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BOARD OF BEHAVIORAL HEALTH EXAMINERS
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JANE DEE HULL
Governor

DEBRA RINAUDO
Executive Director

COUNSELING CREDENTIALING COMMITTEE MEETING MINUTES
December 20, 2002

Members Present: Kirk Bowden, Lisa Aumack, Diane Pruetz (left at 3:00), Susan Jernigan
Carolyn Brown (12:40)

Staff Present: Debra Rinaudo, Patricia Reynolds, Tina Zepeda, Mary Wilson

Public Present: Patricia Birmingham, Judith Horgash, Holly Giesel

Public by telephone: Brian Merrill, Lisa Sine

1. **Call to order**

The meeting was called to order at 12:35 p.m. on December 20, 2002, with Mr. Bowden presiding.

2. **Roll call**

See above.

3. **Review and approval of minutes**

Mr. Pruetz moved, seconded by Ms. Jernigan, to approve the November 22, 2002, general meeting minutes as submitted. The motion carried with Ms. Aumack abstaining.

4. **Review, consideration and action of complaint and other disciplinary matters**

None

5. **Report from the Chair and items for review, consideration and possible action**

A. Election of officers

Ms. Pruetz moved, seconded by Ms. Aumack, moved to nominate Mr. Bowden to continue to serve as Chair for 2003. The motion passed unanimously.

Mr. Bowden moved, seconded by Ms. Aumack, moved to nominate Ms. Sosa to continue to serve as Secretary-Treasurer for 2003. The motion passed unanimously.

B. AASCB conference delegate

Ms. Pruetz moved, seconded by Ms. Aumack, to have Ms. Brown serve as the delegate to the AASCB conference. The motion passed unanimously.

Ms. Aumack moved, seconded by Mr. Bowden, to appoint Ms. Pruetz as an alternate delegate to attend the AASCB conference. The motion passed unanimously.

Ms. Rinaudo will verify that the budget can support two attendees.

6. **Report from the Executive Director and/or staff**

A. General Agency Operations

B. Update on licensure

C. Public brochure development

Ms. Rinaudo distributed a list of questions a potential client could ask when selecting a therapist. The Social Work Credentialing Committee suggested that these be added to the agency's public brochure. Committee members suggested that it might be better to offer such questions to professionals for inclusion in their promotional materials. Members will bring suggested revisions for review at the January meeting.

D. *Patricia Birmingham*

Ms. Rinaudo reviewed the development of the work experience guidelines. Ms. Birmingham addressed the committee with regard to her wish to return to independent contractor status under Dr. Dilley's supervision. The committee informed Ms. Birmingham that the method of compensation is not a determining factor when reviewing work experience.

E. *Substantive policy statement*

Ms. Rinaudo reported on the history of the social work supervision substantive policy statement. The Board will be reviewing substantive policy statements for all disciplines in January.

Ms. Rinaudo reviewed the draft statement for counseling. Following discussion, Ms. Aumack moved, seconded by Ms. Pruetz, to accept the draft substantive policy statement as submitted.

7. **Committees and other committee reports/matters**

A. *Board*

No report.

8. **National and regional trends involving the professions(s)**

No report.

9. **Review, consideration and possible action on applications for renewal**

None

10. **Review, consideration and action of consent agenda for inactive, extension and exam accommodation requests**

Ms. Aumack moved, seconded by Ms. Jernigan, to approve the consent agenda as reviewed by Ms. Pruetz, granting 60-day extensions to Barb Grady, Sarah Dowell and Donna Turner-Lutman, and an exam extension to Lisa Salacina. The motion passed unanimously.

11. **Review, consideration and action of applications for certification**

A. *Kathleen McGuire*

Ms. Rinaudo reviewed the documentation submitted by the applicant regarding work at White Mountain Counseling (WMC). The professional has a pending CPC application and has submitted enough supervision hours from sources other than WMC to satisfy the supervision requirement.

The committee requested that Ms. McGuire provide Dr. Gray's supervision notes for White Mountain counseling clients. The committee will consider this matter at the January meeting.

B. *Judith Horgash (appeal)*

Ms. Rinaudo reviewed the history of the application.

Ms. Horgash and her attorney, Ms. Giesel, addressed the committee. Ms. Horgash submitted a summary of her supervision notes signed by Ms. Genco. The committee again requested Ms. Genco's contemporaneous supervision notes or a written statement from Ms. Genco affirming that she did not keep notes of her supervision sessions with Ms. Horgash.

Ms. Genco will submit information regarding the nature of her supervisory responsibilities regarding Ms. Horgash.

C. *Brian Merrill*

Mr. Merrill addressed the committee by telephone regarding his position as a crisis counselor at Blue Ridge High School.

The committee requested a statement from Mr. Merrill's supervisor regarding his work and the percentage of time spent in each area listed on the supervision evaluation. Mr. Merrill will submit a supervision evaluation form to document his work at LDS.

D. *Rene Doehrer*

Ms. Rinaudo reviewed the facts of the applicant's supervision documentation. The committee reviewed the documentation submitted and substance abuse supervision rules.

Following review and discussion, committee members requested the applicant's entire personnel file from Alice's Wonderland, including pay records and detail of the hours and shifts worked by Ms. Doehrer.

Committee members also requested contemporaneous documentation of supervision provided by Ms. Kang, Mr. Nichols and Mr. Pam.

APPEALS

1. Kathleen Whitehead

Ms. Romney reported the facts of the application. Following review of additional documentation, committee members agreed that Ms. Whitehead meets the requirements for Certified Professional Counselor after passing the required examination.

2. Lisa Sine

Ms. Sine addressed the committee by telephone. Following review of additional information and documentation, Ms. Aumack moved, seconded by Ms. Brown, to deny Ms. Sine based on uncorrectable curriculum deficiencies. The motion passed unanimously.

CERTIFICATIONS

Ms. Brown moved, seconded by Ms. Jernigan, to recommend to the Board to approve the following nine applicants as CPC:

Lisa Powell	Mary Strasser	Barbara Lee
Nicole Johnson	Cynthia Mitchell	Milica Nikich-Loving
Mariaelena Semko	Melissa Nelson	Grayce Gusmano

The motion passed unanimously.

Ms. Brown moved, seconded by Ms. Aumack, to recommend to the Board to approve Kathleen Whitehead, Martha Burkett, Gerald Duncan and Margaret Jones as Certified Professional Counselors after providing a passing score on the required exam. The motion passed unanimously.

Ms. Brown moved, seconded by Ms. Jernigan, to recommend to the Board to approve Crystal Easton as a Certified Associate Counselor. The motion passed unanimously.

Ms. Brown moved, seconded by Ms. Jernigan, to recommend to the Board to approve Barbara Harr, Ellen Harris and Lourdes Ianello as Certified Associate Counselors after providing a passing score on the required exam. The motion passed unanimously.

Ms. Brown moved, seconded by Ms. Jernigan, to deny Donna Turner-Lutman, Dianna Bertout and Bari Ross for uncorrectable deficiencies. The motion passed unanimously.

12. Future agenda items

None

13. Call for public comment

None

14. Establishment of future meeting date(s)

The next meeting is scheduled for January 24, 2003, at 9:00 a.m.

15. Adjournment

Ms. Aumack moved, seconded by Ms. Brown, to adjourn. The motion passed unanimously and the meeting was adjourned at 4:11 p.m.

Geri Sosa
Secretary/Treasurer

Date