

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

BOARD OF MARITAL AND FAMILY THERAPY

**MINUTES OF MEETING
July 24, 2009**

By authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled meeting of the Board of Marital and Family Therapy was held July 24, 2009, beginning at 9:00 a.m. The meeting was held at the Legislative Information Office, 325 W Sterling Hwy, Suite 102A, Homer, Alaska.

Call to Order/Roll Call

The meeting was called to order by Patricia White, Chairperson, at 9:00 a.m. Chair White thanked everyone for their efforts and for volunteering their time.

Board Members present, constituting a quorum:

Patricia White, Licensed Marriage and Family Therapist
Larry Severson, Licensed Marriage and Family Therapist
Father John Downing, Public Member
Kimberly Horn, Public Member

Attending from the Division of Corporations, Business and Professional Licensing were:

Karen Wilke, Paralegal (by telephone)
Eleanor Vinson, Licensing Examiner
Susan Winton, Investigator (by telephone)
David Newman, Investigator (by telephone)
Cathy Mason, Administrative Officer (by telephone)

1. Review Agenda

The Board reviewed the agenda and no changes were made.

2. Review Minutes

The Board reviewed the minutes from the February 27, 2009 meeting.

On a motion duly made by Larry Severson, seconded by Father John Downing, and approved unanimously, it was

RESOLVED to accept the February 27, 2009 meeting minutes

3. Application and CEU Audit Review

The Board reviewed applications and continuing education audits.

**On a motion duly made by Larry Severson, seconded by Kim Horn
and approved unanimously, it was
RESOLVED accept the following applications and reinstatements:**

MARITAL AND FAMILY THERAPIST BY CREDENTIAL

JAMES JONES

MARITAL AND FAMILY THERAPY APPROVED SUPERVISOR

KENNITH MCCARTY

CEU APPROVAL APPLICATION LIST

AWARE, INC

An Integrated Approach to Childhood Exposure to Violence and Implications for Early Brain
Development
4.0 CEU hours

CATHOLIC SOCIAL SERVICES

Adoption Home Study Writers' Training
16 CEU hours

CO-OCCURRING DISORDERS INSTITUTE, INC

Eating Disorders Revealed
6 CEU hours

MFT LICENSE REINSTATEMENT

RICK CALCOTTE

**On a motion duly made by Father John Dowing, seconded by Kim Horn
and approved unanimously, with John Severson abstaining, it was
RESOLVED accept the following Continuing Education Audits:**

CEU AUDIT APPROVAL

- TREVIN CAMPBELL
- SEVERSON, LARRY
- THOMAS, SHELLY
- WEBBER, LEON

4. Old Business

a. Continuing education providers' approval form update/qualifications for presenters

At the previous meeting, Board Member Larry Severson had distributed the “NBCC Continuing Education Policies and Procedures” and the chair had requested that all members read it and review the current application the Board used for CEU provider approval. The Board discussed revising the current application and made some changes to the form to reflect the concern that the applications were not being filled out as they should.

Member Severson discussed how NBCC has set their criteria for approving qualified instructors and program content at a level that demonstrates a level of standards that are sufficient to be recognized as “NBCC Approved”. As a State MFT Board, we are responsible to establish “minimum” standards.

The Board discussed what instructors teach and what levels of education are necessary to meet minimum standards. The following are fundamental areas that the Board decided need to be met:

- Instructors presenting information concerning counseling or the treatment of clients must hold an advanced degree (Masters or higher) in a mental health field.
- Instructors whose topics are related to the professional continuing education of professional counselors/MFTs but **not** directly concerning counseling or the treatment of clients are not required to hold advanced degrees in a mental health fields, but must demonstrate completion of appropriate education and training with regard to the topic presented. The Board will consider such cases on a case-by-case basis.
- Topics must be relevant to the continuing education of professional counselors/MFTs. Programs designed for members of the general public, paraprofessional counselors or lay members of a church or other helping organizations to do counseling of individuals do not qualify for Board approval.

b. 2004 Legislative Audit Report

The Board had previously requested the 2004 Legislative Audit Report for review. There was no discussion.

5. Budget Report

Administrative Officer Cathy Mason reported to the Board via telephone. She gave the budget report and noted that the accounting previously reported for 2008 was incorrect. Ms. Mason has been working on correcting this information. The Board has a positive balance going into FY2010.

6. Public Comment

There was no public comment.

7. Paralegal Report

Paralegal Karen Wilke met with the Board to discuss general guidelines for disciplinary sanctions. The Board of Marital and Family Therapy is one of the only Boards in the Division of Corporations, Business and Professional Licensing that does not have specific guidelines for disciplinary sanctions. These sanctions are for memorandums of agreement for a licensee who has failed to meet continuing education requirements identified through the audit process. It lays out requirements to complete deficient CEs; mandatory audits; reprimands; license suspensions; and civil fines.

On a motion duly made by Larry Severson, seconded by Kim Horn

and approved unanimously, it was

RESOLVED to adopt the Board of Professional Counselors' disciplinary sanctioning guidelines for licensees who have failed to meet continuing education requirements.

The guidelines include:

- **Requiring licensee to complete deficient continuing education**
- **Mandatory audit for next two renewals**
- **Reprimand**
- **License suspension until satisfactory documentation of deficient CE is received**
- **Civil Fine: \$3000 Maximum – comprised of two elements**
 1. **\$2000 fine for falsification on the renewal application**
(up to \$1,500 of this amount may be suspended based on gravity of the offense)
 2. **Plus \$100 per credit hour lacking to a \$1000 maximum**

8. Investigator's Report

Investigator Susan Winton joined the meeting via telephone and introduced the Board's new investigator, David Newman. It was reported that there had been one open complaint, for which the inquiry was completed and reviewed and has been closed with no violation. There are no investigations that are on-going, nor any licensees on probation.

9. New Business

a. Goals and Objectives (year end report)

The Board reviewed last year's goals and objectives and what would go into this year's end of the year report. The following are this year's goals and objectives:

1. The Board will continue to review statutes and regulations to be consistent with the practice of marital and family therapy.
2. The Board will continue to work closely with the Division of Occupational Licensing investigative staff in their procedure for investigations and hearings.
3. The Board will continue their affiliation and full membership with the Association of Marital and Family Therapy Regulatory Boards (AMFTRB).
4. The Board will continue to offer the AMFTRB examinations by computer in Alaska.

5. The Board will continue to work with the Division of Occupational Licensing in reducing fees.
6. The Board will work on improving the process of approving continuing education, including supervision, and maintaining professional standards for continuing education.
7. The Board will research and consider ways of insuring MFT licensees have knowledge of their statutes and regulations.
8. The Board will continue to review the applications of Marriage and Family Therapists, by credential and examination, and for approved Marriage and Family Supervisors.
9. The Board will continue to send delegates to national conferences and/or trainings such as the American Association of Marriage and Family Therapist yearly conference.

b. Distance supervision (possible regulation change)

The question had been raised regarding whether or not the Board wanted to have specific regulations regarding the question of distance supervision (supervision that is not face-to-face) but it was determined that it is covered in the already existing regulation 12 AAC 19.130. SUPERVISED EXPERIENCE.

c. Preliminary Legislative Audit 2009

Chairperson White discussed information the Legislative Auditors had given her regarding their five-year audit and what may be in it. It will not be completed for several months.

d. FY 2010 Legislative Proposals from Department

The Division had sent out a letter regarding boards that are up for Sunset Review. The Board of Marital and Family Therapy will have a friendly legislator

e. 50% of CEUs have to be face to face

Father John Downing began the discussion with questions on whether or not it is good to require fifty percent of the continuing education having to be face-to-face. He was referring to the following regulations:

12 AAC 19.320. APPROVED CONTINUING EDUCATION ACTIVITIES.

(b) The following continuing education activities are acceptable if they are related to marital and family therapy in accordance with (a) of this section:.....

(10) completion of a formal correspondence program, video tape program, audio cassette program, or other individual study program; the number of hours of continuing education credit awarded will be determined by the board using the contact hour standards described in 12 AAC 19.310(d)(1), not to exceed one-half of the total contact hours of continuing education required for license renewal under 12 AAC 19.310;

There was discussion on whether these courses are more or less effective than face-to-face; experience versus on-line.

The Board determined that there would be no changes at this time to the regulation, but some information would be put on the website to alert people of this regulation (although the regulation is not a new one). It was noted that the renewal form that was mailed out to licensees has the regulation attached to it.

10. Correspondence

a. AAMFT – Formal correspondence program

A question from the American Association of Marriage and Family Therapists regarding CEs Alaska licensees may obtain. They requested clarification on what constitutes a “formal correspondence program” as listed in 12.AAC.19.320. She also wished to know if pod casts could be a “formal correspondence program”.

The Board determined that it is a professionally recognized course by such organizations as AAMFT and topics must be relevant to the continuing education of professional counselors/MFTs. Programs designed for members of the general public, paraprofessional counselors or lay member of a church or other helping organizations to do counseling of individuals do not qualify for Board approval.

Pod casts may be a “formal correspondence program” if they follow the rules above.

b. Broedel – “direct supervision”

Mr. Broedel is deploying to Afghanistan and wished to know if his supervisors could be at Fort Hood and Korea (Alternate to face-to-face). He also had questions regarding whether or not the approved supervisor had to be a work supervisor, which it does not.

Based on the following statute, the Board approved Mr. Broedel using distance supervision:

- 12 AAC 19.130. SUPERVISED EXPERIENCE. (a) The board will, in its discretion, approve the supervised experience of an applicant to satisfy the requirements of AS 08.63.100(a)(3)(B)(vi) and (C)(ii) if the supervisor
- (1) is approved by the board; and
 - (2) verifies the applicant’s experience on a form provided by the department.
- (b) For the purposes of this section, an approved supervisor must
- (1) hold a license to practice marital and family therapy in this state or another jurisdiction;
 - (2) hold a master’s or doctorate degree from a regionally accredited educational institution in marital and family therapy and have practiced marital and family therapy for at least five continuous years; or
 - (3) be a master’s degree or doctorate level mental health professional whose education meets the requirements of AS 08.63.100(a)(3)(B).

11. Board Business

a. Ethics reports

There were no Ethics reports submitted.

b. Task List

Larry Severson was to research the national organization’s description of university coursework that would fall under “Human Development”.

c. Schedule next meeting

The Board discussed meeting three times per year. The face to face meetings make it easier to make determinations regarding application. Board members felt it helped to discuss them.

**On a motion duly made by Father John Downing, seconded by, Kim Horn,
and approved unanimously, it was
RESOLVED to meet three times per year.**

Meeting dates are:

November 13, 2009 – Fairbanks
March 12, 2010 – Juneau
July 30, 2010 – Anchorage

d. Sign meeting minutes

The previous Board meeting minutes were signed.

e. Travel Authorizations

The travel authorizations were signed.

f. Board travel/conferences

There was discussion regarding future national annual meetings and attendees. It was determined that the Board would send Kim Horn to the AAFTRB meeting in September.

**On a motion duly made by Father John Downing, seconded by Kim Horn, and
approved unanimously, it was
RESOLVED to adjourn meeting.**

4:00 p.m. Meeting was adjourned

Respectfully Submitted by:

Eleanor Vinson, Licensing Examiner

Approved by:

Patricia White, Chairperson

Date: _____