

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 Professional Counselors
6 April 23, 2020 Meeting Minutes
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 authority of AS 08.01.070(2), and in compliance with the provisions of AS
13 44.62, Article 6, a scheduled meeting of the Board of Professional Counselors
14 was held via videoconference through zoom.
15

16 Agenda Item 1 Call to Order/Roll Call Time: 2:19 p.m.
17

18 The April 23, 2020 meeting day was called to order by Chair, Debra Hamilton at 2:19 p.m.
19

20 Board members present, constituting a quorum:
21

22 Debra Hamilton, Licensed Professional Counselor – *Chair*
23 Janece Richard, Licensed Professional Counselor
24 Eleanor Vinson, Public Member
25 Laura Patin, Licensed Professional Counselor (joined later in meeting)
26

27 Board members absent:
28

29 Alice Baum, Licensed Professional Counselor
30

31 Division staff present:
32

33 Andy Khmelev, Acting Records and Licensing Supervisor
34 Colleen Kautz, Program Coordinator II
35 Sara Chambers, Division Director
36 Sher Zinn, Regulations Specialist
37

38 Others Present:
39

40 Gina Ritacco, Boards and Commissions
41
42
43

44 **Agenda Item 2** **Review/Approve Agenda**

45
46 **On a motion duly made by Eleanor Vinson, seconded by Janece Richard, and**
47 **approved unanimously, it was**

48
49 **RESOLVED to approve the agenda for the April 23, 2020 meeting.**

50

	APPROVE	DENY	ABSTAIN	ABSENT
51 Debra Hamilton	x			
52 Alice Baum				x
53 Laura Patin				x
54 Eleanor Vinson	x			
55 Janece Richard	x			

56

57
58 Chair Debbie Hamilton requested that under administrative business to add a subsection B
59 titled Distance Counseling Follow Up 12 AAC 62.400. The board members agreed to carry
60 the motion for approving agenda as amended.

61
62 **Agenda Item 3** **Administrative Business**

63
64 Emergency Courtesy License – SB 241:

65
66 At the prior meeting on April 10, 2020, the board voted to waive licensure requirements for
67 out of state counselors to perform telehealth. The Department of Law came back with their
68 interpretation, and informed the board that legally they are unable to do that as the
69 regulation cannot be waived. Law did inform the board members that per the stipulations in
70 SB 241, the emergency COVID-19 bill by the legislators, will allow the board to create an
71 emergency courtesy license without having to draft and adopt emergency regulations. The
72 board can also add any additional requirements to the expedited emergency license that they
73 deem fitting. The licenses would be active as long as SB 241 is in effect. SB 241 is set to
74 expire on 11/15/2020, or if the governor cancels the declaration of emergency, whichever
75 comes first.

76
77 Director Sara Chambers and Sher Zinn joined the meeting at 3:00 pm.

78
79 The board discussed the fees and requirements that would go into this courtesy license.
80 Director Chambers informed the board that it costs about \$50 on average to process an
81 application. The board is leaning towards a \$150 fee for the courtesy license. After some
82 discussion, the board is going to create a courtesy license that would require the \$150 fee, the
83 complete courtesy license application, and proof of an active unencumbered professional
84 counselor license from another US state or territory.

85

86 On a motion duly made by Eleanor Vinson, seconded by Janece Richard, and
87 approved unanimously, it was
88

89 **RESOLVED** per SB 241 the Board of Professional Counselors create a
90 courtesy license using parts of the existing application, with keeping part 1 of
91 a fee, which is \$50 for application fee and \$100 for license fee, keep part 2
92 which is personal information, keep part 4 numbers 1 and 3 which is
93 professional information, keep part 5 the professional fitness question, and
94 include a verification of license forms that will go out to other states.
95

	APPROVE	DENY	ABSTAIN	ABSENT
96 Debra Hamilton	x			
97 Alice Baum				x
98 Laura Patin	x			
99 Eleanor Vinson	x			
100 Janece Richard	x			

101
102
103 Following the motion there was a brief discussion on how to let the applicants know that
104 this license is temporary, for which RLS Andy Khmelev will include on the application that
105 this license will time out on 11/15/2020 or if the declaration of emergency is terminated,
106 whichever comes first. After the discussion, the motion passed.
107

108 The board also decided that only one verification is needed per applicant, even if they are
109 licensed in multiple states.
110

111 Distance Counseling Follow Up 12 AAC 62.400:
112

113 The board discussed the current barrier that is in place with the regulation that went into
114 effect in November of 2019. Currently it states that anyone performing distance professional
115 services not only has to be licensed, but they also require six hours of NBCC sanctioned
116 continued education. At the prior meeting on 4/10/2020, the board issued a statement
117 stating that they are going to allow supervisees to obtain hours via telehealth, however the
118 board is unable to make that position due to the regulation blocking it. There will need to be
119 emergency regulations drafted in order to make this happen. Regulations specialist Sher Zinn
120 confirmed that emergency regulations will be needed. Miss Zinn told the board that all they
121 need to do is state what they want on the record, and the regulations team will draft the
122 proper regulations.
123

124 The board decided that they will discuss these regulations at a separate meeting.
125
126
127
128

129 **Agenda Item 4 Task List**

130

131 RLS Andy Khmelev will schedule another meeting for the board to discuss emergency
 132 regulations pertaining to supervisees performing telehealth.

133

134 **On a motion duly made by Eleanor Vinson, seconded by Laura Patin, and approved**
 135 **unanimously, it was**

136

137 **RESOLVED** to adjourn the April 23, 2020.

138

	APPROVE	DENY	ABSTAIN	ABSENT
139 Debra Hamilton	x			
140 Alice Baum				x
141 Laura Patin	x			
142 Eleanor Vinson	x			
143 Janece Richard	x			

145

146 Motion passed with no further discussion.

147

148 *Off the record at 3:55 pm.*

149

150

151

152

153 _____
 Andy Khmelev, Acting Records and Licensing Supervisor Date

154

155

156

157 _____
 Debra Hamilton, Board of Professional Counselors Chair Date