop statement informing applicants why social security numbers must continued to be supplied on the initial application.
- Executive Director's Report: Current balance is \$52,630.00 as of October 23, 2008. It was again noted that renewals will begin to come into the board within the next 6 months and will create additional revenue for the board.
- Financial records were reviewed and approved.
- Board Appointments: There continues to be NO CONFIRMATION OF NEW APPOINTEES FROM GOVERNORS OFFICE.
- The requests for appointments for Beth W. Bragg and John Griffith are currently at the Governor's office, but no decision has been provided to the board.
- A. Biesemeyer submitted the name of a possible lay person, Daniel Seams from Lewisburg, WV. Concern was issued over his not having an advanced degree. A motion was made to present Daniel Seams resume to the governor's office for approval (Biesemeyer/Masson). Motion passed 5-1 (Schimmel voting against).
- Bob Masson indicates that he is interested in continuing his service to the board, but his life circumstances may prohibit him from serving.
- Enter Executive Session: Motion made to enter executive session M/S/P (Schimmel/Frost). The board entered executive session at 11:30am.
- Exit Executive Session: Motion made to exit executive session M/S/P (Evan/Charonko). The board exited executive session at 12:00pm.
- Complaint #05-07 Approved supervisor for consent agreement. M/S/P (Masson/Schimmel)
- Complaint #06-07 Approved supervisor for consent agreement. Board recommended sending LPC a letter commending them on their efforts at remediation. M/S/P (Masson/Charonko )

