

1 State of Alaska
2 Department of Commerce, Community and Economic Development
3 Division of Corporations, Business and Professional Licensing
4

5 Alaska Board of Professional Counselors
6 April 29th-30th, 2021 Meeting Minutes
7

8 The staff of the Division of Corporations, Business and Professional Licensing
9 prepared these draft minutes. They have not been reviewed or approved by the
10 Board.
11

12 By authority of AS 08.01.070(2), and in compliance with the provisions of AS
13 44.62, Article 6, a scheduled meeting of the Board of Professional Counselors
14 was held via videoconference through zoom.
15

16 Agenda Item 1 Call to Order/Roll Call Time: 9:03 a.m.
17

18 The April 29th, 2021 meeting day was called to order by Chair, Alice Baum at 9:03 a.m.
19

20 Board members present, constituting a quorum:
21

22 Alice Baum, Licensed Professional Counselor - *Chair*
23 Janece Richard, Licensed Professional Counselor – *Vice Chair*
24 Dorene Hagen, Licensed Professional Counselor
25 Eleanor Vinson, Public Member
26 Sammie O’Neal, Licensed Professional Counselor
27

28 Board members absent:
29

30 None
31

32 Division staff present:
33

34 Lacey Derr, Records and Licensing Supervisor
35 Lyda Rees, Occupational Licensing Examiner
36 Josh Hardy, Investigator II
37
38

39 Agenda Item 2 Review/Approve Agenda
40

41 Upon review of the agenda, Alice Baum wished to edit the following items to the agenda:
42

- 43 • Update the agenda by moving agenda item six to 2:00 pm.

44

45 **On a motion duly made by Janece Richard, seconded by Dorene Hagen, and**
46 **approved unanimously, it was**

47

48 **RESOLVED to approve the amended agenda for the April 29th-30th, 2021**
49 **meeting as amended with the changes listed above.**

50

	APPROVE	DENY	ABSTAIN	ABSENT
Dorene Hagen	x			
Alice Baum	x			
Sammie O'Neal	x			
Eleanor Vinson	x			
Janece Richard	x			

57

58 The motion passed with no further discussion.

59

60 **Agenda Item 3 Ethics Report**

61

62 The board then moved on to addressing examples of ethics disclosures, however, there were
63 no ethics disclosures to report.

64

65 **Agenda Item 4 Review & Approve Minutes (Feb 18-19, 2021 Meeting Minutes).**

66

67

68 **On a motion duly made by Janece Richard, seconded by Dorene Hagen, and**
69 **approved unanimously, it was**

70

71 **RESOLVED to approve the minutes from the February 2021 meeting.**

72

	APPROVE	DENY	ABSTAIN	ABSENT
Dorene Hagen	x			
Alice Baum	x			
Sammie O'Neal	x			
Eleanor Vinson	x			
Janece Richard	x			

79

80 The motion passed with brief discussion regarding who can and cannot approve minutes.

81

82 **Agenda Item 5 Investigations/Investigations Training**

83

84 Josh Hardy, Investigator II gave a presentation of the public knowledge portion of the
85 Investigative Process for the new Board members.

86 Mr. Hardy continued with an overview of the Investigative Board Report for the period of
87 February 3rd, 2021 – April 14, 2021 and reviewed the different types of violations that are
88 common to the Mental Health Boards.

89 Mr. Hardy stated that the PCO Board has the highest caseload for investigations of all the
90 boards at this time.

91 Mr. Hardy explained that cases which include counseling of families, specifically divorced
92 individuals and their children seem to be the most frequent complaints that turn into cases.

93

94 **On a motion duly made by Sammie O’Neal, seconded by Dorene Hagen, and**
95 **approved unanimously, it was**

96

97 **RESOLVED to enter executive session to discuss subject matters by law**
98 **municipal charter ordinance are required to be kept confidential, with CBPL**
99 **staff authorized to remain in the room.**

100

	APPROVE	DENY	ABSTAIN	ABSENT
101 Dorene Hagen	x			
102 Alice Baum	x			
103 Sammie O’Neal	x			
104 Eleanor Vinson	x			
105 Janece Richard	x			

106

107
108 The motion passed with no further discussion.

109

110 *Off the record at 9:34 am for executive session.*

111

112 *Sammie O’Neal left the room at 10:04 am*

113

114 *Back on record at 11:09 am.*

115

116 After the presentation of the Board-only knowledge portion of the Investigations training
117 and discussing the specifications of the consent agreements in executive session, the board
118 came out of session ready to vote on them.

119

120 **On a motion duly made by Dorene Hagen, seconded by Janece Richard, and**
121 **approved unanimously, it was**

122

123 **RESOLVED to approve the consent agreement fulfillment for case # 2020-**
124 **000054 as presented.**

125

	APPROVE	DENY	ABSTAIN	ABSENT
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126

127	Dorene Hagen	x		
128	Alice Baum	x		
129	Sammie O'Neal			x
130	Eleanor Vinson	x		
131	Janece Richard	x		

132

The motion passed with no further discussion.

134

On a motion duly made by Janece Richard, seconded by Dorene Hagen, and approved unanimously, it was

137

RESOLVED to adopt the license surrender for case #2020-00873.

139

	APPROVE	DENY	ABSTAIN	ABSENT
141	Dorene Hagen	x		
142	Alice Baum	x		
143	Sammie O'Neal			x
144	Eleanor Vinson	x		
145	Janece Richard	x		

146

147

The motion passed with no further discussion. Division staff Josh Hardy departed.

149

Recess at 11:12 am

151

Back on the record at 11:21 am

152

By moving Agenda Item 6 to the afternoon, the Board took a few moments before public comment to discuss upcoming conferences and the dates of attendance.

155

Agenda Item 7 Public Comment

157

Ju lee Thompson of Juneau is an applicant with an application currently on the table for discussion. She stated she is grateful for the opportunity to sit in on the meeting and learn a lot about the Board and its business.

161

With no other members of the public present to provide comment, the Board returned to its business of tentatively aligning Board members with conferences and dates and ranking events by importance for the Annual Report, as follows:

165

- (3) ACA – April 7-10th, 2022 in Atlanta, GA -Live. Janece Richard or Sammie O'Neal
- (2) AMHCA – June 15-25th, 2021 -Virtual. Alice Baum, Janece Richard, and Dorene Hagen.

168

- 169 • FARB – July 29th, 2021 -Virtual.
- 170 • CLEAR – September 21st, 2021 -Virtual.
- 171 • (1) AASCB – February 2022 – Live. Alice Baum or Dorene Hagen and one staff
- 172 member.
- 173 • NBCC – Information unavailable at the time of this meeting.

174
175

176 **Agenda Item 8 Lunch**

177

178 *Recess at 11:41 am for lunch*

179 *Back on the record at 13:02 pm*

180

181 Board members present, constituting a quorum:

182

183 Alice Baum, Licensed Professional Counselor - *Chair*

184 Janece Richard, Licensed Professional Counselor – *Vice Chair*

185 Dorene Hagen, Licensed Professional Counselor

186 Eleanor Vinson, Public Member

187 Sammie O’Neal, Licensed Professional Counselor

188

189 Division staff present:

190

191 Lacey Derr, Records and Licensing Supervisor

192 Lyda Rees, Occupational Licensing Examiner

193 Melissa Dumas, Administrating Operations Manager

194

195

196 *Meeting Administratively Recessed at 1:04 pm until 09:00 am April 30th, 2021 due to a region wide*
197 *network failure.*

198 <https://www.ktoo.org/2021/04/29/juneau-area-residents-experience-area-wide-internet-outage/>

199

200

201 *Back on the record Friday April 30th, 2021, at 9:05 am*

202

203 Board members present, constituting a quorum:

204

205 Alice Baum, Licensed Professional Counselor - *Chair*

206 Dorene Hagen, Licensed Professional Counselor

207 Sammie O’Neal, Licensed Professional Counselor

208

209 Division staff present:

210

211 Lacey Derr, Records and Licensing Supervisor

212 Lyda Rees, Occupational Licensing Examiner
213 Melissa Dumas, Administrating Operations Manager

214
215 Members of the public present:

216
217 Ju Lee Thompson of Juneau AK, license applicant

218
219
220 **Agenda Item 9 Division & Legislative Update**

221
222 Administrating Operations Manager Melissa Dumas joined the meeting and gave an
223 overview of the Board's revenue and expenditure report for the 3rd Quarter.

224
225 Alice Baum asked how costs for Investigations were charged to different programs. Melissa
226 Dumas explained that most everybody who works for the Division does cost accounting and
227 keeps track of their time in 15-minute increments and charges to the program that they are
228 working on accordingly. Ms. Dumas further explained how indirect costs were charged to
229 different programs based off license counts and showed the Board where to find these
230 publicly accessible statistics on the Commerce website.

231 Alice Baum asked for clarification on the PCO program's growth, Melissa Dumas explained
232 that the PCO program has grown 11% from Fiscal Year (FY) 2019 to FY 2020.

233
234 Melissa Dumas moved on to give an overview of the Fee Analysis, she shared an Excel
235 spreadsheet where Board members could plug in increases or decreases in licensure and
236 application fees to view budget projections into the next FY. She went on further to explain
237 the way she deduces the optimal amount to increase the fees, in order to balance the Boards
238 budget.

239 Ms. Dumas explained that due to the Governor's original disaster declaration and the
240 Legislature's SB 56/HB 76 to continue the rule, Boards are not allowed to increase their
241 licensure fees until the end of the calendar year. However, if the Board goes on the record to
242 vote on increasing the fees after the disaster declaration is past, she may be able to add it to a
243 supplemental budget request for the next FY.

244
245
246
247 **Legislative Update:**

- 248
249 • HB 4 Business/Prof. License Immunity COVID-19 –(H) Labor & Commerce
250 • SB 15 Open Meetings Act – (S) Finance
251 • SB 56 Extending COVID-19 Disaster or Emergency – Sent to Governor's Office
252 • SB 57 Establishment of an Alaska Sunset Commission – (S) State Affairs
253 • HB 15 Temporary Permits & Licenses; Military License –(H) Labor & Commerce
254 • SB 49 Approp: Operating Budget/Loans/Funds (S) – Senate Finance

- SB 78 Health Care Services by Telehealth – Withdrawn by sponsor

Alice Baum asked about the SB 15 The Open Meetings Act. Ms. Dumas said that it would make it so that if you knowingly as a board member, violate the open meetings act, the first offense is a fine, the second offense another fine, and the third offense was a misdemeanor. She clarified that she and the Division understand that is a daunting prospect and recognizes that it is already difficult to secure Board members to volunteer their time to the Programs and the Division is so grateful for all you do, as it is.

Janece Richard, Licensed Professional Counselor – Vice Chair joined the meeting at 09:31 am
Eleanor Vinson, Public Member joined the meeting at 09:45 am

On a motion duly made by Dorene Hagen, seconded by Eleanor Vinson, and approved unanimously, it was

RESOLVED to increase the fees for the initial license and license renewal by \$75 as soon as legislative powers allow.

	APPROVE	DENY	ABSTAIN	ABSENT
Dorene Hagen	x			
Alice Baum	x			
Sammie O’Neal	x			
Eleanor Vinson	x			
Janece Richard	x			

Agenda Item 6 New Board Member Introductions/Elect Vice Chair

- Sammie O’Neal and Dorene Hagen introduced themselves.
- Janece Richard Volunteers to be Vice Chair.

On a motion duly made by Eleanor Vinson, seconded by Dorene Hagen, and approved unanimously, it was

RESOLVED to elect Janece Richard to Vice Chair.

	APPROVE	DENY	ABSTAIN	ABSENT
Dorene Hagen	x			
Alice Baum	x			
Sammie O’Neal	x			
Eleanor Vinson	x			
Janece Richard	x			

297

298 **Agenda Item 10 Application Review**

299

300 The Board reviewed an application tabled due to three missing graduate credits of the 60
301 required by statute.

302

303 **On a motion duly made by Janece Richard, seconded by Dorene Hagen, and**
304 **approved unanimously, it was**

305

306 **RESOLVED** to enter executive session for the purpose of discussing subjects
307 that true to prejudice the reputation and character of any persons, provided
308 the person may request a public discussion, with CBPL staff authorized to
309 remain in the room.

310

	APPROVE	DENY	ABSTAIN	ABSENT
Dorene Hagen	x			
Alice Baum	x			
Sammie O’Neal	x			
Eleanor Vinson	x			
Janece Richard	x			

317

318 The motion passed with no further discussion.

319

320 *Off the record at 10:15 am for executive session.*

321 *Back on the Record at 10:22 am*

322

323 Application will remain tabled until more information is submitted by the applicant.

324

325 **Agenda Item 11 Old Business**

326

327 **Task list review:**

328 • Janece Richard – Legislative connections. Nothing to report- Session is underway and
329 the offices of the Legislators are wrapped up. She will continue to navigate contacting
330 their offices to pursue the Board’s initiative to change statutes relating to LPC-S
331 requirements.

332 • Alice Baum – Annual Report Update. Alice has begun working on the Annual
333 Report- It is due by the end of May.

334

335 **Agenda Item 12 Board Admin Business**

336

337 A. **Annual Report:** Alice Baum lead the discussion; she discussed the components of
338 the reports for the new Board members: goals, Regulation changes, the narrative,
339 budget items, legislative actions, and ranking travel that the board deems most

340 important for national conferences, Board meetings etc. The annual report is
341 reviewed in Legislative Audit when the Board is up for Legislative Review, so it is
342 important that it reflects the actions the board has taken and validates the Board's
343 existence.

344 **B. Updates to Board Website:**

- 345 a. **Emergency Courtesy License (ECL):** The Board agreed to remove the
346 ECL from public access on June 14th, 2021.
347 b. **CRC Exam in Lieu of NCE:** The Board decided to add a Board Statement
348 to the Website Education page stating the Certified Rehabilitation Counselor
349 Exam (CRC) is a valid Exam and can be accepted in the place of the National
350 Counselor Examination for licensure (NCE) and the National clinical Mental
351 Health Counseling Exam (NCMHCE).
352

353 **On a motion duly made by Janece Richard, seconded by Dorene Hagen, and**
354 **approved unanimously, it was**

355
356 **RESOLVED to accept the CRC exam in Lieu of the NCE and NCMHCE Exams**
357 **for licensure.**
358

	APPROVE	DENY	ABSTAIN	ABSENT
359 Dorene Hagen	x			
360 Alice Baum	x			
361 Sammie O'Neal	x			
362 Eleanor Vinson	x			
363 Janece Richard	x			

- 364
365
366 c. **Board statement regarding Background checks:** Certain Jurisdictions or
367 states (AZ and CA) do not legally give out background checks for licensing or
368 employment purposes. The Board decided to add a Board statement to the
369 website stating fingerprint cards and supporting documentation are acceptable.
370

371 **On a motion duly made by Janece Richard, seconded by Dorene Hagen, and**
372 **approved unanimously, it was**

373
374 **RESOLVED to approve the Board Website statement, like the Board of**
375 **Chiropractic Examiners about criminal background checks and proper**
376 **supporting documentation.**
377

	APPROVE	DENY	ABSTAIN	ABSENT
378 Dorene Hagen	x			
379 Alice Baum	x			
380 Sammie O'Neal	x			

382	Eleanor Vinson	x
383	Janece Richard	x

384
 385 **C. Review NBCC Compact letter:** Alice led a discussion of the pros and cons of being
 386 a part of an inter-state Compact. RLS Lacey Derr updated the Board on the current
 387 state of the Nursing Program’s request to join their inter-state compact. The nursing
 388 compact is being met with lots of resistance and pushback in the Alaska legislature.

- 389 **D. Task list:**
- 390 • Janece will work on Goals for the Annual Report and continue working toward
 - 391 making legislative contact regarding Supervisor Statutes.
 - 392 • Alice will also continue working on the Annual Report.

393
 394 *Janece Richard left the room at 11:34 am*

- 395 **E. Schedule upcoming meetings:**
- 396 • August 13th, 2021 09:00-16:00
 - 397 • December 2nd-3rd, 2021 09:00- 16:00
 - 398 • February 18th, 2022 - tentatively

400
 401
 402 **Agenda Item 13 Adjourn**

403
 404 **On a motion duly made by Dorene Hagen, seconded by Sammie O’Neal, and**
 405 **approved unanimously, it was**

406
 407 **RESOLVED to adjourn the April 2021 Board of Professional Counselors**
 408 **Quarterly meeting.**

410	APPROVE	DENY	ABSTAIN	ABSENT
411	Dorene Hagen	x		
412	Alice Baum	x		
413	Sammie O’Neal	x		
414	Eleanor Vinson	x		
415	Janece Richard			x

416
 417
 418 The motion passed with no further discussion.

419
 420 *Off the record and adjourned at 11:48 am.*

421
 422
 423

424
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430
431
432
433
434

Lacey Derr, Records and Licensing Supervisor Date

Alice Baum, Board of Professional Counselors Chair Date

DRAFT