

STATE OF ALASKA  
DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT  
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING

BOARD OF PROFESSIONAL COUNSELORS  
May 4-5, 2017  
MINUTES OF MEETING

By authority of AS 08.01.070(2) and AS 08.95.020, and in compliance with the provisions of AS 44.62, Article 6; a scheduled meeting of the Board of Professional Counselors was held in Anchorage, Alaska, at 550 W. 7th Avenue.

Thursday, May 4, 2017

**Call to Order/Roll Call 9:33 A.M.**

Board members present, forming a quorum of the Board, were:

Anne Brainerd Marko, Licensed Professional Counselor, Chair  
Eleanor Vinson, Public Member  
Debra Hamilton, Licensed Professional Counselor

Present from the Division of Corporations, Business, and Professional Licensing at various times were:

Nina Ackers, Investigator  
Renee Hoffard, Licensing Examiner

Board members Stephanie Johnson and Harold Henderson were excused from this meeting.

Public present: Jim Mcloughlin, Alaska Division of Behavioral Health

**Ethics Reports**

There were no ethics violations to report.

**Review Agenda**

The Board reviewed the agenda: Renee recommended striking agenda item 11, correspondence as none had been received.

**On a motion duly made by Debra Hamilton, seconded by Eleanor Vinson, and passed unanimously, it was RESOLVED accept the agenda as amended.**

**On a motion duly made by Anne Brainerd Marko, seconded by Debra Hamilton, and passed unanimously, it was RESOLVED that the Board would enter Executive Session in accordance with AS 44.62.310(c) and Alaska Constitutional Right to Privacy Provisions, for the purpose of discussing matters involving consideration of government records that by law are not subject to public disclosure. Board staff Renee Hoffard to remain during the session.**

Off Record at 9:38 am  
Return to record at 9:50 am

### **Investigator Report**

Investigator Nina Ackers joined the meeting at 10:02 to introduce herself as the new investigator and to provide the investigative report. The report she provided detailed 1 open complaint and 1 licensee currently on probation; the licensee on probation is currently compliant with the terms of the consent agreement.

Investigator Ackers exited the meeting at 10:15 am.

### **UAF CACREP Update**

Dr. Gifford, Dr. Dahl, and Dr. Renes joined the meeting telephonically to provide the board with an update on the University of Alaska, Fairbanks counseling programs accreditation process. The program is continuing to prepare for an anticipated site visit in the next year. They are preparing to submit the addendum to the packet they had previously submitted. There was a brief discussion regarding the preparations that the program has done to prepare for the accreditation process.

While the board awaited, the division update they discussed the possibility of drafting a code of ethics that encompasses all the details from the various codes of ethics for the profession. Debra recommended that the codes be divided between the board members to review and preparation for a future board meeting. After further discussion, the board decided to table the discussion until the next scheduled board meeting to include Stephanie and Harold in the decision on how to move forward.

### **Conference Reports**

Chair Marko briefly discussed the ACA Annual Conference that she recently attended. She stated she enjoyed the conference and gained a great deal of information.

### **Old Business**

The board reviewed the draft minutes of the January meeting.

**On a motion duly made by Debra Hamilton, seconded by Eleanor Vinson, and passed unanimously, it was RESOLVED that the Board approve the January 2017 meeting minutes as amended.**

### **Regulation Project**

The Division of Law has completed their preliminary review of the board's proposed regulations in response to SB74 and submitted their recommended changes for the board to consider. The board discussed the changes recommended and compared the regulations they were proposing to the regulations proposed by other boards in response to SB74. The board worked on drafting the proposed regulations until Director Hovenden called in to provide the division update at 11:00 am.

### **Division Update**

Director Janey Hovenden joined the meeting telephonically to provide the division update. Director Hovenden reviewed the 3<sup>rd</sup> quarter fiscal report with the board. She also discussed the fee analysis that

the division conducted in preparation for the upcoming renewal cycle. The division is recommending lowering the fee slightly for this renewal as the program is currently in a surplus. The board is in favor of lowering the fees but does have concerns about going into a deficit situation again. Director Hovenden suggested that the renewal fee be lowered to \$500 from \$650. She explained various reasons for why the board did not need fees reduced back to what the fees had been in previous years. She asked the board to discuss the recommendations and notify her of their decision. Director Hovenden ended the call; the board continued to discuss the recommended fee reductions.

**On a motion duly made by Debra Hamilton, seconded by Eleanor Vinson, and passed unanimously, it was RESOLVED that the Board approve the proposed adjustment of fees by the division.**

As the board had concluded all of the day's business other than public comment and application review, Chair Marko recessed the meeting for lunch.

Off the record at 11:33 pm  
Back on record at 1:43 pm

#### **Public Comments**

Jim Mcloughlin from the SOA Division of Behavioral Health spoke with the board.

#### **Application Review**

The Board reviewed 11 applications for licensure, 8 applications to be a Board Approved Supervisor, 2 reinstatements of licensure, and 2 continuing education provider's approval requests.

Off the record at 4:47 pm

**Friday May 5, 2017**

#### **Call to Order/Roll Call 9:07 A.M.**

Board members present, forming a quorum of the Board, were:

Anne Brainerd Marko, Licensed Professional Counselor, Chair  
Eleanor Vinson, Public Member  
Debra Hamilton, Licensed Professional Counselor

Present from the Division of Corporations, Business, and Professional Licensing at various times were:

Renee Hoffard, Licensing Examiner

Board members Stephanie Johnson and Harold Henderson were excused from this meeting.

The Board continued with the agenda as amended.

#### **Annual Report**

The board drafted the goals and objectives for the FY17 annual report. They discussed the priorities of the various educational conferences that they felt are important for the board to attend. They also tentatively scheduled meetings for the coming year for the fiscal projections for the report. They spoke about potential legislative and regulatory projects; one serious concern is in regard to the supervision requirement. The current statute does not permit them the authority to accept supervision hours accrued in another state unless the supervisor was approved by the Alaskan board prior to the supervision beginning. Chair Marko will write the narrative for the annual report and submit the report to Renee by the due date to be determined by the division.

**On a motion by Eleanor Vinson, seconded by Debra Hamilton, and approved unanimously it was RESOLVED to approve the following list of applications with the stipulation that the information in the applicants' files will take precedence over the information in the minutes:**

**PROFESSIONAL COUNSELOR – EXAM**

- **Banks, David**
- **Lagasse, Elaine**
- **Wood, Sara**
- **Hickman, Shannon**
- **Winford, Nancy**
- **Pipkin, Carrie**
- **Ingram, Paul**

**PROFESSIONAL COUNSELOR – CRED**

- **Kiosse, Paula**
- **Douglas, Marinette**
- **Powell, Dana**
- **Setzky, Rita**

**PROFESSIONAL COUNSELOR SUPERVISOR**

- **Kuepper, Mary**
- **Skeel, Sara**
- **Skinner-Lewis, Natalie**
- **Shawgo, Danielle**
- **Winkeman, Thomas**
- **Darcy-Dowler, Jamie**
- **Crippen, Eula**
- **Holmes, Kerrie**

**REINSTATEMENT OF LICENSURE**

- **Winkeman, Thomas**
- **Bell, Gregory**

**CONTINUING EDUCATION PROVIDER APPROVAL**

- **Ketchikan Volunteer Hospital**
- **The Couples Center of Alaska**

**Board Business**

**A. Task List**

1. Renee –Send ethics codes to board members for review at next meeting.

**B. Sign Wall Certificates**-Wall certificates were signed

**C. Schedule future meetings**- The Board confirmed the following meeting dates for the upcoming year.

1. September 21-22, 2017; Anchorage
2. December 7-8, 2017; Anchorage
3. April 12-13, 2018; Anchorage

**D. Sign Meeting Minutes** -

Chair Marko signed Final Minutes for January 2017.

**F. Training/conferences** -

Stephanie Johnson and Eleanor Vinson are scheduled to attend the NBCC Symposium pending travel approval. It was discussed to send Debra Hamilton and Harold Henderson to FARB in January and Renee and Anne to AASCB in January.

At this time the Board concluded all scheduled Board business.


**Upon a motion made by Eleanor Vinson, and seconded by Debra Hamilton, and approved unanimously, it was  
RESOLVED to adjourn.**

Meeting adjourned at 11:08 a.m.

Respectfully submitted:

  
Licensing Examiner

Approved:

  
Debra Hamilton, Acting Chair  
Board of Professional Counselors

Date: 9-22-17