

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

BOARD OF PROFESSIONAL COUNSELORS

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 West 7th Avenue.

Thursday January 22, 2015

Call to Order/Roll Call 9:35 AM

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

Anne Brainerd, Licensed Professional Counselor, Chair
Debra Hamilton, Licensed Professional Counselor
Stephanie Johnson, Licensed Professional Counselor
Lyn Tashea, Licensed Professional Counselor
Lillian Mitchell, Public Member

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

Michele Wall-Rood, Investigator
Angie Parker, Licensing Examiner
Sara Chambers, Director, telephonic
Martha Hewlett, Administrative Officer, telephonic
Colleen Kautz, Division Operations Manager, telephonic

Ethics Reports

There were no ethics violations to report.

Agenda Item 1 Review Agenda

The Board approved the agenda as amended: some items were added /changed as follows:

Item 5C permanent deletion, the University Liaison Report was a one-time group.

Item 2 add, Review of Minutes back onto the agenda and move all # items down sequentially.

**On a motion duly made by Debra Hamilton, seconded by Lillian Mitchell, and passed
unanimously, it was**

RESOLVED that the Board accept agenda as amended.

Agenda Item 2 Review Meeting Minutes

The Board tabled reviewing the minutes from the October 30-31, 2014 meeting as the draft was not available. The Board made the following motion:

On a motion duly made by Debra Hamilton, seconded by Lillian Mitchell, and passed unanimously, it was

RESOLVED that the Board will table review of the October 30-31, 2014 meeting minutes until the April meeting.

The Board decides to skip ahead to agenda item #4-Correspondence until time for Budget Report from the Director.

Agenda Item 4 Correspondence

Correspondence item # 1- CDC –Supervision of Chemical Dependency Counselor

Issue is really internal to SEARCH. Question is really about internal supervision w/in her agency. SEARCH wants her to supervise CDC employees. The Board defers to her agency division regarding in house supervision vs supervision to obtain CDC.

Correspondence item # 2- Lunch and Learn training.

Does the training put on by North Star Behavioral Health /AK Mental Health Trust Authority count toward CEU's? Approved, answer is contained in regulations under 12 AAC 62.320 (Q) (3), cross-disciplinary courses. The class is Adverse Childhood Experiences in Alaska.

CEU's discussion will be added to the agenda under new business.

The Board will resume Correspondence after the Budget Report.

Agenda Item 3 Division Update/Budget Report

The Board discussed program revenues and expenditures 4th qtr. 2014 and 1st qtr. 2015, and indirect allocation changes, via telephone with Sara Chambers, Director; Martha Hewlett, Administrative Officer; and Collen Kautz. The Board is carrying a deficit and discussion took place regarding the Board quarter revenues and direct expenditure costs. The Board has decreased the deficit significantly (\$100,000.) in the last year. The Board has worked diligently to reduce the inherited deficit from the previous Board. Director Chambers acknowledged that effort.

Chambers also wanted to discuss overall budget to the Division and changes to indirect costs allocations. Chambers stated that the Division had reduced overall costs by a million dollars. She explained that there has been a change to how indirect costs are calculated and reviewed with the Board the indirect cost report. Director Chambers explained that the indirect costs are no longer calculated only by number of licensees like in the past. Number of licensees is part of the equation, but now also using a different methodology, by using this method it shares indirect costs more fairly. In the past the larger Boards would subsidize the smaller boards on indirect costs. The Board is concerned on the effects this may have on fee increases. Director Chambers stated that it needed to go through analysis before that can be determined.

The Board asked Director Chambers what is the projection for the \$400.00 licensure fee sustaining the Board program cost once out of debt (which should happen within the next cycle)? Director Chambers stated that if all remains the same as far as costs and no (investigations, court cases etc.) major costs that \$400.00 fee should be sufficient and that she will try to postulate that to the legislature. She stated that next meeting she will have a breakdown.

Break 10:56 AM BREAK

Return: 11:18 AM

The Board returned to item # 4 Correspondence.

The Board was visited for a short period by Shalome Cederberg from the Division of Boards and Commissions, for observation of the meeting.

Agenda Item #4 Correspondence

Correspondence Item #3 - for Psychology Board. Angie will forward to Psychology Board.

Correspondence Item #4 - for Psychology Board. Angie will forward to Psychology Board -

Correspondence Item #5 -Educational Course Worksheet.

The applicant wants to know if the Board is looking for multiple courses per section or one course per section? Answer is one, and is contained in 12 AAC 62.120(b)...the degree must have included course work in at least eight of the following areas:....

Correspondence Item #6-Ethics course approval for CEU's

Approved. 62.320(2), (G).

Correspondence Item #7 - Foreign post graduate counseling hours.

Will the Alaska Board of Professional Counseling accept her hours? She needs to meet or exceed our requirements Chapter 62, Articles 1 and 2, specifically Sec. 08.29.110 and Sec. 08.29.130. The Board would also like additional information regarding her education and supervision. We cannot give her any flexibility that would not be given to any other applicant.

Agenda Item 5 Public Comment

There was no public comment.

Agenda Item 6 Conference Reports

A.AKCA Liaison Report – Lyn Tashea reports that many meetings have not happened due to phone problems, J.R. Meyers availability, no quorum, etc. They are planning a retreat to try to get on top of email, correspondence and other issues. In regards to the supervisor credentialing letter, they are having problems with agreement on wording. They would like to see provisional licensing for supervisees while licensing?

Discussion took place regarding the supervisors having no authority to the supervisee if supervisee has ethical complaint. The Board would like to see what their position will be on the letter. The Board discussed forming a subcommittee with them to increase dialogue with them. Lyn will attend the Feb AKCA meeting.

1:04 pm Lunch Break

1:24 pm return from lunch

Resume Agenda Item #6

B. AASCB Conference Report- Chair Anne Brainerd attended the AASCB conference held in Savannah, Georgia in January, 2015. Chair Brainerd stated that there were 32 States represented at the conference. She gave an overview of some of the issues and topics of discussion; such as a presentation and discussion regarding a disconnect between policy and practice when treating gay and lesbian clients based on fear instead of on treating the client as a person. Also, there was discussion that the State of Iowa automatically will license an applicant even if applicant doesn't meet Iowa's minimum requirements for applicants applying by endorsement or reciprocity; providing they have had no complaints for a 5 year period and are licensed in good standing. Many of the states are moving toward requiring CACREP. Ohio will require CACREP 2018, NBCC in 2022. NBCC gave 15 schools funding assistance to investigate CACREP accreditation; UAF was one of the schools that received a grant. There was discussion regarding distance counseling. Chair Brainerd proposed that the

Board contact Jaedon Avey to give a training session at April 2015 meeting for the Board members. Chair Brainerd also shared information about the NBCC definition of Licensed Professional Counselor and Scope of Practice.

Agenda Item 7 Old Business

- A. Registered Intern- the Board discussed creating some type of intern or student licensure type for supervised applicants. Different titles were discussed such as Registered Intern (State of Colorado has good verbiage), Professional Counselor Intern (PCI), Professional Counselor Associate (PCA). The Board discussed Intern vs Associate as Intern connotes student. The Board prefers the title supervisee. Discussion regarding mandatory reporting, informed consent and the need for regulatory changes will be needed for this change.

Agenda Item 8 Investigator Report

A. General Report

Investigator Wall-Rood met with the Board.

Investigator Wall-Rood gave the general Investigations Report which includes cases, complaints, and intake matters. As of October 1 2014 through December 30, 2014, the Division opened 4 matters and closed 9 matters, 7 matters remain ongoing and under review. After the general report, the Board needed to discuss a specific case.

On a motion by Deb Hamilton, seconded by Stephanie Johnson, and approved unanimously it was

RESOLVED to go into executive session with staff in accordance with AS 44.62.310(c) (2) and (3) for the purpose of discussing a consent agreement for case #2012-001309.

Off record at 2:50 pm

On record at 3:00 pm

On a motion by Stephanie Johnson, seconded by Lillian Mitchell, and approved unanimously it was

RESOLVED to adopt the consent agreement for case #2012-001309.

Discussion began regarding another investigation.

On a motion by Lyn Tashea , seconded by Deb Hamilton, and approved unanimously it was

RESOLVED to go into executive session with staff in accordance with AS 44.62.310(c) (2) and (3) for the purpose of discussing a new investigation.

Off record at 3:05 pm

On record at 3:10 pm

Off record at 3:12 pm Break

On record at 3:22 pm

Agenda Item 9 Applications/CEU Audits

The Board reviewed 24 applications, 3 continuing education provider's approval requests, and 2 reinstatements. Review done on Thursday and Friday, motion made on Friday.

On a motion by Deb Hamilton, seconded by Lillian Mitchell, 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

- **Cavanaugh, Christopher**
- **Hudson, Lee J.**
- **Skoog, Kristina L.**
- **Landers, Lorraine (Stephanie Johnson recused)**

PROFESSIONAL COUNSELOR – CRED

- **Kolb, Barbara A.**
- **Schwartz, Austin F.**
- **Settevendemie Michael**
- **Stevenson, Chandler E.**

PROFESSIONAL COUNSELOR SUPERVISOR

- **Kerr, Marilyn B (Lyn Tashea recused)**
- **Mims, Dannon O.**
- **Owen, Damito J.**

CONTINUING EDUCATION PROVIDER APPROVAL

- **Casperson Therapy & Training Center
Johns Stillman**
- **Johnson County Community College
Penny Schaffer**
- **Kenaitze Indian Tribe
Den'ina Wellnes Center**

REINSTATEMENTS

- **Dziekhan, Katherine**
- **Pollard, Jean**

Upon a motion made by Lyn Tashea and seconded by Stephanie Johnson, and approved unanimously, it was

RESOLVED to adjourn.

Meeting adjourned until 9:00 am Friday January 23, 2015

Meeting adjourned at 5:38 p.m.

Call to Order/Roll Call 9:11 AM

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

Anne Brainerd, Licensed Professional Counselor, Chair
Debra Hamilton, Licensed Professional Counselor
Stephanie Johnson, Licensed Professional Counselor
Lyn Tashea, Licensed Professional Counselor
Lillian Mitchell, Public Member

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

Michele Wall-Rood, Investigator
Angie Parker, Licensing Examiner

Agenda Item 9 Applications/CEU Audits

The Board resumed review of the remaining applications.

Agenda Item 10 Regulations

Jun Maiquis attended via teleconference to give the Board an update on regulations projects. He explained that the new CEU regulation project can be combined with the older project. He held it because the older project is going to have to go out to all of the licensees as will the new project so he combined them into one project. Also, each project incurs a cost; this way it will also save money. So the Code of Ethics change, etc. will be included with this new CEU regulation change. Mr. Maiquis asked if we had received the draft language that he had written and the alternate version. The alternate is more in compliance how Dept. Law words things, but either way is fine and the Board version keeps the sequencing in place. The “definition” portion that the Board had placed in 12 AAC 62.990 was incorrectly placed, reason being is that the definition of synchronous was only applying to CEU section and 12 AAC 62.990 applies to the entire Chapter.

Discussion followed about where in the process all proposals were at. The Board asked where the records retention language change was. Jun explain that it was part of the Code of Ethics change under 12 AAC 62.900 (c). The Board mentioned that the retention language and proposal had gone back and forth between them and Department of Law and has been a long time to get changed. The Board asked Mr. Maiquis to identify where each proposal was at in the process. Jun named that the following; and they have been approved.

- 12 AAC 62.120 approved degrees requirements
- 12 AAC 62.130 license by credential
- 12 AAC 62.220 supervisors pre-approval
- 12 AAC 62.900 code of ethics
- 12 ACC 62.310 synchronous

The above have been approved by the Board, but have not been Public Noticed.

Chair Brainerd would like Jun to update the numbered regulation process handout to include the extra steps that occur between Step 5 and Step 6 (Jun to Director, Director to Commissioner, back to Jun , then to Law,) then if approved, Public Noticed. The Board would like a Regulations Update on the agenda which is an ongoing list of regulations which contains; the date the Board proposed the language and the status of that proposal. Lillian

Mitchell pointed out that Mr. Maiquis had stated that it is difficult to give a proposal timeframe as there are many variables.

On a motion duly made by Stephanie Johnson, seconded by Lillian Mitchell, and passed unanimously, it was

RESOLVED to accept the wording as follows and Public Notice 12 AAC 62.310 d)(e)(f)(g) (CEU requirements synchronous definition), as presented with the understanding that the Department of Law has the authority to alter the wording without altering intent of the changes.

New (d): A minimum of 20 hours of the total number of continuing education contact hours required for renewal of a license under this section must be earned through attendance and completion of synchronous courses, seminars, and workshops.

New (e): In this section, “synchronous” means happening precisely at the same time during which the instructor and attendee are able to communicate in real time.

Old (e) becomes (f): No more than one-half of the total number of continuing education contact hours required for renewal of a license under this section may be earned by completion of a correspondence, videotape, audiocassette, or other individual study program.

Old (f) becomes (g): Only hours of actual attendance during instruction will be accepted as continuing education contact hours earned from an academic course audited by the licensee. The total number of contact hours earned may not exceed the number of academic credit hours offered for that course.

Agenda Item 11 New Business

Chair Brainerd did contact Jaedon Avey regarding presenting a training session to the board on April 17th at the next meeting and is waiting to hear back from him.

They discussed the intern language and decided that they like the term supervisee as opposed to intern or student. They want to discuss with Jun Maiquis that if they make a regulation change whether it will require any statute change or any other areas that may be affected and need change. It was decided that Chair Brainerd would write a letter or email to Mr. Maiquis.

CEU Provider Approval form which is the current form which the Board approves course for CEU's that aren't already approved in the Statute and Regulations under 12 AAC 62.320. If not covered by the section then Providers or licensee's use this form to apply for Board approval for credit. Other Boards use the same form and charge a fee; but the Professional Counselor board does not. Chair Brainerd would like Angie to get information as to what the fees are and the difference between the Initial CE Course Review and the Continuing Education Resubmittal.

The other topic discussed is background checks and whether there is a way that the applicant can pay the Board for a National background so that the Board could contract with someone to do and whether we can streamline this process. Questions regarding whether it would require a statute and/or regulation change. Discussion regarding the National Definition of Practice and the Scope of Practice will resume at next meeting.

Agenda Item 12 Board Business

A. Task List

Chair Brainerd will write a letter Jun Maiquis RPC Supervisee (Registered Professional Counselor Supervisee)
Chair Brainerd will contact Jaydon Avery regarding speaking with the Board on Distance Counseling training.
Chair Brainerd will check with her agency regarding background checks.
Lyn Tashea will check with her agency regarding background checks.
Angie Parker will change next meeting from July 16-17, 2015 to July 9-10, 2015.
Angie Parker will check with H&SS regarding background checks.
Angie Parker will get info on CEU fees and info on how used.
Lyn Tashea will follow up with J.R. Myer regarding status of language on supervisor language issue.
Lyn Tashea will attend AKCA

B. Sign Wall Certificates-Wall certificates were signed

C. Meeting dates and times- may consider starting both days @9:30

D. Sign Meeting Minutes- the October minutes not available for signature.

E. Discuss Travel Authorizations/collect & sign- Travel receipts were collected.

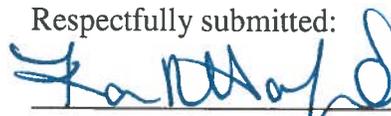
F. Training/conferences - No upcoming trainings.

Upon a motion made by Lyn Tashea, and seconded by Lillian Mitchell, and approved unanimously, it was

RESOLVED to adjourn.

Meeting adjourned at 1:00 p.m.

Respectfully submitted:



Licensing Examiner

Approved:



Anne Brainerd, Chair
Board of Professional Counselors

Date: June 19, 2015