

State of Alaska
Department of Commerce, Community and Economic Development
Division of Corporations, Business and Professional Licensing

Alaska State Board of Marital and Family Therapy
January 22nd, 2019

*These are drafted minutes prepared by staff of the Alaska State
Board of Marital and Family Therapy
They have not be reviewed or approved by the board.*

Written meeting minutes only reflects a brief overview of the business conducted during the boards meeting. For a more detailed account, please request a copy of the meeting recording.

By Authority of AS 08.01.070(2) and in compliance with the provisions of AS 44.62, a regularly scheduled meeting of the Alaska State Board of Marital and Family Therapy was held January 22nd, 2019 at **550 W. 7th Ave., Suite 1550, Anchorage, Alaska 99507.**

January 22nd, 2019

Agenda item #1 Call to Order

This meeting was called to order by Chairperson **Dorothea Goddard-Aguero** at **8:58 a.m.**

Board Members present, constituting a quorum:

Dorothea Goddard-Aguero, Public Member, Chairperson
Nicole Jenkins, Licensed Marriage and Family Therapist
Natalie Lewis, Public Member

Board Members absent:

Karen Cunningham, Licensed Marriage and Family Therapist, Vice-Chair

Division Staff present were:

Chelsea S Childress, Records and Licensing Supervisor
Lauren T Osborn, Occupational License Examiner

Agenda Item #2 Review Agenda

The board reviewed the meeting agenda. With no amendments or changes, the board made a motion to approve the agenda.

A motion duly made by Ms. Nicole Jenkins, seconded by Ms. Natalie Lewis, and approved by unanimous consent, was:

Resolved to approve the agenda as presented.

Agenda item #3 Ethics Report

There were no ethics conflicts to report.

Agenda Item #4 Review Meeting Minutes

The board reviewed the drafted minutes presented in the Board Book. With no revisions, the board moved to approve the meeting minutes from the board meeting held November 9, 2018.

A motion duly made by Ms. Natalie Lewis, seconded by Ms. Nicole Jenkins, and approved by unanimous consent, was:

Resolved to accept the November 9, 2018 minutes as presented.

Ms. Osborn shall mail the revised final minutes to Chairperson Karen Cunningham to sign and return. Upon receipt of the signed minutes, Ms. Osborn will post them to the State of Alaska Board of Marital and Family Therapy Examiners webpage.

With additional time before the Division Update, the board moved on to discuss Board Business.

Agenda item #5 Board Business

Report of Contact:

Ms. Childress explained to the board the new process for media and legislative contacts, as the board has historically submitted a report of contact form. The board shall continue to submit all Reports of Contact to division staff.

Legislative Guidance:

Ms. Childress described the legislative guidance document for board members drafted by the division.

Additionally, a legislative Point of Contact needed to be assigned For this 31st Legislative Session. Ms. Goddard-Aguero, Public Member, was the Point of Contact for the 30th Legislative Session, however, noted she would like to see another board member in this role.

Ms. Goddard-Aguero clarified that, while she enjoyed testifying and taking part in the process, there is frequently very little notice when required to testify, they often would prefer a licensed board member be there to testify, and there is too large of a time commitment..

Nicole Jenkins volunteered herself to share the role with Karen Cunningham as the legislative Point of Contact.

2019 Annual Report:

New to the board, Natalie Lewis asked to review the annual report process together. Ms. Childress reviewed the individual sections of the report with the board:

- Identification of the Board
- Identification of Staff
- Narrative Statement
- Budget
- Legislative Recommendations
- Regulation Recommendations
- Sunset Audit Recommendations

Ms. Childress noted the 'Identification of Staff' and 'Budget' sections were to be completed by division staff; the remaining sections shall be completed by the board.

96
97 Upon finishing the review, Ms. Childress asked for volunteers on the sections to be completed by the board. Ms.
98 Lewis volunteered for Identification of Board & Narrative Statement. Ms. Aguero volunteered for Legislative
99 Recommendations and Regulation Recommendations. Division staff will reach out to Ms. Cunningham to see if she
100 would be willing to complete the FY2020 Goals & Objectives.

101
102 Agenda item #6 Division update

103
104 Marylene Wale, Accountant III joined the meeting at 9:28 a.m.

105
106 Ms. Wale presented the FY19 1st quarter report (July 1st, 2018 through September 31, 2018) that reflected an overall
107 deficit of \$19,044 for the renewal year.

108
109 Marylene Wales, Accountant III exited the meeting at 9:33 a.m.

110
111 Agenda item #7 Old Business

112
113 Chair and Vice Chair Assignments:

114 With the current vice-chairperson absent from this meeting, the board decided to continue with current assignments until
115 they are able to meet and discuss with all board members present.

116
117 Board Response to Public Comments:

118 The board had previously discussed the option of a mass-mail out to all licensees of the letter drafted in response to
119 Public Comments received during the board meeting held August 3, 2018.

120
121 *A motion duly made by Ms. Nicole Jenkins, seconded by Ms. Natalie Lewis, and approved by unanimous*
122 *consent, was:*

123
124 *Resolved to approve mailing the letter drafted by the board at the November 9, 2018 board meeting*
125 *in response to public comments received during the August 3, 2018 board meeting.*

126
127 Proposed CE Course Approval Fees:

128 Ms. Childress reviewed the response from Division Director, Sara Chambers regarding the proposed continuing
129 education course approval fees. Ms. Chambers stated that, because licensing fees were recently increased for this
130 program, a new fee would not be approved to move forward for continuing education courses. The board
131 presented no questions, comments, or concerns regarding this response and determined they would not pursue a
132 fee for continuing education course approvals at the time.

133
134 Agenda item #8 New Business

135
136 Board Member Certificates:

137 Ms. Childress explained that board member certificates are in recognition of the valuable contributions made by
138 board members during their term(s) of service with the board. The board members signed the certificates and
139 returned them to division staff to distribute to the appropriate individual(s).

140
141 Certificate of Order:

142 Ms. Childress presented changes made to the drafted language of 12 AAC 19.350 for CE fee requirements. With no
143 additional changes to present, the board moved forward with accepting the drafted language.

145 *A motion duly made by Ms. Natalie Lewis, seconded by Ms. Nicole Jenkins, and approved by unanimous*
146 *consent, was:*

147
148 *Resolved to approve the changes to 12 AAC 19.350 for Application of providers for continuing*
149 *education course approval to read:*

150
151 **12 AAC 19.350 Application of providers for continuing education course approval.**

152 (a) Except as provided in 12 AAC 19.310, to be approved by the board to meet the continuing education
153 requirements of 12 AAC 19.320, an applicant for continuing education course approval shall submit to the board,
154 not less than seven days before the date of the proposed program presentation date,

- 155 (1) a completed application on a form provided by the department;
156 (2) the name of the course provider;
157 (3) a complete course description, including the course title and a description of the learning objectives;
158 (4) a course syllabus; and
159 (5) an outline of the major topics covered by the course and the number of classroom hours allowed for
160 each topic.

161 (b) Approval of continuing education courses under this section is valid until December 31 of the next even
162 numbered year.

163 (c) An applicant who has a change in condition required under (a)[(3) – (6)] (2) – (5) of this section during the
164 approval period described in (b) of this section must reapply to the board for continuing education credit approval
165 not later than seven days after the course is presented.

166 (d) The applicant shall keep records of attendance of all courses provided for a minimum of two years after the
167 expiration date of the approved course, and may be audited at the discretion of the board.

168 (e) For the purposes of this section, an “applicant” is defined as a licensee, provider, or sponsor of a proposed
169 CEU course.

170 Authority: AS 08.63.050 AS 08.63.100

171
172
173 **Roll Call:**

174 Dorothea Goddard-Aguero – Approved
175 Natalie Lewis – Approved
176 Nicole Jenkins – Approved
177

178 **Subcommittee Report:**

179 Ms. Childress presented an email sent by Karen Cunningham regarding a potential change to the verbiage in Sec.
180 08.63.100.

181
182 Ms. Jenkins brought up concerns regarding the language making it sound like all supervision hours must be
183 approved by a state agency and would eliminate the point of changing the language. The board then drafted new
184 language for Sec. 08.63.120 and discussed lobbying for this change to occur.
185

235 *A motion duly made by Ms. Nicole Jenkins, seconded by Ms. Natalie Lewis, and approved by unanimous*
236 *consent, was:*

237
238 *Resolved to approve the continuing education application, Untangling the Controversy Around Sex*
239 *Addiction, for three (3) hours of CE credit, inclusive of three hours of addictions.*

240
241 **Roll Call:**

242 Dorothea Goddard-Aguero – Approved

243 Natalie Lewis – Approved

244 Nicole Jenkins – Approved

245
246 **Renewal – John Pagan**

247
248 In accordance with 12 AAC 19.340, this provides the board with the authority to grant an extension/exception to
249 obtain the required continuing education requirements.

250
251 **12 AAC 19.340. FAILURE TO MEET CONTINUING EDUCATION REQUIREMENTS AND LICENSE**

252 **REINSTATEMENT.** (a) The board will reinstate a license that was not renewed because of the licensee’s failure to meet the
253 continuing education requirements in 12 AAC 19.300 - 12 AAC 19.330 if the licensee submits to the board proof of completion of all
254 required continuing education credit hours and meets all other requirements for license renewal.

255 (b) A licensee who is unable to obtain the continuing education hours required for license renewal due to reasonable cause or
256 excusable neglect may submit a written request to the board for an exemption. The request for an exemption must include an
257 explanation of the reasonable cause or excusable neglect that resulted in the licensee’s failure to meet the continuing
258 education requirements. If the board grants the exemption, the board will, in its discretion, prescribe an alternative method of
259 compliance with the continuing education requirements as the board considers appropriate to the individual situation.

260 (c) In this section, “reasonable cause or excusable neglect” includes

- 261 (1) chronic illness;
- 262 (2) retirement;
- 263 (3) military service;
- 264 (4) leave of absence from active practice during the concluding licensing period; and
- 265 (5) hardships recognized by the board.

266
267 *A motion duly made by Ms. Natalie Lewis, seconded by Ms. Nicole Jenkins, and approved by unanimous*
268 *consent, was:*

269
270 *Resolved to approve an extension for John Pagan #119508 to obtain CE’s for renewal on or before*
271 *March 31st, 2019.*

272
273 **Roll Call:**

274 Dorothea Goddard-Aguero – Approved

275 Natalie Lewis – Approved

276 Nicole Jenkins – Approved

277
278 **LMFT Associates – Christy Kay**

279
280 *A motion duly made by Ms. Natalie Lewis, seconded by Ms. Nicole Jenkins, and approved by unanimous*
281 *consent, was:*

282
283 *Resolved to approve the application for LMFT Associates license Christy Kay #138222.*

284
285 **Roll Call:**

286 Dorothea Goddard-Aguero – Approved

287 Natalie Lewis – Approved

288 Nicole Jenkins – Approved

289 **LMFT Associates – Amber Vial**

291
292 *A motion duly made by Ms. Nicole Jenkins, seconded by Ms. Natalie Lewis, and approved by unanimous*
293 *consent, was:*

294
295 *Resolved to approve the application for LMFT Associates license for Amber Vial #141273.*

296
297 **Roll Call:**

298 Dorothea Goddard-Aguero – Approved

299 Natalie Lewis – Approved

300 Nicole Jenkins – Approved

301
302 **LMFT by Cred – Lindsey Rhett**

303
304 *A motion duly made by Ms. Natalie Lewis, seconded by Ms. Nicole Jenkins, and approved by unanimous*
305 *consent, was:*

306
307 *Resolved to approve the application for LMFT Associates license Lindsey Rhett #141987 pending*
308 *completion of the Alaska Jurisprudence Examination.*

309
310 **Roll Call:**

311 Dorothea Goddard-Aguero – Approved

312 Natalie Lewis – Approved

313 Nicole Jenkins – Approved

314
315 **Agenda Item #12** **Administrative Business**

316
317 **Sign Meeting Minutes:**

318 The meeting minutes from the board meeting held August 3, 2018 need to be signed by Ms. Cunningham, as she
319 was the acting chairperson at the board meeting. With Ms. Cunningham being absent from this board meeting, the
320 minutes shall be emailed for signature.

321
322 **Sign Wall Certificates:**

323 The board had no wall certificates to sign.

324
325 **Correspondence:**

326 Ms. Cunningham obtained information regarding the AMFTRB Conference held during 2018. With Ms.
327 Cunningham being absent from this meeting, the board moved to table this agenda item until the next board
328 meeting, tentatively scheduled for May 7, 2019.

329
330 **Schedule 2019 Meeting Date(s):**

331 The board discussed the meeting dates previously determined at the board meeting held November 9, 2018.

332
333 Ms. Lewis noted she may not be able to attend the board meeting scheduled for August 6, 2019; Ms. Childress
334 asked that she notify division staff immediately if she is unable to attend.

335
336 **Task List:**

- 338 **TASK – Mail the letter from the board with the response to Public Comments from the meeting held on**
339 **8/3/2018.**
- 340 **TASK – Send Report of Contact information to Nicole Jenkins**
- 341 **TASK – Ms. Childress will notify Glenn Hoskinson of legislative Point of Contact to be shared between**
342 **Karen Cunningham and Nicole Jenkins.**
- 343 **TASK – Email drafted language for Sec 08.63.120 for contacting legislative offices.**
- 344 **TASK – Ms. Jenkins will be reaching out to legislative offices regarding supervision statute changes (if any**
345 **contact occurs, she will submit an ROC form to Ms. Childress).**
- 346 **TASK – Natalie Lewis will be drafting the letter to LMFT constituents regarding title protection.**
- 347 **TASK – Ms. Lewis will be returning letter to Ms. Childress**
- 348 **TASK – Ms. Childress will look to verify if the board can post about the board vacancy on MFT website.**
- 349 **TASK – Email signature pages for minutes to Cunningham for signatures from meetings held on 8/3/2018**
350 **and 11/9/2018.**
- 351 **TASK – Mail board member certificates to Ms. Cunningham for signatures via certified mail.**
- 352

353 With no further business to discuss until lunch, the board began working on the assigned sections for the 2019
354 Annual Report.

355

356 **Agenda item #9** **Lunch Break**

357 Break for lunch at 12:14 pm.

358 Back from lunch at 1:30 pm.

359

360 **Roll Call:**

361 Dorothea Goddard-Aguero – Present

362 Natalie Lewis – Present

363 Nicole Jenkins – Present

364 Chelsea Childress – Present

365 Lauren Osborn - Present

366

367 **Agenda item #10** **Public Comment**

368 Public comment opened at 1:30 pm.

369

370 No persons present for public comment.

371

372 Public comment closed at 1:34 pm.

373

374 **Agenda Item #13** **Meeting Adjourned**

375

376 With no further business to discuss, a motion was made to adjourn the meeting.

377

378 *Upon a motion duly made by Ms. Nicole Jenkins and seconded by Ms. Natalie Lewis, and approved by*
379 *unanimous consent, it was:*

380

381 *RESOLVED to adjourn the Alaska State Board of Marital and Family Therapy.*

382

383 **Adjourned at 1:35 pm.**

384

385 Respectfully Submitted By:

386

387
388

Lauren Osborn
Occupational Licensing Examiner
State of Alaska, DCCED

Date

Dorothea Goddard-Aguero
Board Chairperson
Alaska State Board of Marital and Family Therapy

Date

389

draft