The WV Board of Examiners in Counseling held a board meeting on June 1, 2018. The meeting was called to order at 10:10 AM.

PERMISSION TO RECORD MEETING with the exception of executive session.

**Board Members Present:**
Lori Ellison, Chair
Chris Schimmel, Secretary
Lisa Westfall
Marilyn Cassis
Guy Gage
Jeff Jones (absent)

**Others Present:**
Roxanne Clay, Executive Director
Anthony Onorato – guest
Jennifer Randall Reyes - guest

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

**Public Comment:** No one appeared before the board for public comment.

**Travel** - Members completed travel expense account settlement forms

**Approval of Minutes:**
Minutes for the following meetings were reviewed and approved: February 15, March 29, April 20 & May 4, 2018. (M/S/P: Westfall/Gage)

**Enter Executive Session:** (M/S/P: Schimmel/Cassis) 10:30 am

**Complaint Committee** –

Currently Monitored or Pending Cases:

**Case #02-18** - Beth Wright Bragg, LPC # 1327, entered into a Consent Agreement and Order on March 29, 2018. Currently monitoring.
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, JUNE 1, 2018 @ 10:00 AM – 3:00 PM

Case #03-18 – (Received 8/25/2017, 18-month mark – 2/24/2019) Pending Consent Agreement.

Case #08-18 – (Received 11/14/2017, 18-month mark – 5/13/2019) Pending Consent Agreement.


Exit Executive Session: (M/S/P: Westfall/Schimmel) 10:44 am

New Complaint Case #05-18 – (Received 9/5/2017 – 18 month mark – 3/4/2019) Board found no probable cause and a motion was made to dismiss case against LPC with no further action required (M/S/P: Cassis/Jones)

Credentiaing Committee – The following individuals were approved for licensure:

LPC:
Samantha Ann Fooce – Reciprocity OH
Judith Brown Stewart – Reciprocity NC
Jamie L. Rickard
Michelle Koren Smith
Sheri Warden-Harmon
Rita Faye White
Sandra Bernadine Vance

MFT:
Kayla M. Siefert – Reciprocity from PA

ALPS:
Lindsey M. Brown – Marion County
Natalie A. Daughty - *State- OH
Donna L. Eleo – Raleigh County
Melanie D. St. Clair – Upshur County
Maria E. Zirkle - *State-VA

A motion was made to accept the above list LPCs, ALPS, and MFTs. (M/S/P: Gage/Jones)
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PCLE Exam: After review and discussion of the PCLE exam, a motion was made to accept the  
PCLE exam to fulfill the exam requirement for LPC licensure. (M/S/P: Schimmel/Cassis)

Financial Committee:

Purchasing Card Review: Review was completed and approved for January, February, March  
and April 2018. (M/S/P: Gage/Westfall)

YTD Financial Summary: G. Gage reported out the year to date financial summary.

FY2019 Expenditure Schedule: G. Gage presented to the Board the budget for FY2019. The  
budget was approved as presented. (M/S/P: Schimmel/Cassis)

New Business:

Society of Counseling Psychology: Discussion took place regarding the letter received.

Neurofeedback and neurostimulation Inquiry: Discussion took place and a letter will be drafted  
in response.

Executive Director Report

Licensee Update –  
LPC: 942 current  
LPC-Retirement Status: 43  
Provisionally Licensed Counselor: 145  
Temporary Permit Counselor: 16  
LMFT: 6  
Provisionally Licensed Marriage & Family Therapists: 2  
ALPS: 243

LPC & LMFT License Renewal Notices: Annual Renewal notices have been sent to the LPC whose  
license expires 6/30/2018 (approximately 70) and the LMFT licensees (6). The remaining LPCs  
expire 6/30/2019 in which the reporting of CE will be included in the renewal requirement  
during the next cycle. Thereafter, all LPCs will renew annually and report the completion of CE  
biennially, every odd numbered renewal year.

Trainings & Conferences –
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Attended:

○ Required Annual Purchasing Card Coordinator Training – R. Clay and A. Shawver attended the training in Charleston WV on April 9, 2018. This training is required annually in order to maintain PCard Coordinator status and will also fulfill the requirement for PCard Holder. A. Shawver will be completing additional training and the exams to gain both roles.

○ WV Treasurer’s Office – Cash Handling Conference – R. Clay attended the training in Roanoke, WV on April 24-26, 2018.

○ CLEAR NCIT Investigator Training – In addition to the ED, R. Clay, the following investigators that serve on the committee attended the training in Charleston, WV on May 9, 10 & 11, 2018: Molly Greene, Jean Anne Herscher, Patrick Ward, Curtis Ann Moore, Richard Stanley and Gary Patton. The ED, and all investigators that have served on the committee for at least one year earned CLEAR Certified Investigator/Inspector designation. The remaining investigators may apply for certification at their one-year mark.

○ Purchasing Training – Solicitation Process: From Pre-Planning to Award – R. Clay completed this 3 hour webinar on May 16, 2018. She has completed a total of 10 hours of training that is required each fiscal year for all Designated Procurement officers.

Upcoming:

○ Purchasing Division – Upcoming Changes to Procurement Law and Procedures (SB 283) will be conducted via webinar on June 8, 2018. R. Clay is registered.

○ Writing for Results course offered by the WV Division of Personnel is being held June 27 & 28, 2018 in Charleston, WV. There is no fee to attend. R. Clay and A. Shawver are registered to attend.

○ 2018 NBCC State Licensing Boards Mtg. – Will be held September 19-21, 2018 in Minneapolis, MN. R. Clay and one Board member will attend.

○ 2018 Required Auditors Seminar for Chapter 30 Boards – date and location TBD. The ED and Chair will need to attend. All Board members are required to attend at least one meeting within their 5 year term.
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- AMFTRB Annual Meeting – will be held in Philadelphia, PA on September 25-26, 2018. M. Cassis will attend and R. Clay will likely join her.

- CLEAR Training – will be held back to back with AMFTRB meeting in PA on September 26-29, 2018.

- Purchasing Division Conference – will be held at Camp Dawson on October 2-5, 2018. A. Shawver will be attending.

Investigative Committee – Members of the investigative committee will be invited to attend the October formal Board meeting in Charleston.

Staff Training Update- A. Shawver will acquire the designation of PCard Co-Coordinator and PCard holder once additional training is complete. ED anticipates her to complete the training in the next 60 days. Additionally, A. Shawver will be designated as the Backup Procurement Officer for the Board which requires the completion of 10 hours of purchasing training per fiscal year.

AMFTRB: M. Cassis provided the Board an update regarding her attendance at the AMFTRB mtg.

Board Elections

A motion was made to nominate Guy Gage as Chair and Marilyn Cassis as Secretary (M/S/P: Westfall/Schimmel)

Adjourn

A motion to adjourn was made at 1:47 PM. (M/S/P: Cassis/Westfall)

Respectfully Submitted,

Roxanne Clay, MA  
Executive Director