

**STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
BOARD OF PROFESSIONAL COUNSELORS**

**October 1, 2009
Anchorage, Alaska**

Minutes of Meeting

By authority of AS 08.01.070(2) and in compliance with the provisions of AS 08.95.020, Article 1, a scheduled meeting of the Board of Professional Counselors was held October 1, 2009, in Anchorage, Alaska.

Thursday, October 1, 2009

Call to Order/Roll Call

Board Members Present and constituting a quorum of the Board were:

Shawnie Olson, Chairperson, Licensed Professional Counselor – Homer
Jennifer Burkholder, Licensed Professional Counselor – Anchorage
Ray DePalatis, Licensed Professional Counselor – Anchorage
Lillian Mitchell, Public Member – Anchorage (joined meeting at 9:10 am)

Board Member absent (excused): Emily Zimbrich, Licensed Professional Counselor – Haines

Attending at various times from the Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing was:

Eleanor Vinson, Licensing Examiner
David Newman, Investigator
Katherine Mason, Administrative Officer (by telephone)

Agenda Item 1 Review Agenda

The Board added the following to the agenda:

- 4. E. Supervisor/Application questions
- 8. B. Shewell-Distance supervision question

Upon a motion by Ray DePalatis and seconded by Jennifer Burkholder, and approved unanimously, it was

RESOLVED to accept agenda as amended.

Agenda Item 2 – Review Minutes

The minutes for May 7-8, 2009 were discussed.

Upon a motion by Jennifer Burkholder and seconded by Lillian Mitchell, and approved unanimously, it was

RESOLVED to accept the May 7-8, 2009 minutes as amended.

Agenda Item 3 – New Business

3. A. CLEAR Conference Reports

Ray DePalatis, Lillian Mitchell and Eleanor Vinson (staff) had attended the national CLEAR (Council on Licensure, Enforcement & Regulation) Conference.

Board Member DePalatis reported it was good and was based on a basic foundation about public interest. He found it interesting that so many states have the same interests and questions. He found the discussion on moral turpitude, the concept of good moral character especially interesting.

Public Board Member Mitchell stated that the Board Member Training for new board members was wonderful and helped reinforce her role and responsibilities as a Board Member.

Staff Member Vinson especially liked attending the New Member Board Training with the new members of the Board. It is presented differently each year and the members give a new perspective to the training. It was good to find out what other boards are endorsing and fighting against in their laws and regulations.

One of the things presented at the CLEAR Conference was the concept of board member evaluation forms that are filled out by your fellow board members. The information that it brings forward was discussed.

3. B. FYI – General Guideline of Disciplinary Sanctions

This was a list of the disciplinary guidelines the Boards use for continuing education disciplinary actions.

3. C. Board action question on supervision

An applicant has asked if a direct supervisor can refuse to verify hours actually worked. The Board referred the individual to 12 AAC 62.200:

12 AAC 62.200. APPROVED COUNSELOR SUPERVISOR CERTIFICATION. (a) The board will certify as an approved counselor supervisor an applicant who meets the requirements of AS 08.29.210 and of this section. An applicant for certification under this section must.....

(3) certify that the applicant adheres, and will continue to adhere, to the ethical guidelines adopted in (b) of this section;

(b) The “Ethical Guidelines for Counseling Supervisors” of the Association for Counselor Education and Supervision (ACES), American Counseling Association (ACA), 1993 edition, incorporated by reference in this section, is adopted by reference as the code of ethics for an approved counselor certified under this section.

Under the Ethical Guidelines for Counseling Supervisors, which is now merged into the “*ACA Code of Ethics*”, *American Counseling Association, 2005*, Section F.4. discusses the supervisor’s responsibilities and F.4.d. discussed the termination of supervisory relationships. This includes direction that the supervisor must terminate a relationship with adequate notice.

Also included in the discussion was F.5.a. Evaluation, which states, “Supervisors document and provide supervisees with ongoing performance appraisal and evaluation feedback and schedule periodic formal evaluative sessions throughout the supervisory relationship.”

The Board directed the applicant to the Investigations Section of the Department, as it is their determination, not the Board's if there is, indeed a reason for discipline under the ACA Code of Ethics.

Upon a motion by Ray DePalatis and seconded by Lillian Mitchell, and approved unanimously, it was

RESOLVED to update the language of 62.200 to reflect the current ethical code used for counseling supervisors.

Agenda Item 4 – Old Business

4. A. Portability

This was previously discussed. Portability is the ability to take a license from place to place; state to state, and have all the information that will be needed for licensure stored in one place. This is being put forth by AASCB. The Board is willing to accept the documentation for applicants who are applying by credential, but will not accept it as meaning an applicant is automatically accepted for licensure. They previously voted to accept the NCR (National Credentials Registry), Group Two documentation for applicants applying by credential.

Our Chair will contact AASCB and discuss the fact that we still have other sections such as criminal background checks. The Board feels that the process is already streamlined and will not be any more so with the AASCB's NCR.

4. B. NCR interpretation/fees

Chair Olson found out from AASCB that the fees for the National Credentialing Registry are paid by the applicants, not the Boards.

4. C. ACA Listserve survey

Chair Olson had sent out a survey on the AASCB's ListServ regarding board standards. She will have a better analysis of the answers at the January meeting.

4. D. FYI – Yearly Report

The Board was given the FY 2009 Board Report.

4. E. Supervisor/Application question

The Board is finding the answers on the Supervisors' applications to be rather sparse. The Board discussed ways to get the applicants for Board Approved Supervisors to answer more completely and professionally. The Board has determined that 08.29.210 (a)(4) would allow them to refuse an application if the Board is not satisfied with the answers given in response to question on the application:

Sec. 08.29.210. Supervisor certification. (a) The board shall approve and certify a person as an approved counselor supervisor for the purposes of this chapter if the person
(1) is licensed as a professional counselor or is a licensed physician, licensed advanced nurse practitioner who is certified to provide psychiatric or mental health services, licensed clinical social worker, licensed marital and family therapist, licensed psychologist, or licensed psychological associate;
.....(3) has five years of counseling experience;
(4) provides to the board for its approval or disapproval a statement that details the person's supervision philosophy, orientation, and experience; and

Agenda Item 5 – Investigator’s Report

Investigator David Newman reported to the Board that there is currently one open complaint and four open investigations.

Agenda Item 6 – Budget Review

Kathy Mason, Administrative Officer, met with the Board by telephone and reported that the Board is in fine shape. The renewal costs did not increase this biennium.

Agenda Item 7 – Public Comment

There was no public comment.

Agenda Item 8 – Correspondence

8. A. Adrienne Watkins-CEU question

The question was asked of the Board as to whether or not a university School Counseling Internship course was accepted as CEUs. The Board’s response was that, yes, it would be accepted.

8. B..Shewell-Request to allow supervision from Dr. Pam Hays by telephonic or electronic means

There was discussion regarding how many supervisors are available in Seward and the difficulty facing an applicant living there to receive supervision.

Upon a motion by Ray DePalatis and seconded by Jennifer Burkholder, and approved unanimously, it was

RESOLVED to allow Skip Shewell to have up to 50% of his required supervision to be by electronic or telephonic means with the balance to be face to face.

Agenda Item 9 – Regulations

9. A. 12 AAC 62.110 (c)

At the time the following regulation was written, there was a different process for individuals to be allowed to take the accepted examination for licensure.

12 AAC 62.110. EXAMINATION.

(c) An applicant approved to sit for the examination under 12 AAC 62.100(c) who fails the examination may be reexamined at the next scheduled examination, if the applicant submits to the department a written request for reexamination and the examination fee established in 12 AAC 02.325 at least 90 days before the scheduled date of the examination

The process no longer involves the Board needing to receive requests to retake the examination, nor does the Board or Department on behalf of the Board currently receive the examinations fee.

Upon a motion by Jennifer Burkholder and seconded by Lillian Mitchell, and approved unanimously, it was

RESOLVED to remove “if the applicant submits to the department a written request for reexamination and the examination fee established in 12 AAC 02.325 at least 90 days before the scheduled date of the examination” from 12AAC 62.110 (c)

Agenda Item 10 – Application Review

Upon a motion by Jennifer Burkholder and seconded by Ray DePalatis, and approved unanimously, it was

RESOLVED to approve the following applications:

PCO BY EXAMINATION

CLAMPITT, RICHARD
GILLIS, TIMOTHY
HACKETT, PAMELA
HORTON, MICHAEL
JENSEN, MIRIAM
LAKE, SHARON
MAYS, CHARLES
PAWELKO, ELIZABETH
ROBINSON, TIMOTHY
ROWLEY, LUCAS

PCO BY CREDENTIALS

KING, JESSICA
RICHARD, JANECE

PC SUPERVISOR

DODGE, MARGARET
GEESEMAN, DEBORAH
LINQUIST, NIKKI
ROBINSON, PAMELA
STAUBER, STEVEN
WOLTER, CRAIG

APPROVE PENDING

WIESEL, SYDELL
HOLDEN, JULIE
COX, ISABELLE
CHAPPELL, LANICE
SPENCE, VICTOR
GATZKE, DONALD
HEUSEVELDT, JEFF
SWEET, DAVID
CAFFREY, ELIZABETH

Upon a motion by Jennifer Burkholder and seconded by Ray DePalatis, and approved unanimously, it was

RESOLVED to approve the following continuing education provider approval applications:

Hospice of Haines

Hospice Volunteer Training

- Pain & Symptom Management
- Preparing for Approaching Death
- Communication

Southcentral Foundation Behavioral Health Services

Project Making Medicine-Training in Treatment of Child physical & Sexual Abuse – Trauma focused cognitive behavioral therapy

The following were not accepted as meeting the following Regulation:

12 AAC 62.320. (a) To be accepted by the board, continuing education must contribute directly to the professional competency of a professional counselor and must be directly related to the skills and knowledge required to implement professional counseling principles and methods.

UAA / Assistant Principal Conference

Office of Children's Services / Knowing Who You Are

Agenda Item 11. Board Business

11. A. Task List:

Shawnie Olson

- Invite President of AKCA to next meeting
- Report on ListServ questions

11. B. Sign Wall Certificates

Wall certificates were signed.

11. C. Future Meetings

January 28-29, 2010 – Anchorage – begin at 10:00 am on the first day and at 9:00 am on the second day

May 20-21, 2010 – Homer – begin at 10:00 am on the first day and at 9:00 am on the second day

September 16, 2010 – Anchorage – begin at 9:00 am

11. D. Sign Meeting Minutes

Minutes from previous meeting were signed.

11. E. Travel Authorizations

Travel authorizations were signed by Board members and paperwork turned in.

11. F. Ethics reports

No ethics reports this meeting

11. G. Conferences/training

Upon a motion by Lillian Mitchell and seconded by Ray DePalatis, and approved unanimously, it was RESOLVED to adjourn.

Meeting adjourned at 4:30 pm

Respectfully Submitted:

Eleanor Vinson, Licensing Examiner

Approved:

Tashawna Olson, Chair
Board of Professional Counselors

Date: _____