The WV Board of Examiners in Counseling held a board meeting on February 25, 2011 at Marshall University Graduate College. The meeting was called to order at 10:11 AM.

BOARD MEMBERS PRESENT: Deb Frost, Chair
Dr. Christine Schimmel, Secretary
Dr. Lori Ellison
Dr. Marilyn Cassis
Bob Mays
Beth Wright-Bragg
Frank Hartman – 11:30 am

OTHERS PRESENT: Jean Ann Johnson, Executive Director
Roxanne Clay, Program Coordinator
Lisa Kaplan, President, WVLPCA

QUORUM ESTABLISHED: A quorum was established.

MEETING MINUTES: Minutes from December 14, 2010 were reviewed. Motion made to accept. M/S/P (Mays/Cassis)
Minutes from October 22, 2010 were reviewed. Motion made to accept. M/S/P (Schimmel/Cassis)

TRAVEL FORMS: Travel forms were distributed, signed and returned.

CREDENTIALING: The credentialing committee recommended the following persons for licensure: (M/S/P): (Cassis/Mays)
Eric Todd Beeson
Sarah Dean
M. Lynette Ratliff
Kristina Sipes Richmond

RULE CHANGE: The Board reviewed Series 5: Disciplinary and Complaint Procedures for Counselors. Recommendations for changes were made. ED will update the policy with the suggested
recommendations and bring updated rule to the board for a vote.

**RECORD RETENTION POLICY:**
Jean Ann recommended that the Board adopt a record retention policy. Several options for record retention were presented. A final document was presented for adoption by the Board. A motion was made to adopt the presented policy with addition of P-card retention policy and retention policy for approved providers M/S/P (Ellison/Wright-Bragg)

**P-CARD REPORT:**
P-card reports from Roxanne Clay were reviewed for October, November, & December, 2010. Jean Ann Johnson had no P-card activity during this reporting period. P-card activity was reviewed and a motion was made to accept P-card activity. M/S/P (Schimmel/Cassis)

**EXECUTIVE DIRECTOR REPORT:**

Financial reports were reviewed. The current balance is $14,352.76 as of February 24, 2011. To date, 46 renewals have been submitted and that has assisted in stabilizing the operating balance.

Roxanne Clay completed the 2008-2010 annual report and it has been successfully been delivered to all appropriate government agencies.

**WVLPCA REPORT:**
Lisa Kaplan presented on WVLPCA’s legislative day at the WV legislature. Resolutions were introduced on the floor of the house and the senate recognizing LPC’s. The day was spent lobbying and presenting issues to current legislators. Legislators were thanked for support in 2009. The issue of opening billing under Medicaid/Medicare for LPC’s was presented. There was a strong presence. There was a lot of good support at the capitol for LPCs. There will be a vote today to adopt a study resolution for the interim session to explore reimbursement issues. The board thanked Lisa for the work that the association has been doing on behalf of LPCs.

**ENTER EXECUTIVE**
SESSION: Motion was made to enter executive session – 1:12PM
M/S/P (Mays/Frost)

Case# 03-10: Suspend license for a year (stay); 6 hours of ACA Ethics; maintain conditions of the court order; psychologist will send reports to the board and supervision by an approved ALPS for one year. If the LPC violates any aspect of the agreement, the LPC will have license revoked. M/S/P (Hartman/Mays)

Case# 01-11: Motion to dismiss. M/S/P (Mays/Cassis)

Case# 02-11: Motion to dismiss. M/S/P (Wright-Bragg/Cassis)

EXIT EXECUTIVE SESSION: Exited executive session – 1:45PM

MEETING ADJOURNED: The meeting was adjourned at 1:50PM M/S/P (Schimmel/Hartman)

Respectfully Submitted;

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Dr. Christine Schimmel, LPC, Secretary