

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

BOARD OF PROFESSIONAL COUNSELORS
December 7-8, 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, December 7, 2017

Call to Order/Roll Call 9:39 A.M.

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

Debra Hamilton, Licensed Professional Counselor, Acting Chair
Stephanie Johnson, Licensed Professional Counselor
Kyle Cardwell, Licensed Professional Counselor
Eleanor Vinson, Public Member
Harold Henderson, Licensed Professional Counselor-EXCUSED

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

Renee Hoffard, Records & Licensing Supervisor
Sara Chamber, Deputy Director
Nina Akers, Investigator III

Acting Chair, Debra Hamilton welcomed Kyle Cardwell; the new licensed professional counselor board member to his first meeting. Kyle is a LPC from Fairbanks and has been appointed to replace Anne Brainerd-Marko.

Ethics Report: Stephanie Johnson informed the board that as of December 4, 2017 she was no longer an employee of the State of Alaska; she will be entering a contract with the State on December 15, 2017 to provide services as a consultant.

Agenda Item 2 Election of Board Chair

On a motion duly made by Stephanie Johnson, seconded by Eleanor Vinson, and passed unanimously, it was RESOLVED that Debra Hamilton be elected Board Chair.

On a motion duly made by Eleanor Vinson, seconded by Kyle Cardwell, and passed unanimously, it was RESOLVED that Stephanie Johnson be elected Board Vice-Chair.

Agenda Item 3 Review Agenda

The Board reviewed the agenda:

Agenda Item 8 Old Business amended to add review of ethics and approved supervisor regulations revisions.

On a motion duly made by Eleanor Vinson, seconded by Stephanie Johnson, and passed unanimously, it was RESOLVED to adopt the agenda as amended.

Renee informed the board that their previous examiner, Chris Francis, has tendered his resignation. The board and licensing program will be moved to the supervision of Chase Parkey, Records & Licensing Supervisor with the division upon the hire of the new Occupational Licensing Examiner. Renee will be providing training to both the new RLS and OLE. Renee also suggested the board approve Chase Parkey attend the AASCB Conference in January with Debra Hamilton; Chris’s travel had already been approved by the Division. The board determined Chase should attend the conference.

Agenda Item 4 Division Update

Deputy Director Sara Chambers joined the meeting at 9:53 to provide the division update; she reviewed the fiscal report for the first quarter of FY18. She explained that the division anticipates the 2nd quarter report to have much higher revenue due to license renewals in October; the 1st quarter ended 9/30/17. Sara provided a brief explanation of how the fees are reviewed and established by the division.

Agenda Item 4 Investigations Report

Nina Akers, investigator for the program joined the meeting to provide the investigative report for the period of 8/30/17 – 11/28/17. The division opened 4 matters and closed 2; there are 3 ongoing matters. At this time the program has 1 licensee on probation; that licensee is compliant to the conditions of her probation. Nina provided an explanation of the investigative process to the board and answered questions regarding the process.

10:52 am: short break

11:09 am: back on record

On a motion duly made by Stephanie Johnson, seconded by Kyle Cardwell, and passed unanimously, it was RESOLVED to amend the agenda; moving Agenda Item #6 to 12/8/17 and start agenda item #8, Application Review.

Agenda Item 8 Application Review

Renee explained the application review process to new board member Kyle and the board began reviewing applications.

On a motion duly made by Kyle Cardwell, seconded by Eleanor Vinson, and passed unanimously, it was RESOLVED that the Board enter into executive session in accordance with AS 44.62.310(c), and Alaska Constitutional Right to Privacy Provisions, for the purpose of discussing subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion. Board staff member Renee Hoffard to remain during the session.

OFF RECORD – 11:14 am

BACK ON RECORD -11:28 am

The board reviewed applications for licensure.

Off record at 11:59 am for lunch

Back on record at 1:26 pm

The board continued with application review

Agenda Item 7 Public Comment

At 2:00 pm, Debra opened the floor for public comment; as no one appeared to provide public comment Debra closed public comment at 2:15 pm.

On a motion by Stephanie Johnson, seconded by Kyle Cardwell, 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

- Jennifer Dye
- Maria Papa
- Robert Barnard
- Rebecca Bell
- Ruby Foster-Walton

PROFESSIONAL COUNSELOR – CRED

- Jeanie Winstrom
- Sidney Shaw

PROFESSIONAL COUNSELOR SUPERVISOR

- Donald Desper
- Laura Knight
- Shana Hamilton

DISTANCE SUPERVISION

- Corle LaForce-McPherson
- Max Todhunter

EXAM EXTENSION REQUEST

- Erik Edenshaw
- Kathryn Rose

REINSTATMENT OF LICENSE

- Derick Palmer

Recess until 9:30 am 9/22/17

Off record at 3:21 pm

Friday, December 8, 2017

Call to Order/Roll Call 9:35 A.M.

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

Debra Hamilton, Licensed Professional Counselor, Chair
 Stephanie Johnson, Licensed Professional Counselor
 Kyle Cardwell, Licensed Professional Counselor
 Eleanor Vinson, Public Member

Harold Henderson, Licensed Professional Counselor-EXCUSED

Present from the Division of Corporations, Business, and Professional Licensing:
Renee Hoffard, Records & Licensing Supervisor

The Board continued with the agenda as amended.

Agenda Item 6 Old Business

The board discussed the supervision requirements and potential revisions and then moved into discussion about the Ethics for professional counselors. In previous meetings; the ACA and AMCHA codes of ethics were divided among board members for comparison. After some deliberation it was decided to redistribute the codes of ethics among the board members present for presentation at the next scheduled meeting.

Debra – sections C and D of ACA
Stephanie – sections E, F, and G of ACA
Kyle – sections A, B, and H of ACA
Eleanor – section I

The board requested that Renee contact Dr. V. Gifford of University of Alaska, Fairbanks for an update on the program's CACREP accreditation process.

Agenda Item 10 New Business

The board discussed anticipated travel for the upcoming year; they agreed to send new Records and Licensing Supervisor, Chase Parkey, to AASCB with Debra in January. Renee has attended the last 2 AASCB conferences and assured the board that it is a very valuable learning experience for staff.

At this time dates for the NBCC/CCE conference have not been posted on either of their websites; the next CLEAR conference is scheduled for September 26-29 in Philadelphia. Renee is scheduled to attend the annual FARB Forum January 26-28, 2018 and will prepare a presentation for the board at the next meeting.

Break – off record at 11:20 am
Back on record at 11:39 am

The board worked together to complete the NCLEP online survey for AASCB.

Agenda Item 11 Board Business

A. Task List

- Staff: Contact Dr. V. Gifford for CACREP update

B. Sign Wall Certificates-Wall certificates were signed by board members.

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

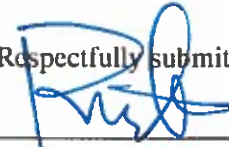
- Board Meetings: April 19-20, 2018; Anchorage
September 13-14, 2018; Nome – Tentative (1/2 day 9/13, full day 9/14)

At this time the Board concluded all scheduled Board business.

Upon a motion made by Eleanor Vinson and seconded by Stephanie Johnson, and approved unanimously, it was RESOLVED to adjourn.

Meeting adjourned at 12:15 P.M.

Respectfully submitted:



Licensing Examiner

Approved:



Debra Hamilton, Chair
Board of Professional Counselors

Date: 4-20-18