West Virginia Board of Examiners in Counseling Board  
815 Quarrier Street, Suite 212  
Charleston, WV 25301  
Telephone: (304) 558-5494 Fax: (304) 558-5496  

Meeting Minutes  
FRIDAY, NOVEMBER 4, 2016

The WV Board of Examiners in Counseling held a telephone board meeting on November 4, 2016. The meeting was called to order at 10:06 AM.

Board Members Present:  
Lori Ellison, Chair  
Beth Wright Bragg, Secretary  
Marilyn Cassis  
Lisa Westfall  
Jeff Jones  
Christine Schimmel  
Guy Gage

Others Present:  
Roxanne Clay, Executive Director  
Kate Campbell, Attorney General Representative  
Amy Rickman, Director, NECCO  
Dr. Andrew Burke, President, WVLPCA

Quorum Established:  
A quorum was established.

Public Comment:  
Amy Rickman addressed the Board requesting a twelve month waiver of the licensure application so that for profit organizations like hers could hire people who had just graduated with their master’s degree. NECCO is already working with a lobbyist and has spoken with specific legislators. After discussion, the Board agreed to meet to make a decision on how to proceed with this request.

Travel:  
Travel Approved

Approval of Minutes:  
Minutes for the meetings held on June 24, 2016 and August 26, 2016 were approved. M/S/P: Westfall/Gage
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Executive Session:

Board moved in to Executive Session at 10:57 AM. M/S/P: Schimmel, Cassis

A. Anonymous Complaint for Board Consideration: The WV Board of Examiners in Counseling does not accept anonymous complaints and therefore does not act on them.

B. Case #02-15: The Board was updated on this case. A letter will be sent to acknowledge our continued monitoring and the continuation of the consent order. M/S/P: Schimmel, Cassis

C. Non licensed Counselor and Agency concerns: A letter will be sent that gives specifics on the application process.

D. Case #03-16: Letter sent stating the procedures were taken seriously and all process followed and a dismissal was recommended.

Motion was made to exit Executive Session at 11:37 AM. M/S/P: Schimmel, Gage

Credentialing Committee:

The following applicants were presented for approval of their LPC credential:
Leshia McClure  
Lauren Allen  
Anna Simmons  
Rachel Streets  
Allyson Kangisser

The following applicants were present for approval of their ALPS credential:
Tenikka Phillips  
Laurel Thornton  
Josalyn Ice  
Sarah Henderson

A motion was made to approve all new credentials. M/S/P: Cassis, Jones

Finance Committee:

The Finance Committee presented the Year to Date summary of revenue and expenditures. Monthly reports will continue to be generated.

Purchasing Card Review was done for June, July, August and September 2016. M/S/P: Gage, Bragg
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Personnel Committee:

Roxanne reported that advertising had been done for the Administrative Assistant Position. Roxanne has a list of responsibilities and duties for the position and will choose her top candidate resumes to set up interviews. The Personnel Committee members will try to be available for the interviews but will review resumes as well.

Old Business:

1. SB-619: Kate Campbell discussed the changes made to the rule making process. All Boards are to review to determine if rules are more stringent than federal rules. A report needs to be drafted in 2017 to list rules that we may have in our WV law that are more severe than those federally. The determination of no changes or modifications must be compiled by November 1, 2017. Additionally, Kate also discussed that every agency has to review every rule and justify why it is a rule. This will need to be done by 2020.

2. Legislative Update: Roxanne will continue to keep the Board updated on any reported situations impacting our Board.

New Business:

1. A complaint was received by Roxanne regarding counselor qualifications for Medicated Assisted Treatment Program. Board instructed Roxanne to update WVLPDA as to the complaint.

2. We discussed the use of ‘Neurofeedback’ and if counselors can claim that they are qualified to offer ‘Neurofeedback’. It was determined that this was not within our scope to credential.

3. It was decided that we would assign a committee tasked with addressing the request from NECCO. They will meet and present to the full Board their recommendations.

4. A letter was received from the West Virginia Board for Addiction and Prevention Professionals to make us aware that they felt disappointed that we did not include them in our recent meeting with WV Attorney General Morrissey’s office doing the development of practices regarding opioid medications in WV. A letter of response will go to WVCBAPP explaining that we were not in a position to invite anyone to this meeting as we were only invited guests.

5. A letter was received from DHHR-Bureau for Public Health requesting that all health related boards consider requiring annual tobacco cessation continuing education as part of our licensure process. The Board felt at this time that we could not include this in our application process.
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Executive Director's Report:

1. Licensee Update: We currently have 952 LPCs, 26 LPCs that are listed as Retired, 133 Provisional LPCs, 229 ALPS, 93 LPCs that are expired but can reinstate, 6 MFTs, 4 Provisional MFTs and 1 MFT that is expired but can reinstate.
2. A Records Retention and Disposal Schedule was outlined for implementation within the office.
3. The American Association of State Counseling Boards will hold their yearly conference in New Orleans will be held January 11-13, 2017. Roxanne and Beth will attend.
4. The National Board of Certified Counselors Symposium will be held August 9-11, 2017 in Greensboro, NC.
5. Roxanne, Beth and Guy will attend the state's training for Board members on November 29, 2016.
6. The FY 2016 Purchasing Division Audit scored WVBEC at 79.5%. Though the number may seem low, there were actually only two findings associated with one of the selected transactions.

Meeting Adjourned:

The meeting was adjourned at 4:15 PM.  
M/S/P: Schimmel, Bragg

Respectfully Submitted,

[Signature]

Beth Wright Bragg, Secretary, LPC