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2 **State Of Alaska**
3 **DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT**
4 **DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING**

5 **BOARD OF PROFESSIONAL COUNSELORS**
6 **DECEMBER 14, 2018 MINUTES OF MEETING**
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 the authority of AS. 08.01.070(2), and in compliance with the provisions of AS
13 44.64, Article 6, a scheduled board teleconference was held; originating at 333
14 Willoughby Ave, Juneau, AK 99801.

15
16 **Friday, December 14, 2018**
17

18 **Agenda Item 1 - Call to order & Roll call**

19 Board Chair Debra Hamilton called the meeting to order at 9:14 am.
20

21 Those present, constituting a quorum of the Board:
22 Debra Hamilton, Chair, Licensed Professional Counselor
23 S. Kyle Cardwell, Licensed Professional Counselor
24 Eleanor Vinson, Public Member
25

26 In attendance from the Department of Commerce, Community and Economic
27 Development, Division of Corporations, Business and Professional Licensing:
28 Renee Hoffard, Records & Licensing Supervisor
29 Andy Khmelev, Licensing Examiner
30 Charles Ward, Acting Deputy Director
31 Melissa Dumas, Administrative Officer
32 Marylene Wales, Accountant III
33 Jun Maiquis; Regulations Specialist
34 Erika Prieksat, Investigator
35 Brian Howes, Investigator
36

37 Members of the public in attendance:
38 None
39

40 **Agenda Item 2 - Review & Approve Agenda**

41 The board reviews the agenda.
42

43 **UPON A MOTION MADE BY ELEANOR VINSON; SECONDED BY KYLE CARDWELL**
44 **AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO APPROVE THE AGENDA AS**
45 **WRITTEN.**

46 **Agenda Item 3 - Ethics Report**

47 Chair Hamilton asks if anyone has any ethics concerns to report, none heard.
48

49 **Agenda Item 4 - Review & Approve Meeting Minutes**
50 The board reviews the draft minutes of the September 2018 meeting.
51
52 Janece Richard, Licensed Professional Counselor joined the teleconference at 9:28 am.
53
54
55 **UPON A MOTION MADE BY JANECE RICHARD; SECONDED BY ELEANOR VINSON**
56 **AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO APPROVE THE SEPTEMBER**
57 **2018 MEETING MINUTES AS AMENDED.**

58
59 **Agenda Item 5 - Public Comment**

60 There is no one present in person or on the phone for public comment.
61

62 **Agenda Item 6 - Review Public Comment - Regulation Project**

63 The board reviewed and discussed the provided public comments for the open
64 regulations project. Kyle requested that the discussion be tabled until the next
65 scheduled board meeting pending Renee providing the board with the Department of
66 Law's review and determination regarding federal and tribal organizations immunity to
67 tele-health.

68
69 Jun Maiquis, Regulations Specialist for the division, requested that Renee send him the
70 2015 code of ethics adopted by reference in the program regulations.
71

72 **Agenda Item 7 - Consent Agreement and Board Order**

73
74 Investigators Brian Howes and Erika Prieksat joined the meeting telephonically.
75

76 **UPON A MOTION MADE BY JANECE RICHARD; SECONDED BY ELEANOR VINSON**
77 **AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO ACCEPT THE CONSENT**
78 **AGREEMENT FOR CASE NUMBER 2018-000539 AS PRESENTED BY INVESTIGATIONS.**
79

80 **Agenda Item 8 - Investigative Report**

81
82 Investigator Prieksat provided the investigative report; from September 1, 2018 to
83 November 29, 2018 the division opened 7 matters and closed 7 matters. 7 matters
84 remain ongoing and/or under active investigation.
85

86 Break at 10:33 am
87 Return at 10:48 am
88
89

90 **Agenda Item 7 - Division Update**

91 Marylene Wales, Accountant III, Melissa Dumas, Administrative Officer, and Charles
92 Ward, Acting Deputy Director; join the meeting and provides the division update for
93 discusses the budget report. They discussed the FY2019 1st quarter report and
94 explained that the board should expect to see the fee analysis for the upcoming
95 renewal at the scheduled February meeting.
96

97 The board had a brief discussion about travel to out-of-state conferences; AASCB and
98 NBCC; Staff supervisor Renee reminded them that they will need to rank these conferences in
99 the annual report. Further discussion was tabled until the February meeting.

100

101 **Agenda Item 10 - Application Review**

102 Supervisor Renee apologizes to the Board; she has not uploaded applications to OnBoard for the
103 board to review at this time therefore there are none for this agenda time. Supervisor Renee
104 introduces Andy Khmelev; the new licensing examiner for the board. Examiner Andy is currently
105 working for the pharmacy program and has worked for the construction contractor
106 program for the last several years.

107

108 At this time the Board concluded all scheduled Board business.

109

110 **UPON A MOTION MADE BY ELEANOR VINSON; SECONDED BY KYLE CARDWELL**
111 **AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO ADJOURN THE MEETING.**

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113 The meeting adjourns at 11:49 am

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Respectfully Submitted:

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 For

Renee Hoffard, Records & Licensing Supervisor

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Approved:

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Debra Hamilton, Board Chair,

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131

9-20-19
Date

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