

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 Marital and Family Therapy
6 May 3rd, 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 Marital and Family
14 Therapy was held via videoconference through zoom.
15

16 Agenda Item 1 Call to Order/Roll Call Time: 9:00 a.m.
17

18 The May 3rd, 2021 meeting day was called to order by Chair, Noah Shields at 9:00 a.m.
19

20 Board members present, constituting a quorum:
21

22 Noah Shields, MFT - *Chair*
23 Richard Clampitt, MFT
24 Joy Collins, MFT
25

26 Board members absent:
27

28 Kayla Green, Public Member
29

30 Division staff present:
31

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

37 Agenda Item 2 Review/Approve Agenda
38
39

40 On a motion duly made by Richard Clampitt, seconded by Joy Collins, and approved
41 unanimously, it was
42

43 **RESOLVED** to approve the agenda for the May 3rd, 2021 meeting as
44 presented.

	APPROVE	DENY	ABSTAIN	ABSENT
47 Noah Shields	x			
48 Joy Collins	x			
49 Richard Clampitt	x			
50 Kayla Green				x

51
52 The motion passed with no further discussion.

53
54 **Agenda Item 3** **Ethics Report**

55
56 The Board then moved on to addressing examples of ethics disclosures, however, there were
57 no ethics disclosures to report.

58
59 **Agenda Item 4** **Investigations/Investigations Training**

60
61 Josh Hardy, Investigator II gave an overview of the Investigative Board Report for the
62 period of February 4th, 2021 – April 20, 2021 and reviewed the different types of violations
63 that are common to the Mental Health Boards. Mr. Clampitt asked a question regarding the
64 difference between an Investigation and a Complaint., Mr. Hardy clarified it is a complaint
65 until a Board member has reviewed the case and determined there was a violation.

66
67 Mr. Hardy continued with a presentation of the public knowledge portion of the
68 Investigative Process for the new Board members.

69
70 **On a motion duly made by Richard Clampitt, seconded by Joy Collins, and approved**
71 **unanimously, it was**

72
73 **RESOLVED** to enter executive session to discuss subject matters by law
74 municipal charter ordinance are required to be kept confidential, with CBPL
75 staff authorized to remain in the room.

	APPROVE	DENY	ABSTAIN	ABSENT
77 Noah Shields	x			
78 Joy Collins	x			
79 Richard Clampitt	x			
80 Kayla Green				x

81
82
83
84 The motion passed with no further discussion.

85
86 *Off the record at 9:20 am for executive session.*

87
88 *Back on record at 10:02 am.*

89
90 After the presentation of the Board-only knowledge portion of the Investigations training,
91 the Board returned from Executive Session.

92
93 *Off the record for a brief recess.*

94 *Back on the record at 10:15 am*

95
96 **Agenda Item 5 Emergency Courtesy License (ECL)/Website Update**

97
98 RLS Lacey Derr gave an overview of the ECL for the new Board members.

99
100 The Board discussed the benefit of removing the ECL from public access sooner rather than
101 later and sending prompt correspondence to the licensees encouraging them to begin either
102 transitioning their client's care to new providers or beginning the application process for a
103 full Alaska MFT license. The Board decided to pull the ECL from public access on May 13th,
104 2021 and replace it with a Board statement.

105
106
107 **Agenda Item 6 New Business**

108
109 **Upcoming Conferences:** RLS Lacey Derr asked if the Board knew of any conferences
110 coming up that would be very beneficial to getting at least one board member to attend,
111 especially as we start transitioning out of this pandemic time.
112 -AAMFT July 8th-15th, 2021.
113 - another November 10th-12th, 2021, Richard Clampitt said he would investigate details.

114
115 **Set Upcoming Meetings:**
116 -September 20th, 2021
117 -January 31st-February 1st, 2022

118
119
120 **Agenda Item 7 Annual Report**

121
122 RLS Lacey Derr lead a discussion about the Annual Report; she discussed the components
123 of the reports for the new Board members: goals, Regulation changes, the narrative, budget
124 items, legislative actions, and ranking travel that the board deems most important for
125 national conferences, Board meetings etc. The annual report is reviewed in Legislative Audit
126 when the Board is up for Legislative Review, so it is important that it reflects the actions the
127 board has taken and validates the Board's existence. Ms. Derr went through the Division
128 Template of the Annual Report with the Board and gave examples of delegations between

129 Board members for separate sections within the Report. The Board and Ms. Derr discussed
130 how delegations of duties happen, logistically. Ms. Derr explained that the process happens
131 in meetings such as right now; task lists are drafted as part of the minutes and members are
132 delegated tasks such as researching legislative connections for regulation projects or
133 completing sectionals within the Annual Report. The Annual Report is due June 30th, 2021
134 to the Division. The goal is to have all sections of the Report submitted for Board review by
135 May 31st, 2021.

136 Mr. Clampitt asked for clarification on what constitutes an Open Meeting Act violation and
137 how to avoid it. Lacey Derr said Ms. Walsh will go over the open meeting act in her
138 legislative update this afternoon but gave a brief example of three or more members make a
139 quorum and the meeting must be publicly noticed; avoid discussions of three or more
140 members outside of a publicly noticed meeting.

141

142 *Off the record for a brief recess.*

143 *Back on the record at 11:27 am*

144

145 **On a motion duly made by Richard Clampitt, seconded by Joy Collins, and approved**
146 **unanimously, it was**

147

148 **RESOLVED to move up Agenda Item 11, Audit Review to better manage**
149 **meeting time.**

150

	APPROVE	DENY	ABSTAIN	ABSENT
151 Noah Shields	x			
152 Joy Collins	x			
153 Richard Clampitt	x			
154 Kayla Green				x

155

156

157 The motion passed with no further discussion.

158

159 **Agenda Item 11** **Audit Review**

160

161 The Board reviewed the Audits and approved, tabled, or failed as follows:

162

163 • MFTM136 -Tabled

164

165 • MFTM227 -Passed

166

167 • MFTM230- Passed

168

169 • MFTM3 – Passed

170

171 • MFTM224- Passed

172

173 • MFTM278 – Failed

174

175 **Agenda Item 8** **Public Comment**

170 With no members of the public present to comment, Chair Shields asked Lacey Derr to go
171 over the parameters of Public Comment for the new Members.

172

173 **Agenda Item 9 Lunch**

174 *Off the record for lunch at 11:57 am*

175

176 *Back on the record at 1:01 pm*

177

178 **Agenda Item 10 Division & Legislative Update**

179

180 Deputy Director Sharon Walsh joined the meeting and gave an overview of the Board's
181 revenue and expenditure report for the 1st-3rd Quarters. She gave a rundown of the
182 spreadsheet she shared with the Board and explained Investigations costs, direct costs,
183 indirect costs etc.

184

185 Noah Shields asked about advertising costs of the publicly noticing meetings. Ms. Walsh
186 explained how they charge Boards accordingly.

187

188

189 **Legislative Update:**

190

- 191 • HB 4 Business/Prof. License Immunity COVID-19 –(H) Labor & Commerce
- 192 • SB 15 Open Meetings Act – (S) Finance with an amendment to exempt voluntary
193 Board members.
- 194 • SB 56 Extending COVID-19 Disaster or Emergency – Passed into Law 4/30/21
- 195 • SB 57 Establishment of an Alaska Sunset Commission – (S) State Affairs
- 196 • HB 15 Temporary Permits & Licenses; Military License –(H) Labor & Commerce
- 197 • SB 49 Approp: Operating Budget/Loans/Funds (S) – Senate Finance
- 198 • SB 78 Health Care Services by Telehealth – Withdrawn by sponsor

199

200 Richard Clampitt asked about the procedure to speak with legislators about Bills. Ms. Walsh
201 explained that they can contact legislators representing themselves, but if they are
202 representing the Board, there must be a motion during a meeting for a member to talk to a
203 legislator regarding Board business/Bills.

204

205

206

207 **Agenda Item 10 Application Review**

208

209 The Board discussed approving or tabling applications on Onboard. Mr. Clampitt brought
210 up an application that he wants to table but it was passed out with three votes before it could
211 be tabled for discussion. Staff clarified that when RLS Derr and OLE Rees took over the
212 MFT Board and its business, the Board had not had an examiner for four months and there

213 were several applicants waiting the entire time, therefore there was an impetus to get those
 214 applications voted on as soon as possible. The Board and Division staff also discussed the
 215 applications and forms that are currently in use and need to be reviewed and updated,
 216 including the Jurisprudence Exam They also discussed Joy Collin’s question of how MFT
 217 Supervisors are tracked in the Division Software.
 218 Mr. Clampitt brought up a discrepancy in MFT coursework of an applicant currently up for
 219 review and the Board discussed a way they would like to clarify the educational coursework
 220 required for MFT license in Alaska.

221
 222 **On a motion duly made by Richard Clampitt, seconded by Joy Collins, and approved**
 223 **unanimously, it was**

224
 225 **RESOLVED to adjourn the MFT May 3rd, 2021 meeting.**

	APPROVE	DENY	ABSTAIN	ABSENT
227 Noah Shields	x			
228 Joy Collins	x			
229 Richard Clampitt	x			
230 Kayla Green				x

231
 232
 233
 234
 235 The motion passed with no further discussion.

236
 237 *Off the record and adjourned at 02:00 pm.*

238
 239
 240
 241
 242
 243 _____
 Lacey Derr, Records and Licensing Supervisor Date

244
 245
 246
 247 _____
 Noah Shields, Board of Marital and Family Therapy Chair Date

248
 249
 250
 251