

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

11  
12 Agenda Item 1 Call to Order/Roll Call Time: 9:00 a.m.

13  
14 The May 3rd, 2021 meeting day was called to order by Chair, Noah Shields at 9:00 a.m.  
15

16 Board members present, constituting a quorum:

17  
18 Noah Shields, MFT - *Chair*  
19 Richard Clampitt, MFT  
20 Joy Collins, MFT  
21

22 Board members absent:

23  
24 Kayla Green, Public Member  
25

26 Division staff present:

27  
28 Lacey Derr, Records and Licensing Supervisor  
29 Lyda Rees, Occupational Licensing Examiner  
30 Josh Hardy, Investigator II  
31  
32

33 Agenda Item 2 Review/Approve Agenda

34  
35  
36 On a motion duly made by Richard Clampitt, seconded by Joy Collins, and approved  
37 unanimously, it was

38  
39 **RESOLVED** to approve the agenda for the May 3rd, 2021 meeting as  
40 presented.  
41

	APPROVE	DENY	ABSTAIN	ABSENT
Noah Shields	x			

44	Joy Collins	x		
45	Richard Clampitt	x		
46	Kayla Green			x

47  
48 The motion passed with no further discussion.

49  
50 **Agenda Item 3      Ethics Report**

51  
52 The Board then moved on to addressing examples of ethics disclosures, however, there were  
53 no ethics disclosures to report.

54  
55 **Agenda Item 4      Investigations/Investigations Training**

56  
57 Josh Hardy, Investigator II gave an overview of the Investigative Board Report for the  
58 period of February 4th, 2021 – April 20, 2021 and reviewed the different types of violations  
59 that are common to the Mental Health Boards. Mr. Clampitt asked a question regarding the  
60 difference between an Investigation and a Complaint., Mr. Hardy clarified it is a complaint  
61 until a Board member has reviewed the case and determined there was a violation.

62  
63 Mr. Hardy continued with a presentation of the public knowledge portion of the  
64 Investigative Process for the new Board members.

65  
66 **On a motion duly made by Richard Clampitt, seconded by Joy Collins, and approved**  
67 **unanimously, it was**

68  
69           **RESOLVED** to enter executive session to discuss subject matters by law  
70           municipal charter ordinance are required to be kept confidential, with CBPL  
71           staff authorized to remain in the room.

72		APPROVE	DENY	ABSTAIN	ABSENT
73	Noah Shields	x			
74	Joy Collins	x			
75	Richard Clampitt	x			
76	Kayla Green				x

77  
78  
79  
80 The motion passed with no further discussion.

81  
82 *Off the record at 9:20 am for executive session.*

83  
84 *Back on record at 10:02 am.*

85

86 After the presentation of the Board-only knowledge portion of the Investigations training,  
87 the Board returned from Executive Session.

88

89 *Off the record for a brief recess.*

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

91

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

93

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

95

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

101

102

103 **Agenda Item 6      New Business**

104

105      **Upcoming Conferences:** RLS Lacey Derr asked if the Board knew of any conferences  
106 coming up that would be very beneficial to getting at least one board member to attend,  
107 especially as we start transitioning out of this pandemic time.

108      -AAMFT July 8<sup>th</sup>-15<sup>th</sup>, 2021.

109      - another November 10<sup>th</sup>-12<sup>th</sup>, 2021, Richard Clampitt said he would investigate details.

110

111      **Set Upcoming Meetings:**

112      -September 20<sup>th</sup>, 2021

113      -January 31<sup>st</sup>-February 1<sup>st</sup>, 2022

114

115

116 **Agenda Item 7      Annual Report**

117

118 RLS Lacey Derr lead a discussion about the Annual Report; she discussed the components  
119 of the reports for the new Board members: goals, Regulation changes, the narrative, budget  
120 items, legislative actions, and ranking travel that the board deems most important for  
121 national conferences, Board meetings etc. The annual report is reviewed in Legislative Audit  
122 when the Board is up for Legislative Review, so it is important that it reflects the actions the  
123 board has taken and validates the Board's existence. Ms. Derr went through the Division  
124 Template of the Annual Report with the Board and gave examples of delegations between  
125 Board members for separate sections within the Report. The Board and Ms. Derr discussed  
126 how delegations of duties happen, logistically. Ms. Derr explained that the process happens  
127 in meetings such as right now; task lists are drafted as part of the minutes and members are  
128 delegated tasks such as researching legislative connections for regulation projects or  
129 completing sectionals within the Annual Report. The Annual Report is due June 30<sup>th</sup>, 2021

130 to the Division. The goal is to have all sections of the Report submitted for Board review by  
131 May 31<sup>st</sup>, 2021.

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

137  
138 *Off the record for a brief recess.*

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

140  
141 **On a motion duly made by Richard Clampitt, seconded by Joy Collins, and approved**  
142 **unanimously, it was**

143  
144 **RESOLVED to move up Agenda Item 11, Audit Review to better manage**  
145 **meeting time.**

	<b>APPROVE</b>	<b>DENY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
147 Noah Shields	x			
148 Joy Collins	x			
149 Richard Clampitt	x			
150 Kayla Green				x

151  
152  
153 The motion passed with no further discussion.

154  
155 **Agenda Item 11     Audit Review**

156  
157 The Board reviewed the Audits and approved, tabled, or failed as follows:

- 158 • MFTM136 -Tabled
- 159 • MFTM227 -Passed
- 160 • MFTM230- Passed
- 161 • MFTM3 – Passed
- 162 • MFTM224- Passed
- 163 • MFTM278 – Failed

164  
165 **Agenda Item 8     Public Comment**

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

168  
169 **Agenda Item 9     Lunch**

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

171

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

173

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

175

176 Deputy Director Sharon Walsh joined the meeting and gave an overview of the Board's  
177 revenue and expenditure report for the 1<sup>st</sup>-3<sup>rd</sup> Quarters. She gave a rundown of the  
178 spreadsheet she shared with the Board and explained Investigations costs, direct costs,  
179 indirect costs etc.

180

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

183

184

185 **Legislative Update:**

186

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

195

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

200

201

202

203 **Agenda Item 10**     **Application Review**

204

205 The Board discussed approving or tabling applications on Onboard. Mr. Clampitt brought  
206 up an application that he wants to table but it was passed out with three votes before it could  
207 be tabled for discussion. Staff clarified that when RLS Derr and OLE Rees took over the  
208 MFT Board and its business, the Board had not had an examiner for four months and there  
209 were several applicants waiting the entire time, therefore there was an impetus to get those  
210 applications voted on as soon as possible. The Board and Division staff also discussed the  
211 applications and forms that are currently in use and need to be reviewed and updated,  
212 including the Jurisprudence Exam They also discussed Joy Collin's question of how MFT  
213 Supervisors are tracked in the Division Software.

214 Mr. Clampitt brought up a discrepancy in MFT coursework of an applicant currently up for  
215 review and the Board discussed a way they would like to clarify the educational coursework  
216 required for MFT license in Alaska.

217  
218 **On a motion duly made by Richard Clampitt, seconded by Joy Collins, and approved**  
219 **unanimously, it was**

220  
221 **RESOLVED to adjourn the MFT May 3<sup>rd</sup>, 2021 meeting.**

	<b>APPROVE</b>	<b>DENY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
224 Noah Shields	x			
225 Joy Collins	x			
226 Richard Clampitt	x			
227 Kayla Green				x


228  
229  
230

231 The motion passed with no further discussion.

232

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

234  
235  
236



1.25.2023

238  
239 Reviewed by Ruth Dinardi, Licensing Examiner

Date

240  
241  
242

DocuSigned by:

**Noah Shields**

1/26/2023

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243 Noah Shields, Board of Marital and Family Therapy Chair

Date

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245  
246  
247