

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

9 By authority of AS 08.01.070(2), and in compliance with the provisions of AS  
10 44.62, Article 6, a scheduled meeting of the Board of Professional Counselors  
11 was held via videoconference through zoom.

12  
13 Agenda Item 1 Call to Order/Roll Call Time: 9:03 a.m.  
14

15 The April 29<sup>th</sup>, 2021 meeting day was called to order by Chair, Alice Baum at 9:03 a.m.  
16

17 Board members present, constituting a quorum:  
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19 Alice Baum, Licensed Professional Counselor - *Chair*  
20 Janece Richard, Licensed Professional Counselor – *Vice Chair*  
21 Dorene Hagen, Licensed Professional Counselor  
22 Eleanor Vinson, Public Member  
23 Sammie O’Neal, Licensed Professional Counselor  
24

25 Board members absent:  
26

27 None  
28

29 Division staff present:  
30

31 Lacey Derr, Records and Licensing Supervisor  
32 Lyda Rees, Occupational Licensing Examiner  
33 Josh Hardy, Investigator II  
34  
35

36 Agenda Item 2 Review/Approve Agenda  
37

38 Upon review of the agenda, Alice Baum wished to edit the following items to the agenda:  
39

- 40 • Update the agenda by moving agenda item six to 2:00 pm.  
41

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

**RESOLVED** to approve the amended agenda for the April 29<sup>th</sup>-30<sup>th</sup>, 2021 meeting as amended with the changes listed above.

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

The motion passed with no further discussion.

**Agenda Item 3      Ethics Report**

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

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

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

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

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

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

**Agenda Item 5      Investigations/Investigations Training**

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

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

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

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

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

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

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

The motion passed with no further discussion.

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

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

*Back on record at 11:09 am.*

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

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

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

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

Janece Richard	x
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The motion passed with no further discussion.

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

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

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

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

*Recess at 11:12 am*

*Back on the record at 11:21 am*

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.

#### **Agenda Item 7      Public Comment**

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.

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:

- (3) ACA – April 7-10<sup>th</sup>, 2022 in Atlanta, GA -Live. Janece Richard or Sammie O'Neal
- (2) AMHCA – June 15-25<sup>th</sup>, 2021 -Virtual. Alice Baum, Janece Richard, and Dorene Hagen.
- FARB – July 29<sup>th</sup>, 2021 -Virtual.
- CLEAR – September 21<sup>st</sup>, 2021 -Virtual.
- (1) AASCB – February 2022 – Live. Alice Baum or Dorene Hagen and one staff member.

- NBCC – Information unavailable at the time of this meeting.

## **Agenda Item 8      Lunch**

*Recess at 11:41 am for lunch*

*Back on the record at 13:02 pm*

### Board members present, constituting a quorum:

Alice Baum, Licensed Professional Counselor - *Chair*

Janece Richard, Licensed Professional Counselor – *Vice Chair*

Dorene Hagen, Licensed Professional Counselor

Eleanor Vinson, Public Member

Sammie O'Neal, Licensed Professional Counselor

### Division staff present:

Lacey Derr, Records and Licensing Supervisor

Lyda Rees, Occupational Licensing Examiner

Melissa Dumas, Administrating Operations Manager

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

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

*Back on the record Friday April 30<sup>th</sup>, 2021, at 9:05 am*

### Board members present, constituting a quorum:

Alice Baum, Licensed Professional Counselor - *Chair*

Dorene Hagen, Licensed Professional Counselor

Sammie O'Neal, Licensed Professional Counselor

### Division staff present:

Lacey Derr, Records and Licensing Supervisor

Lyda Rees, Occupational Licensing Examiner

Melissa Dumas, Administrating Operations Manager

### Members of the public present:

Ju Lee Thompson of Juneau AK, license applicant

## **Agenda Item 9      Division & Legislative Update**

Administrating Operations Manager Melissa Dumas joined the meeting and gave an overview of the Board's revenue and expenditure report for the 3<sup>rd</sup> Quarter.

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

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

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

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

### **Legislative Update:**

- HB 4 Business/Prof. License Immunity COVID-19 –(H) Labor & Commerce
- SB 15 Open Meetings Act – (S) Finance
- SB 56 Extending COVID-19 Disaster or Emergency – Sent to Governor's Office
- SB 57 Establishment of an Alaska Sunset Commission – (S) State Affairs
- HB 15 Temporary Permits & Licenses; Military License –(H) Labor & Commerce
- 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			

**Agenda Item 10      Application Review**

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

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

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

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

The motion passed with no further discussion.

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

*Back on the Record at 10:22 am*

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

#### **Agenda Item 11      Old Business**

##### **Task list review:**

- Janece Richard – Legislative connections. Nothing to report- Session is underway and the offices of the Legislators are wrapped up. She will continue to navigate contacting their offices to pursue the Board's initiative to change statutes relating to LPC-S requirements.
- Alice Baum – Annual Report Update. Alice has begun working on the Annual Report- It is due by the end of May.

#### **Agenda Item 12      Board Admin Business**

A. **Annual Report:** Alice Baum lead the discussion; she discussed the components of the reports for the new Board members: goals, Regulation changes, the narrative, budget items, legislative actions, and ranking travel that the board deems most important for national conferences, Board meetings etc. The annual report is reviewed in Legislative Audit when the Board is up for Legislative Review, so it is important that it reflects the actions the board has taken and validates the Board's existence.

B. **Updates to Board Website:**



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

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

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

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

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

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

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

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

- C. Review NBCC Compact letter:** Alice led a discussion of the pros and cons of being a part of an inter-state Compact. RLS Lacey Derr updated the Board on the current

state of the Nursing Program's request to join their inter-state compact. The nursing compact is being met with lots of resistance and pushback in the Alaska legislature.

**D. Task list:**

- Janece will work on Goals for the Annual Report and continue working toward making legislative contact regarding Supervisor Statutes.
- Alice will also continue working on the Annual Report.

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

**E. Schedule upcoming meetings:**

- August 13<sup>th</sup>, 2021 09:00-16:00
- December 2<sup>nd</sup>-3<sup>rd</sup>, 2021 09:00- 16:00
- February 18<sup>th</sup>, 2022 - tentatively

**Agenda Item 13     Adjourn**

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

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

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

The motion passed with no further discussion.

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

Date final Minutes Approved by the Board ✓Board Meeting <input type="checkbox"/> OnBoard	08/31/2021
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