

1 State of Alaska
2 DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
3 DIVISION OF CORPORATION, BUSINESS AND PROFESSIONAL LICENSING
4

5 BOARD OF PROFESSIONAL COUNSELORS
6 Minutes of the meeting December 7-8, 2023
7

8
9 By the authority of AS 08.01.070(2) and AS 08.86.030, and in compliance with the provisions of 8 AS 44.62,
10 8 Article 6, a scheduled meeting of the Board of Professional Counselor originated from Fairbanks. This
11 meeting was held via Zoom.
12

13 The Chair brought the meeting to order at 9:01 am
14

15 **Board Members Present Constituting a Quorum**

16 Dorene Hagen, Board Chair, Licensed Professional Counselor
17 Sammie O’Neal, Licensed Professional Counselor
18 Rachel Buddin-Young, Licensed Professional Counselor
19

20 **Board Members Absent**

21 None
22

23 **Staff Members Present**

24 Reid Bowman, Program Coordinator II
25 Jeanne Pace, Program Coordinator I
26

27 **Members of the Public Present**

28 Rebecca Mohlman
29 Carolyn Heyman
30

31 **Agenda Item – Review/Approve Agenda**

32 In a motion duly made by Rachel Buddin-Young, seconded by Sammie O’Neal with unanimous consent,
33 it was resolved to approve the December 7-8, 2023, agenda as presented.

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O’Neal	X			

34
35 **Agenda Item – Ethics Disclosures**

36 All members said they had no potential ethics conflicts to disclose.
37

38 **Agenda Item – Review/Approve Minutes**

39 Discussion was had about review and approval of minutes via Onboard. Board members agreed to the use
40 of Onboard.

41 In a motion duly made by Rachel Buddin-Young, seconded by Sammie O’Neal with unanimous consent,
42 it was resolved to approve the August 25, 2023, minutes as presented.

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O’Neal	X			

43
44 In a motion duly made by Rachel Buddin-Young, seconded by Sammie O’Neal with unanimous consent,
45 it was resolved to approve the April 27, 2023, minutes as presented.

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O’Neal	X			

46
47 **Agenda Item – Investigative Report**

48 Jasmine Bautista gave the August 13, 2023, to November 28, 2023, report. The report showed that nine
49 cases are open, sixteen cases have been closed. We are working on the older cases from 2021. Closed
50 intake means we have received a complaint from a phone call, email etc. We then provide the
51 complainant with a complaint packet. Complainants have 30 days to complete the signed complaint
52 documents. If we do not receive the signed complaint packet, then we close it.

53 **Agenda Item – Disciplinary Matrices**

54 Creation of a disciplinary matrix should be discussed on record so that the public can determine if they
55 are acting in a way that could be disciplined or not. Board members then reviewed disciplinary matrices
56 provided by Jasmine Bautista. It was recommended to the Board that disciplinary measures for each
57 license type including the supervisor license type be created. The purpose of looking at this matrix is to
58 review, decide to adopt as it is or modify if necessary. The matrix will be reviewed by investigations to
59 make sure it is in line with previous precedent. It was agreed more discussion and review of matrices to
60 happen at the next meeting.

61
62 In a motion duly made by Rachel Buddin-Young, seconded by Sammie O’Neal with unanimous consent,
63 it was resolved to amend the agenda to begin application review.

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O’Neal	X			

64
65 **Agenda Item – Application Review**

66 In a motion duly made by Rachel Buddin-Young, seconded by Sammie O’Neal with unanimous consent,
67 it was resolved to table approval of the continuing education course “Beyond Impasse” pending a clear
68 syllabus, clear times, and clear continuing education units (proper format) with future review and vote
69 via Onboard.

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			

Sammie O'Neal	X			
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70
71 **In a motion duly made by Rachel Buddin-Young, seconded by Sammie O'Neal with unanimous consent,**
72 **it was resolved to approve Rebecca Mohlman's application pending receipt of correction of question 1**
73 **and 8 on the Verification of Experience form from Tamar Lutbish-White.**

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O'Neal	X			

74
75 License may be issued once receipt of corrected Verification of Experience form has been received from
76 Tamar Lutbish-White.

77
78 Off record 9:59 am
79 On record 10:09 am

80
81 **In a motion duly made by Rachel Buddin-Young, seconded by Sammie O'Neal with unanimous consent,**
82 **it was resolved to approve Monica Byrd's application by examination.**

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O'Neal	X			

83
84 **In a motion duly made by Rachel Buddin-Young, seconded by Sammie O'Neal with unanimous consent,**
85 **it was resolved to approve Natalia Dias' application for examination extension.**

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O'Neal	X			

86
87 **In a motion duly made by Rachel Buddin-Young, seconded by Sammie O'Neal with unanimous consent,**
88 **it was resolved to approve Colleen Johnson's application by examination.**

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O'Neal	X			

89
90 **In a motion duly made by Rachel Buddin-Young, seconded by Sammie O'Neal with unanimous consent,**
91 **it was resolved to approve Sharon Lake's application for board approved supervisor.**

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O'Neal	X			

92

93 In a motion duly made by Rachel Buddin-Young, seconded by Sammie O’Neal with unanimous consent,
 94 it was resolved to approve Aries McGinnis’ application by credentials pending receipt of a clear
 95 background report from Utah.

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O’Neal	X			

96
 97 In a motion duly made by Rachel Buddin-Young, seconded by Sammie O’Neal with unanimous consent,
 98 it was resolved to reconsider the motion to approve Aries McGinnis’ application by credentials pending
 99 receipt of a clear background report from Utah.

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O’Neal	X			

100
 101 In a motion duly made by Rachel Buddin-Young, seconded by Sammie O’Neal with unanimous consent,
 102 it was resolved to approve Aries McGinnis’ application by credentials.

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O’Neal	X			
Teresa Cotton				X

103
 104 In a motion duly made by Rachel Buddin-Young, seconded by Sammie O’Neal with unanimous consent,
 105 it was resolved to approve Christopher Reppel’s application for board approved supervisor.

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O’Neal	X			

106
 107 In a motion duly made by Rachel Buddin-Young, seconded by Sammie O’Neal with unanimous consent,
 108 it was resolved to change the agenda to reflect lunch from 11:45 am to 1:45 pm.

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O’Neal	X			

109
 110 In a motion duly made by Rachel Buddin-Young, seconded by Sammie O’Neal with unanimous consent,
 111 it was resolved to approve Danielle Rose’s application for board approved supervisor application.

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O’Neal	X			

112

113 In a motion duly made by Rachel Buddin-Young, seconded by Sammie O’Neal with unanimous consent,
114 it was resolved to approve Cole Talbot’s application by examination.

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O’Neal	X			

115
116 In a motion duly made by Rachel Buddin-Young, seconded by Sammie O’Neal with unanimous consent,
117 it was resolved to approve Bryan Taylor’s application for board approved supervisor.

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O’Neal	X			

118
119 In a motion duly made by Rachel Buddin-Young, seconded by Sammie O’Neal with unanimous consent,
120 it was resolved to approve Lisa Laney’s application by credentials.

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O’Neal	X			

121
122 In a motion duly made by Rachel Buddin-Young, seconded by Sammie O’Neal with unanimous consent,
123 it was resolved to approve Patricia McAtee’s application by credentials.

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O’Neal	X			

124
125 **Agenda Item – Public Comment**
126 No Public Members in attendance.

127
128 Off record 11:15 am
129 On record 11:17 am

130
131 In a motion duly made by Rachel Buddin-Young, seconded by Sammie O’Neal with unanimous consent,
132 it was resolved to amend the agenda to begin discussion of New Business of Supervision.

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O’Neal	X			

133
134 **Agenda Item – New Business/Supervision**
135 An inquiry was made about whether marital or blood relations between supervisor and supervisee is
136 allowable or not. The AMHCA code of ethics does not specifically deem it unethical to have a marital or
137 blood relation provide supervision. The Alaska Board of Professional Counselors discourages the use of

138 family members as supervisors to maintain the highest ethical standards and due to the availability of
139 tele-health supervision. We may require Board approval of a family member supervisor before
140 supervision begins. What other safeguards can be put in place if a supervisor is allowed to supervise a
141 family member to keep the supervision ethical? It is in the works to get the frequently asked questions
142 posted to the website.

143

144 Sammie O’Neal will not be able to attend the January meeting in Tucson, Arizona. Rachel will be
145 attending the January 7-9, 2024, meeting in Tucson. Dorene Hagen will check to see if she is available to
146 attend. Jeanne Pace will let the Board know as soon as travel is approved.

147

148 Off record 11:43 am

149 On record 1:43 pm

150

151 **Agenda Item – New Business/Completion of Supervision Forms**

152 The regulations the Board creates will drive the form. Division can create the form once you’ve decided
153 on the regulation. The Board should focus on policy making.

154

155 **Agenda Item – New Business/Supervisory Guidelines**

156 Must haves for Supervisory Guidelines was discussed.

- 157 A. Supervisor to send written notice of providing supervision for applicant prior to supervision
158 beginning.
- 159 B. A report turned in by the applicant every six months to show where applicant is at in training
160 process.
- 161 C. Per every fifteen client hours must have one hour of face-to-face supervision, or increasing once
162 a month to twice a month, or a minimum of two hours per month. We may have to leave
163 autonomy with the supervisor of when the two hours of supervision months occur.
- 164 D. Discussion was had about having applicants turn in a supervision plan with their application that
165 is approved by the Board before supervision begins.
- 166 E. An alternate supervision plan will be required if an applicant terminates with their first
167 supervisor for the Board to review and approve.
- 168 F. All applicants with this license type need to state in all communications what their license type
169 is and their supervisor’s name.

170

171 **Agenda Item – New Business/Supervision Regulations**

172 On the new applicant licensure applications professional fitness questions are asked but, on the
173 supervisor application these questions are not asked and need to be added. Professional fitness
174 questions are recommended by Sara Chambers. Ethical behavior is part of the requirement to become a
175 supervisor, so it is appropriate to add these questions. You do not need Board action to make this
176 change to the supervisor application.

177

178 Discussion was had regarding whether renewal of license verbiage has been added to the supervisor
179 regulations. Previous minutes need to be reviewed for this topic and then begin discussing this topic
180 again. Discussion took place regarding every four years for renewal process with continuing education
181 requirements for the supervisor license. AMHCA code of ethics and how to enforce violations was

182 discussed. Specific regulations need to be outlined giving the Board authority to accept or deny
183 applications based on fitness questions.

184

185 **Agenda Item – New Business/CE Requirements for Credentials Application**

186 Discussion took place as to why this Board requires continuing education upon application when these
187 individuals are satisfactorily licensed in another state, and why aren't we requiring professional
188 references and/or jurisprudence exam instead. NBCC may be a good route to go regarding the
189 jurisprudence exam. NBCC currently creates exams for other states, but there will be an expense. NBCC
190 will need to be invited to the next Board meeting.

191

192 **Agenda Item – New Business/Correspondence**

193 If the licensed professional counselor is getting guidance to do something outside the scope of practice
194 the individual really should adhere to and stay within the scope of practice for their current license to
195 keep themselves protected. An added license is most likely needed regarding the medications. Just
196 because you get training in medications does not release someone from adhering to the current
197 license's scope of practice. The LPC can make referrals to a doctor if a client is needing medication.

198

199 Off record 3:05 pm

200 On record 3:09 pm

201

202 The board fully supports you only operating within the defined scope of practice and training. Please see
203 Sec 08.290.400 of the state of Alaska Professional Counselor Statute and Regulations for the scope of
204 practice definition.

205

206 **Agenda Item – Schedule Future Meetings**

207 National Conferences – 2024: AASCB – January 7th-9th, 2024; CLEAR— September 16th-19th, 2024 or
208 January 10th, 2024; FARB—January 25th-27th, 2024 or September 19th-22nd, 2024; AMHCA—June 10th-
209 12th, 2024; NBCC/CRBS— June 26th-28th, 2024

210

211 Board of Professional Counselors Meetings – 2024: February 22-23, in Anchorage/in-person; May 2-3,
212 via Zoom; August 1-2, via Zoom; December 12-13, in Anchorage/in-person

213

214 **In a motion duly made by Rachel Buddin-Young, seconded by Sammie O'Neal with unanimous consent,**
215 **it was resolved to recess the meeting until tomorrow morning.**

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O'Neal	X			

216

217 The Chair brought the meeting to order at 8:59 am

218

219 **Agenda Item – Roll Call**

220 **Board Members Present Constituting a Quorum**

221 Dorene Hagen, Board Chair, Licensed Professional Counselor

222 Sammie O’Neal, Licensed Professional Counselor
223 Rachel Buddin-Young, Licensed Professional Counselor

224
225 **Board Members Absent**
226 None

227
228 **Staff Members Present**
229 Reid Bowman, Program Coordinator II
230 Jeanne Pace, Program Coordinator I

231
232 **Members of the Public Present**
233 None

234
235 **Agenda Item – Fiscal Report**
236 Melissa Dumas, Administrative Operations Manager, gave the fiscal report. Deficit was discussed.
237 Melissa will work with the director on a proposal for fee change and bring that back in front of the Board
238 for review. The professional counselor program has grown 34% since fiscal year 2019 so we should see
239 revenue growth with this increase. Other boards have outsourced their jurisprudence exam, and the
240 applicants pay the third-party testing site to sit for the exam. Melissa can work with Jeanne to gather
241 more information on the jurisprudence exam and can discuss this topic at the next Board meeting.

242
243 **Agenda Item - Application Review**
244 **In accordance with the provisions of Alaska Statute 44.62.310(c) and Alaska Constitutional Right to**
245 **Privacy Provisions, Rachel Buddin-Young, moved that the Alaska State Board of Psychologists and**
246 **Psychological Associates Examiners enter into executive session for the purpose of subjects that tend**
247 **to prejudice the reputation and character of any person, provided the person may request a public**
248 **discussion. Staff to remain are Reid Bowman and Jeanne Pace. Sammie O’Neal seconded the motion.**
249 **Motion passed via unanimous consent.**

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O’Neal	X			

250
251 Off record 9:36 am
252 On record 10:22 am

253
254 **In a motion duly made by Rachel Buddin-Young, seconded by Sammie O’Neal with unanimous consent,**
255 **it was resolved to approve Angela Plucker’s application by examination.**

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O’Neal	X			

256
257 Off record 10:36 am
258 On record 10:41 am

259 **Agenda Item – Regulations**

260 The board reviewed written public comments.

261
262 **In a motion duly made by Rachel Buddin-Young, seconded by Sammie O’Neal with unanimous consent,**
263 **it was resolved to adopt the regulations in consideration of public comments and costs to private**
264 **persons for file number 2023200217 as presented and publicly noticed.**

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O’Neal	X			

265
266 **In a motion duly made by Rachel Buddin-Young, seconded by Sammie O’Neal with unanimous consent,**
267 **it was resolved to initiate a regulations project regarding 12 AAC 62.320(b)(2) by approving the**
268 **following language for public comment, unless substantive changes are made by the regulation’s**
269 **specialist or Department of Law.**

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O’Neal	X			

270
271 **In a motion duly made by Sammie O’Neal, seconded by Rachel Buddin-Young with unanimous consent,**
272 **it was resolved to initiate a regulations project regarding 12 AAC 62.990(c)(6) by approving the following**
273 **language for public comment, unless substantive changes are made by the regulation’s specialist or**
274 **Department of Law.**

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O’Neal	X			

275
276 Discussion was had regarding whether a regulations project had already been opened to change the
277 board approved supervisor license from perpetual to a renewal timeframe of every four years along
278 with continued education. Regulations does not have a record of this project being sent to them for
279 review. Discussion of associate license requirements were continued from yesterday’s meeting.

280
281 With application, turn in supervision plan with supervisor agreement requiring direct supervision at least
282 two hours per month and a statement that the following topics will be covered:

- 283
284 (A) clinical skills;
285 (B) practice management skills;
286 (C) skills required for continuing competence;
287 (D) development of professional identity;
288 (E) ethical practice;
289 (F) legal and regulatory requirements.

290
291 Turn in supervision progress form every six months.
292

293 When referencing their professional license, the licensee must include the words Associate Professional
294 License.

295
296 If changing supervisors, notification of changes must be submitted in writing within fourteen days of the
297 change with signatures from both the supervisee and new supervisor.

298
299 Submit completion of supervision document at conclusion of supervision for each supervisor, signed by
300 supervisor, to include number of hours completed in each area and supervisor narrative.

301
302 Take national exam within three years of issuance, and if results need to be counted for longer than
303 three years due to a license extension, request for the extension with justification must be submitted in
304 writing.

305
306 Discussion was had surrounding adding disciplinary measures to the disciplinary matrix once this license
307 type is created. Sec 08.29.400 Grounds for denial of license or for disciplinary sanctions speaks to not
308 violating regulations without consequence.

309
310 The psychology board has a supervision plan and an alternate supervision plan form that the
311 professional counselor board reviewed.

312
313 Board discussed developing professional fitness questions based on statutory authority currently in the
314 regulations. The board will determine what questions they'd like to ask and submit those questions to
315 the division for review.

316
317 Discussion was had on what constitutes reportable offenses and possible regulation change to the effect.

318
319 Statutory change is required to change the board approved supervisor license from perpetual to renewal
320 every 4 years.

321
322 Off record 12:01 pm
323 On record 12:58 pm

324
325 Professional Fitness Questions – In addition to questions three through seven from professional
326 counselor application add - 1) Have you ever been disciplined by any state board for any violations of
327 the Professional Counselor Practice Act or unethical conduct? 2) Are you currently charged with or
328 under investigation for any violation of the AMHCA Code of Ethics by any state board? Board reviewing
329 AMHCA Code of Ethics to make sure questions three through seven falls within the AMHCA code of
330 ethics. Questions one and two should be added immediately pending notification to the Publications
331 Team.

332
333 Is there anything in regulation that holds board approved supervisor's license to a higher standard than
334 the professional counselor's license.

335
336 Repeal statute stating board approved supervisor license is perpetual.

337

338 The Board can testify on behalf of the bill. Nominate someone from the board as a point person if called
339 to speak to this bill. Having an idea for the legislature of what you want to do will be helpful.

340
341 Regulation changes bring added costs, so it is best to make all proposed changes at the same time rather
342 than waiting to make individual changes. If the Board feels that the statutory change will happen then
343 it's suggested to get the proposed regulatory changes firmed up.

344
345 The Board can review these items individually and then come back for a one-hour Board meeting in
346 January to then review and vote on changes and get these changes to regulations. A January meeting
347 was scheduled for January 5, 2024, from 2:00 to 3:00 pm. Send Jeanne your thoughts and questions by
348 December 28th so everyone is up to speed and ready to go for January 5th's meeting.

349
350 **Agenda Item – Continuing Education Audits**

351 The Board discussed the Board's option per regulation to have the division clear audits. It will save the
352 Board's time if the Division clears audits. If subject matter expertise is required on the continuing
353 education audit, then the audit can be submitted through Onboard to the Board for review and vote.

354
355 **Agenda Item - Correspondence**

356 An email was received regarding what "supervision within two years" means. The Board may consider
357 regulation change to language stating twenty-four months of supervision is needed.

358
359 Boards and Commission can help answer what the requirements for this Board are to have a public
360 member fill the vacant public member board position.

361
362 Board member Sammie O'Neal was asked to research what other states are doing for the profession
363 regarding substance abuse. Board members will look through ethical guidelines to see if there are any
364 other questions to pull forward from the professional fitness form.

365
366 What does it mean that the bill is in finance? Once it has been approved in finance it will pass. But after
367 it is passed, it can take time to go into effect. It's not actually through and done until the Governor signs
368 it.

369
370 **In a motion duly made by Rachel Buddin-Young, seconded by Sammie O'Neal with unanimous consent,**
371 **it was resolved to adjourn the meeting at 2:04 pm.**

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Rachel Buddin-Young	X			
Sammie O'Neal	X			

372
373

Date final minutes approved by the board: <input type="checkbox"/> Board Meeting <input checked="" type="checkbox"/> Onboard	January 25 th , 2024
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374