The WV Board of Examiners in Counseling held a board meeting on February 28, 2020. The meeting was called to order at 10:02 AM.

**Board Members Present:**
- Guy Gage, Chair (by phone)
- Regina Burgess, Secretary
- Lisa Westfall
- Anthony Onorato
- Lori Ellison (led meeting)
- Patrick Ward

**Others Present:**
- Cheryl Henry, Executive Director WV Bd. Of Counseling
- Amber Shawver, Administrative Assistant WV Bd. Of Counseling
- Keith Fisher, Attorney General Representative

**Quorum Established:**
A quorum was established.

**Public Comment:**
Presentation by Amy Rickman, Necco WV Executive State Director/President Elect of the WVCA. Lynn Lindy/ACA participated by telephone. Discussion about Portability – An advisory board of Twenty people (consisting of Board E.D’s, Lawyers, Educators, State Legislation Reps) 15 states Represented. A draft will be available by next summer. Information included: 60 hours of credit, 2 years post degree supervision, FBI background checks, course work in certain areas, have to have home state license. Through survey 60% of agreement among boards. AASCB work already completed on this topic.

**Approval of Minutes:**
Draft minutes were distributed for review prior to the meeting. A motion was made to dispense with the reading of the following minutes and approve as distributed/printed: December 2019. (M/S/P: Westfall/Onorato)
Enter Executive Session: (M/S/P: Westfall/Onorato) 10:32 a.m.

Complaint Committee:

Close Out Complaint Cases:

Case #03-19 – Consent Agreement and Supervisory Agreement both signed. Alps will report to board every three months.

Case #06-19 – Pending receipt of Consent Agreement. Hearing will need scheduled.

Case #07-19 – Preparation of Consent Agreement

Case #08-19 – Investigator Mr. Stanley presented case. Offered a Consent Agreement. Hearing will need scheduled.

Case #09-19 – Consent Agreement received but wasn’t notarized. Cheryl notified him to have it notarized

Case #03-20 – Dismissed; letter will be sent

Possible New Board Initiated Complaints:

1. Disciplinary action against LPC in another state: Board initiated complaint by WVBEC
2. Inappropriate relationship between LPC and client: Need a formal complaint, only an email was received
3. Inappropriate relationship between LPC and client (2nd complaint): Need a formal complaint filed to pursue

Exit Executive Session: (M/S/P: Onorato/Westfall) 2:05 p.m.

Case #06-19 – Motion to schedule hearing and send out notice (M/S/P: Onorato/Burgess)

Case #07-19 – Motion to Find Probable Cause include Consent Agreement (counseling for 6 months/12 sessions and reimbursement of attorney fees. Thirty days from receipt or Board will schedule hearing. (M/S/P: Onorato/Burgess)

Case #08-19 – Motion to schedule hearing and send out notice. (M/S/P: Onorato/Burgess)

Case #09-19 – Tabled. Awaiting notarized consent agreement. (M/S/P: Onorato/Burgess)

Case #03-20 – Motion to Dismiss. Lack of probable cause. (M/S/P: Ward/Burgess)

Case #11-20 – (formerly known as B1) Motion for Board Initiated Complaint (prepare and file). (M/S/P: Onorato/Burgess)
Credentialing Committee - The following individuals were approved for licensure:

**Licensed Professional Counselor – LPC:**
- Morgan Blatt
- Amy Bragg
- Erin Deitzler
- Kayla Hacker
- Marcia Hahn
- Tyler Kilbane
- Amanda Maddy
- Sabrina McCauley
- Hope Hackemeyer Stanley
- Sydney Menigoz
- Jennifer Morris
- Brittany Russell
- Amy Sullivan
- Michael Burns – Endorsement KY
- Heather Sinnott – Endorsement PA
- Brynn Simmons – Endorsement VA
- Ruth Ann Sheetz – Endorsement MD

**Approved Licensed Professional Supervisors – ALPS:**
- Gloria Mahin
- Rachel Miley
- Patricia Schultz

**Marriage/Family Therapist – MFT:**
- Lyn O’Connell – Endorsement OH
- Soad Tabrizi – Endorsement CA

A motion was made to accept the above list of LPCs, ALPS & MFTs. (M/S/P: Westall/Ward)

**Finance Committee:**
Budgetary Reports (December, January and partial February)

**Executive Director’s Report:**
**PERD Audit:** 1/10 letter received (1 violation=1 document found)
West Virginia Board of Examiners in Counseling
815 Quarrier Street, Suite 212
Charleston, WV  25301
Telephone: (304) 558-5494 Fax: (304) 558-5496

Meeting Minutes
FRIDAY, February 28, 2020 @ 10:00 AM –4:00 PM

BRIM: Cheryl will contact R. Clay to see how long portal was used

WV Office of Technology Update: Being proactive

Legislative Updates: list was provided; Legislature Reps. may be invited to meetings

FARB Conference: Conference was held 1/23-1/26 and was attended by Cheryl Henry

Certemy: licensing management software – Cheryl will meet with finance committee to discuss cost report

Trainings and Presentations: 4/1 Presentation by Cheryl and Amber to WVU Counseling Students; 4/21-4/23 Cash Management Conference; 4/23 WVCA Conference

Investigator Compensation: Cheryl will meet with Finance Committee to discuss

Miscellaneous and Old Business:
Revision of Investigative Complaint Report – Template will be developed for Investigation Report; Lisa and Patrick will create draft template for board review
Retirement Policy – Lori will work with Cheryl and Amber – present at next board meeting
Retention Policy – Records retention – Cheryl will work with Keith

Next Board Meeting: Friday, April 3, 2020 (telephonic).
Additional meetings scheduled:
June 5 (Flatwoods meeting)
August 28 (phone meeting)
October 23 (face to face meeting)
December 4 (phone meeting)

Adjourn
A motion to adjourn was made at 4:00 p.m. (M/S/P: Gage/Onorato)

Respectfully Submitted,

Regina Burgess, MS, CRC, LPC
Secretary