

1 STATE OF ALASKA
2 DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
3 DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
4

5 BOARD OF PROFESSIONAL COUNSELORS
6 April 19-20, 2018 MINUTES OF MEETING
7

8
9 By the authority of AS. 08.01.070(2), and in compliance with the provisions of AS
10 44.64, Article 6, a scheduled board meeting was held at 550 W. 7th Ave. Suite 106,
11 Anchorage, Alaska 99501.
12

13 Agenda Item 1 - Thursday, April 19, 2018
14

15 Agenda Item 2 - Call to order and Roll call

16 Board Chair Debra Hamilton called the meeting to order at 9:01 am.
17

18 Those present, constituting a quorum of the Board:
19 Debra Hamilton, Chair, Licensed Professional Counselor
20 Alice Baum, Licensed Professional Counselor
21 S. Kyle Cardwell, Licensed Professional Counselor
22 Janece Richard, Licensed Professional Counselor
23 Eleanor Vinson, Public Member
24

25 In attendance from the Department of Commerce, Community and Economic
26 Development, Division of Corporations, Business and Professional Licensing were:
27

28 Rissa Teske, Licensing Examiner
29 Chase Parkey, Records and Licensing Supervisor
30 Melissa Dumas, Administrative Officer (via teleconference)
31 Marylene Wales, Accountant III (via teleconference)
32 Nina Akers, Investigator
33 Sonia Lipker, Senior Investigator
34 Autumn Roark, Investigator
35 Shalome Cederberg, Boards & Commissions
36

37 Members of the public in attendance:
38

39 None
40

41 9:02 am: Brief break to wait for board member Janece Richard.

42 9:22 am: Return and roll call again, all board members and staff present.
43

44 A - Welcome and Brief Introductions

45 Each board member gives a brief introduction of themselves. Board staff introduces
46 themselves. Chair Hamilton welcomes everyone and is happy to have a full board, two
47 new board members and two new staff members.
48

49 Agenda Item 3 - OnBoard Training

50 Board staff Rissa Teske and Chase Parkey, lead a brief training and overview of the
51 new OnBoard system, how to view the board book, view attachments, review and vote
52 on applications, as well as the location of user guides. Discussion on the different
53 ways to view the board book and use of the annotations functions.
54

55 9:35 am - Shalome Cederberg, with Boards & Commissions, briefly joins the meeting to
56 introduce herself and welcome the board.
57

58 **Agenda Item 4 - Review & Approve Agenda**

59 Eleanor Vinson recommends for future meetings, that the public comment session be
60 moved to 2 pm, so that it does not immediately follow the lunch break as the lunch
61 break isn't always taken on schedule.
62

63 Division staff Rissa Teske recommended that the board strike the correspondence
64 from the agenda as there is none. Brief discussion on what examples of
65 correspondence are: emails, letters, etc. written to the board.
66

67 **UPON A MOTION MADE BY JANECE RICHARD; SECONDED BY ALICE BAUM AND**
68 **APPROVED UNANIMOUSLY, IT WAS RESOLVED TO APPROVE THE AGENDA AS**
69 **AMENDED.**

70 **Agenda Item 5 - Board Training and Orientation**

71 Chair Hamilton leads a board training and orientation using AASCB (American
72 Association of State Counseling Boards) website and resources. Chair Hamilton
73 emphasizes the primary responsibility of the board is protecting the public by
74 regulating the profession. Chair Hamilton states that the board licenses individuals so
75 an individual from the community who accesses their services can trust that they have
76 been screened and prepared to provide them a good service. The board is responsible
77 for upholding the rules and codes, and has a role to play in investigating allegations of
78 misconduct and conducting contested case hearings if necessary, to determine if there
79 has been misconduct. She informed the board that if you receive a call from a public
80 member regarding a complaint, you must refer them to investigations who will walk
81 them through the process, as board members cannot comment as an individual.
82 Investigations may contact an individual board member as an advisor for a specific
83 case, and if the investigation progresses, it could be brought before the full board for a
84 hearing. The board also manages fiscal needs, which means it has enough revenue to
85 cover its expenses but it's not a business. The board also identifies statute and
86 regulatory changes needed to accomplish the board's mission. The board speaks as
87 one, all issues should be discussed by the entire board and individuals should not give
88 an opinion for the whole board.
89

90
91
92

93 **Agenda Item 6 - Ethics Report**

94 Chair Hamilton reviews what a conflict of interest means for a board member, as this
95 is the time that you can report that. If you think you have a conflict of interest it is
96 best to discuss that with the chair or the licensing examiner ahead of time.

97 Knowing an applicant is not a conflict of interest but you should recuse yourself from
98 voting, however, you may be required to vote if your vote is needed for a quorum.

99
100 Chair Hamilton asks if anyone has any conflicts of interest to disclose, none heard.

101
102 **Agenda Item 7 - Review & Approve Meeting Minutes**
103 The board reviews the draft minutes of the September 2017 and December 2017 board
104 meetings; the board noted errors in board member names in agenda item number 9 in
105 the September meeting minutes and agenda item numbering errors in the December
106 meeting minutes.

107
108 Kyle Cardwell states that just for the board's information, the University of Alaska
109 Fairbanks did get CACREP accreditation. UAF accreditation is effective January 12,
110 2018, and expires March 31, 2020, for Clinical Mental Health Counseling and for
111 School Counseling.

112
113 The board goes into a discussion about ethics, which was brought on by information in
114 the meeting minutes from December 2017. Chair Hamilton asked that we add to the
115 agenda in Old Business to discuss continuing the work the board was doing on ethics.

116
117 **UPON A MOTION MADE BY KYLE CARDWELL; SECONDED BY ELEANOR VINSON**
118 **AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO APPROVE THE DECEMBER**
119 **2017 BOARD MEETING MINUTES AS AMENDED.**

120
121 **UPON A MOTION MADE BY KYLE CARDWELL; SECONDED BY ALICE BAUM AND**
122 **APPROVED UNANIMOUSLY, IT WAS RESOLVED TO ADD TO THE AGENDA UNDER**
123 **OLD BUSINESS THE ADDITION OF THE ETHICS REVISION UPDATE.**

124
125 Eleanor Vinson stated that the board needs a Vice Chair. Chair Hamilton agreed and
126 stated that the role of the vice chair is to moderate the meeting in the absence of the
127 board chair, and they would be the second on the list that investigations might call for
128 investigative questions.

129
130 **UPON A MOTION MADE BY KYLE CARDWELL; SECONDED BY ALICE BAUM AND**
131 **APPROVED UNANIMOUSLY, IT WAS RESOLVED TO AMMEND THE AGENDA TO ADD**
132 **TO NEW BUSINESS THE ADDITION OF ELECTING A VICE CHAIR PERSON.**

133
134 **Agenda Item - 8 Investigative Report**
135 Investigator Nina Akers introduces Autumn Roark who is the new investigator
136 assigned to the board and Sonia Lipker introduces herself as the new senior
137 investigator assigned to all of the health care professions. Investigator Akers goes
138 over the investigative report with the board. For the period of November 28, 2017 -
139 March 28, 2018 the division opened two (2) cases; closed three (3) case; and four (4)
140 cases remain open. The program currently has one (1) licensee under probation.
141 Investigator Nina Akers and the board had a discussion about the investigative
142 process, what it means to be the reviewing board member for a case, and who the
143 reviewing board member should go to if you have questions: the investigator or senior
144 investigator. Investigator Lipker adds that when a board member is contacted for a
145 review that board member will get a review worksheet, she asks that the board
146 member makes sure they sign the worksheet and return it to the investigator so that

147 the investigation can move forward. She states that it hasn't been a problem for this
148 particular board.

149
150 Break at 10:40 am
151 Return at 10:59 am

152
153 **Agenda Item 9 - Division Update**

154 Melissa Dumas, Administrative Officer, and Marylene Wales, Accountant III, join the
155 meeting and provided the division update via teleconference and briefly discussed the
156 budget report. Melissa Dumas stats that the board will have to do another fee analysis
157 in the future, and it's possible that the board will see another fee reduction.

158
159 **Agenda Item 12 - Application & CE Audit Review**

160 11:08 am - The board begins the application and CE audit review early as they were
161 ahead of schedule and due to the large amount of CE audits that needed review. (60 CE
162 audits, 12 licensure applications, 4 CEU provider approval requests, and 2 exam
163 extension requests).

164
165 **Agenda Item 10 - Lunch Break**

166 Break at 11:52 am
167 Return at 1:10 pm.

168
169 **Agenda Item 11 - Public Comment**

170 No public comment

171
172 1:15 pm - Continue with Agenda Item 12 - Application and CE audit review.

173
174 Break at 2:33 pm
175 Return at 3:01 pm

176
177 4:55 pm - The board discusses pushing through and finishing up the application
178 review before recessing for the day. Eleanor Vinson brought up that the board needs
179 to talk about changing the law to accept out of state hours for supervision. Chair
180 Hamilton agreed. The board decides to recess and finish application review tomorrow.

181
182 **Agenda Item 13 - Recess Until April 20 at 9:00 am**

183 The board recessed at 4:57 pm until 9:00 am Friday, April 20, 2018.

184
185 **Agenda Item 14** **Friday, April 20, 2018**

186
187 **Agenda Item 15 - Call to Order and Roll Call**

188 Board Chair Debra Hamilton called the meeting to order at 9:05 am.

189
190 Those present, constituting a quorum of the board:
191 Debra Hamilton, Chair, Licensed Professional Counselor
192 Alice Baum, Licensed Professional Counselor
193 Kyle Cardwell, Licensed Professional Counselor
194 Janece Richard, Licensed Professional Counselor
195 Eleanor Vinson, Public Member

196

197 In attendance from the Department of Commerce, Community and Economic
198 Development, Division of Corporations, Business and Professional Licensing were:

199
200 Rissa Teske, Licensing Examiner
201 Chase Parkey, Records and Licensing Supervisor
202 Sonia Lipker, Senior Investigator
203 Laura Carrillo, Records & Licensing Supervisor (via telephone)

204
205 Agenda Item 16 - Correspondence

206 No correspondence, struck from the agenda.

207
208 Agenda Item 17 - Old Business

209 A- Conference Report form FARB

210 Chair Hamilton leads the board in a review of the Federation of Association of
211 Regulatory Boards (FARB) Report provided by Division staff Renee Hoffard, Records &
212 Licensing Supervisor, who attended the FARB conference but was unable to join the
213 meeting due to a scheduling conflict. The board discussed composite boards and Kyle
214 Cardwell asked if there has been any discussion about composite boards in Alaska.
215 Eleanor Vinson states that there was a discussion about composite boards when the
216 Marriage and Family Therapy board was in great debt, but there was a disagreement
217 and there was no composite board created. The board discussed the North Carolina
218 Dental Board case and the effects that case has had on regulatory boards across the
219 country, boards are now questioning what their jurisdiction is now. Chair Hamilton
220 added that the board's responsibility is to look at the statutes and regulations, sift
221 situations through them and to use them as their guiding principles. Rewriting and
222 reviewing regulations, and reviewing and challenging a statute, are done so the public
223 is best served. Chair Hamilton read through several of the FARB slides pertaining to
224 consolidation of boards and licensing reform and what other states are currently
225 doing. The discussion moved on to interstate compacts and website accessibility.
226 Several board members expressed that information needs to be updated on our
227 website in a timely manner. However, most board members agreed that the website
228 was user friendly. Chair Hamilton asked the board to go onto our website periodically
229 in order to see what could make our website most user friendly and helpful.

230

231 B- Conference report from AASCB

232 Chair Hamilton shares information she found interesting when she attended the
233 American Association of State Counseling Boards (AASCB) conference. She gives an
234 overview of how counseling and psychology started, really at the same place, but grew
235 apart. She also described how the definition of counseling is still being set as seen by
236 the development of NBCC and CACREP accreditation. She stated that she also found
237 the comparison of counselor supervisor laws and data in all 53 jurisdictions, quite
238 interesting. The study looked at what are the ethical, legal, and training requirements
239 facilitating supervisee development; cultural responsiveness; supervisory
240 understanding; and skills and evaluations. They are still working on data collection for
241 the study, fourteen jurisdictions require the counselor supervision be provided by an
242 appropriately licensed counselor, and many jurisdictions allow for a variety of licensed
243 professionals like Alaska does. During this time the board discussed that Alaska law
244 allows other licensed professionals to supervise counselor applicants, however; other
245 licensed professionals do not allow licensed counselors to supervise them and perhaps
246 rolling that back because telehealth is now a tool that can be used. Chair Hamilton

247 brings up regulation changes they proposed to the supervisor regulations; honoring
248 supervised hours under a non-Alaska board approved supervisor if the supervisor met
249 the Alaska standard of supervision, increasing the minimum of 6 hours of training
250 required, changing the amount of post licensure experience, adding a requirement of
251 continuing education, changing the supervisor license from a perpetual to requiring a
252 renewal so that the supervisor is proving their competency. There is discussion on
253 why the project hasn't progressed, Eleanor Vinson states that it's because some of the
254 changes will actually take a statute change and the board doesn't have the authority to
255 do that. Kyle Cardwell said he's more concerned with how much training someone has
256 to be a supervisor, not so much with how many years they have had a license. He also
257 adds that he believes the board should add some continuing education requirement in
258 substance use. The board discusses their personal experiences with receiving
259 supervision from licensed professionals in other fields, many stated they could have
260 learned a lot more through the supervision if they had been supervised by an LPC, and
261 ways to change it and make it better.

262

263 C - Sunset Audit Update

264 Chair Hamilton moved on to the board's sunset audit. She shared that every 8
265 years each board undergoes a review to make sure they are still necessary and viable in
266 serving the public. A year ago February 2017 was the audit of the PCO board,
267 containing an extensive interview and audit of the work of the board. The audit
268 reviewed past minutes, financial records, the board's actions, investigations,
269 interviewed board members, and then made recommendations. Chair Hamilton shared
270 that the prior sunset audit had a few recommendations but in this sunset audit they
271 were pleased with what the board is doing and had no recommendations. She shared
272 the post audit process that the bill goes through with the legislature, HB302, and that
273 she was required to call in and testify during hearings with the house and senate. Kyle
274 Cardwell adds that he looked up the bill's status and it is waiting transmittal to the
275 governor. Chair Hamilton discusses with the board a question that came up during the
276 audit process: who pays for the sunset audit? The board agrees that the significant
277 cost of conducting the audit should not be absorbed by the board, and if that took
278 place the cost would ultimately fall on applicants/licenseses through licensing fees.
279 Chair Hamilton stated that there has not been anything put into action yet, but there
280 could be some discussion on the issue in the future with the finance committee.
281 Division Staff Chase Parkey stated that he contacted Deputy Director Sarah Chambers,
282 and she has said it will be fine for Chair Hamilton to speak on behalf of the board
283 regarding their position on the sunset audit.

284

285 Break at 10:30 am

286 Return at 10:51 am

287

288 D - Ethics Discussion

289 The board moved on and discussed the ethical guidelines that the board uses
290 and adheres to; Chair Hamilton stated that the board voted to use the AMHCA
291 (American Mental Health Counselors Association) guidelines roughly three (3) years
292 ago. There is a discussion about whether AMHCA or ACA (American Counseling
293 Association) better suits the needs of the board. Kyle Cardwell stated that he prefers
294 AMHCA guidelines to ACA guidelines, if the board were to change what they used they
295 would have to change regulation again. Chair Hamilton asks for input from
296 investigations on what they think of the board's code of ethics. As the board waited

297 for an investigator to join the meeting they discussed the main premises for wanting
298 to move away from ACA; the language was too restrictive and not giving clinicians
299 enough room to work within their conscience, conflicts with faith based perspective,
300 end of life issues.

301
302 At 11:09 am Senior Investigator, Sonya Lipker joins the meeting and discussed with the
303 board that her job is to gather the facts, present the facts to the board, and the board
304 makes the decision if there is a violation. Having a more vague code of ethics doesn't
305 help or hinder her in doing her job. She discussed with the board that confidentiality
306 ranks at the top of the violations, then dual relationships, and then boundary
307 violations. At 11:19 am Senior Investigator Sonia Lipker leaves the meeting.
308 The board discussed having to update the regulations to reflect the most recent
309 version of the AMHCA code of ethics to read 2015 instead of 2010. Chair Hamilton
310 brings up that the board should talk with the president of AMHCA and asked Division
311 Staff Rissa Teske to contact the AMHCA president and invite him/her to talk with the
312 board. There is a discussion about who would be the best person to contact as Kyle
313 Cardwell finds that they have an ethics board. Chair Hamilton asked for a volunteer to
314 look at the code of ethics for NBCC, AMHCA, and ACA for their record keeping. Kyle
315 Cardwell volunteered to look at confidentiality, records, and boundaries in NBCC,
316 AMHCA, and ACA ethics and will bring that to the next meeting.

317
318 **UPON A MOTION MADE BY KYLE CARDWELL; SECONDED BY ELEANOR VINSON**
319 **AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO APPROVE BOARD CHAIR**
320 **DEBRA HAMILTON CONTACTING A REPRESENTATIVE AND/OR SENATOR TO**
321 **ADVOCATE ON BEHALF OF THE BOARD REGARDING THEIR POSITION ON THE**
322 **FUTURE FISCAL RESPONSIBILITY FOR THE SUNSET AUDIT.**

323
324 **Agenda Item 18 - New Business**

325 **A- Annual Report**

326 Chair Hamilton led the board in a discussion of the Annual Report. They
327 discussed changes to the dates, and changes to the narrative statement. Chair
328 Hamilton would like to table working on the annual report until paper copies can be
329 printed.

330 **B - Telemedicine Business Registry**

331 The board moved on to discuss the Telemedicine Business Registry (TBR) and
332 what businesses are required to register. Division Staff Chase Parkey contacted
333 Division Staff Laura Carrillo who joins the meeting by teleconference to discuss TBR.
334 Laura Carrillo had two main questions for the board: First, does the PCO board have
335 any concerns about knowing who is providing telemedicine services as a professional
336 counselor? (She stated that she has no process of notifying boards when a licensee is
337 able to successfully register.) And secondly, does the board have any requirements for
338 Professional Counselor licensees who want to provide telehealth, and does the board
339 have plans to provide training before telehealth services are provided? Laura Carrillo
340 shared that the Marital and Family Therapy board had been discussing a 15 hour
341 training requirement, which had been recommended by their national association.
342 Chair Hamilton stated that the regulations the board wrote in response to SB 74 a
343 couple of years ago, include requirements for training. The board discussed with
344 Laura Carrillo which businesses are required to register, and Kyle Cardwell asked if
345 tribal organizations were excluded from the registry, which Laura Carrillo answered
346 that she didn't believe there were any exclusions at this time. The board discussed

347 with her some general questions about the TBR application, and Laura Carrillo
348 suggested the board may want to keep an internal list to keep track of who is
349 registered to practice telemedicine. Chair Hamilton agreed that they need to have
350 some kind of confirmation that the licensee has complied with this, and brought up
351 again putting a notification on the renewals. The board discussed that there are two
352 issues here, one is with the business end of it with the business registry and the other
353 is with managing compliance with the board's regulations.

354
355 Break for lunch at 12:25 pm

356 Return at 1:44 pm

357

358 The board discussed tabling agenda item 18B-Telemedicine Business Registry, until the
359 next meeting when they would be able to further discuss it as well as look at the
360 regulations that are currently written in response to SB 74 and are currently under
361 revision.

362

363 **UPON A MOTION MADE BY ALICE BAUM; SECONDED BY KYLE CARDWELL AND**
364 **APPROVED UNANIMOUSLY, IT WAS RESOLVED TO TABLE AGENDA ITEM 18B**
365 **UNTIL THE NEXT BOARD MEETING FOR FURTHER DISCUSSION.**

366

367 C - Election of Vice Chair

368 The board discussed electing of a Vice Chairperson. Both Alice Baum and Kyle
369 Cardwell were nominated, Alice Baum withdrew her name from consideration.

370

371 **UPON A MOTION MADE BY JANECE RICHARD; SECONDED BY ELEANOR VINSON**
372 **AND PASSED UNANIMOUSLY, IT WAS RESOLVED THAT KYLE CARDWELL BE**
373 **ELCECTED VICE CHAIR.**

374

375 D -Information to Board regarding upcoming Licensure changes

376 Division Staff Chase Parkey informed the board of the upcoming Division wide changes
377 for online licensing and renewals which will go into effect on Monday April 23, 2018.

378

379 Agenda Item 18A - Annual Report

380 The board returned to work on agenda item 18A, the Annual Report and discussed
381 future goals and objectives, upcoming conferences and who is available to attend. The
382 board also discussed ranking national conferences in order of importance.

- 383 - CLEAR, September 26-29, 2018; Eleanor Vinson
- 384 - AASCB, January 7-8, 2019; Debra Hamilton & Kyle Cardwell
- 385 - FARB, January 24-27, 2019; Alice Baum & Janece Richard
- 386 - ACA, March 27-31, 2019; Janece Richard
- 387 - NBCC, 2019; Janece Richard & Eleanor Vinson

388

389 Agenda Item 19 - Board Administration Business

390 B - Schedule/Confirm Meetings

391 The board confirmed the following meeting dates for the upcoming year:

- 392 - July 13, 2018, Teleconference, 9 am - 1 pm.
- 393 - September 13-14, 2018; Anchorage
- 394 - February 7-8, 2019; Juneau
- 395 - April/May (spring); Wasilla/Peninsula - Tentative

396

397 C - Sign Wall Certificates and Final Minutes
398 Wall certificates and final meeting minutes were signed by the board.

399
400 Break at 3:07 pm
401 Return at 3:27 pm

402
403 **UPON A MOTION MADE BY KYLE CARDWELL; SECONDED BY ELEANOR VINSON**
404 **AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO ENTER INTO EXECUTIVE**
405 **SESSION IN ACCORDANCE WITH AS 44.62.310(C), AND ALASKA CONSTITUTIONAL**
406 **RIGHT TO PRIVACY PROVISIONS FOR THE PURPOSE OF DISCUSSING SUBJECTS**
407 **THAT TEND TO PREJUDICE THE REPUTATION AND CHARACTER OF ANY PERSON,**
408 **PROVIDED THE PERSON MAY REQUEST A PUBLIC DISCUSSION. BOARD STAFF**
409 **RISSA TESKE AND CHASE PARKEY TO REMAIN IN THE ROOM.**

410
411 Off record at 3:28 pm
412 Back on record at 4:39 pm

413
414 **UPON A MOTION MADE BY ELEANOR VINSON; SECONDED BY JANECE RICHARD**
415 **AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO APPROVE THE FOLLOWING**
416 **LIST OF APPLICATIONS WITH THE STIPULATION THAT THE INFORMATION IN THE**
417 **APPLICANTS FILES WILL TAKE PRECEDENCE OVER THE INFORMATION IN THE**
418 **MINUTES.**

419
420 **Professional Counselor Supervisor**

421 Ann Sterle
422 Cassandra Rense
423 Frank Ponziano
424 Jenna Hiestand

425
426 **Exam Extension**

427 Dinetta Morris
428 Stephanie Morse

429
430 **Professional Counselor - Exam**

431 Christina Ropp
432 Erin Maloney-Saggiomo

433
434 **Professional Counselor - Credentials**

435 Christina Hommel
436 Dusty Naranjo
437 Heidi Kinsella
438 Kathleen Ferrara
439 Robin Base
440 Patrick McMahon

441
442 **CEU Approvals**

443 JAMHI - History & Hope
444 Juneau Suicide Prevention
445 Northstar - Finding Self Again
446 Northstar - Suicide

- 447
448 **Audits**
449 Andrea Axelson
450 Alyssa Jones
451 Alexandra Lorian
452 Anne Norton
453 Allison Wilson
454 Casey Odell
455 Christy Smith
456 Colleen Torrence
457 Deborah Bannan
458 Darlene Boskoffsky
459 Desiree Niederer
460 Dallas Norman
461 Deborah Spira
462 Eden Lunsford
463 Gregory Galanos
464 Gladys Robards
465 Josephine Barry
466 Julia Jackson
467 Joseph Nowell
468 John Raasch
469 Kacea Bjork
470 Katie Kowalchuk
471 Kelvin Pace
472 Kristin Wolf
473 L. Brie David
474 Lynda Freeman
475 Lynn Paterna
476 Lisa Root
477 Linda Sheets
478 Maria Calhoun
479 Mary McDonald
480 Mary Palko
481 Mary Snider
482 Melissa Swan
483 Mary Teachout
484 Megan Wilts
485 Meghan Yarmak
486 Nikki Linquist
487 Paul Beals
488 Paul Ingram
489 Rocio Baquerizo
490 Rebecca Love
491 Sharon Fleck
492 Samantha Funk
493 Shana Hamilton
494 Sayaka Maas
495 Samantha McMorro
496 Tamara Matlock

497 Tracie Meaders
498 Rebekah Burket
499 Amy White
500 Darcy Logan
501 Debra Terry
502 John Fugett
503 Sharon Fishel
504 Chris Cavanaugh
505 Brandi Askeland
506 Grace Ferreira
507 Anne Nytes
508 Micki Halloran

509
510 At this time the Board concluded all scheduled Board business.

511
512 **UPON A MOTION MADE BY KYLE CARDWELL; SECONDED BY JANECE RICHARD**
513 **AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO ADJORN.**

514
515 Chair Hamilton adjourned the meeting at 4:44 pm

516

517

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519

Respectfully Submitted:

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Rissa Teske, Licensing Examiner

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525

526

Approved:

527

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529



Debra Hamilton, Board Chair,

530

531

532

533

9-14-18

Date

534

