**MINUTES September 23rd, 2016**

**LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS**

Approved November 18th, 2016

The meeting was called to order by L Choate at 12:32PM. The Board Secretary took the roll call and determined a quorum was present.

**Members Present**: **Members Absent**:

L Choate P Millhollon G Perkins

E Cowger K Steele

R Cathey E Airhia

J Mims D Mayeux

C Guillotte N Pierce

**Staff Present**: **Guests Present**:

M Olsan S Murphy M Feduccia

 M Reynaud

**Agenda**

L Choate welcome all new Board Members and asked each to introduce themselves. L Choate asked for a motion to approve the agenda. J Mims motioned to approve the agenda. K Steele seconded. All approved; no abstentions.

**Board Meeting Minutes**

L Choate asked for a motion to approve the July Board Meeting minutes. K Steele motioned to approve the July Board Meeting minutes. J Mims seconded. All approved; no abstentions.

**Committee on Disciplinary Affairs** **– L Choate, K Steele, E Augustin, J Raines**

L Choate presented the Disciplinary Affairs Committee Report:

Unofficial Complaints Received since July 15th, 2016:

1. 16/17-12: Unprofessional Conduct/Inappropriate Advertising

Official Complaints Received since July 15th, 2016:

1. 16/17-03: Unprofessional Conduct
2. 16/17-04: Unprofessional Conduct
3. 16/17-05: Inappropriate Relationship w/Minor
4. 16/17-06: Unprofessional Conduct
5. 16/17-07: Unprofessional Conduct\*
6. 16/17-08: Improper Documentation/Medicaid Fraud \*
7. 16/17-09: Improper Termination of Client(s)\*
8. 16/17-10: Unprofessional Conduct
9. 16/17-11: Unlicensed Practice\*
10. 16/17-12: Unprofessional Conduct/Inappropriate Advertising
11. 16/17-13: Unprofessional Conduct

Cases to Open:

1. 16/17-03: Unprofessional Conduct
2. 16/17-04: Unprofessional Conduct
3. 16/17-05: Inappropriate Relationship w/Minor
4. 16/17-06: Unprofessional Conduct
5. 16/17-10: Unprofessional Conduct
6. 16/17-11: Unlicensed Practice\*

Cases to Close:

1. 15/16-25: Dual Relationship
2. 15/16-27: Sexual Misconduct
3. 15/16-29: Inappropriate Supervision
4. 15/16-31: Inappropriate Supervision
5. 15/16-36: Unprofessional Conduct

Complaints to Dismiss:

1. 16/17-06: Unprofessional Conduct (Sent to Board of Social Work)

\*Board-Initiated

L Choate reported a total of 50 active disciplinary cases.

L Choate and M Olsan presented a revised Complaint Form for Board review and approval. M Olsan explained the revised form had been approved by legal counsel. D Mayeux recommended changing “date relationship started” to “date professional relationship occurred”. E Airhia motioned to approve the new complaint form as amended. E Cowger seconded. All approved; no abstentions.

L Choate motioned to accept the Disciplinary Affairs report. All approved; no abstentions.

**Committee on Legislative Affairs –L Choate, G Perkins, J Mims, M Olsan, M Feduccia**

L Choate introduced M Feduccia to the new Board Members and explained her role. M Feduccia thanked L Choate for the introduction and provided a brief history of government relations at LCA. M Feduccia discussed potential legislation to be introduced for the 2017 Regular Legislative Session and the recent Mental Health Forum and LCA Gratitude Project. She asked the Board for feedback and input. She reported on an advocacy video that will be available in October for LPCs and PLPCs. She also reported working with M Olsan regarding concerns about language in the LBHP manual and discussions with LDH regarding the same.

M Olsan reported on conversation with LDH regarding the LBHP manual and the recent letter to LDH regarding the same. She also discussion billing concerns with PLPCs and PLMFTs. E Airhia and N Pierce provided information about their experience with billing for PLPC and PLMFT services. D Mayeux reminded the Board that LDH can request for CMS to consider rule changes. C Guillotte discussed how the protection of the public is related to this issue.

L Choate, M Olsan, and S Murphy discussed questions received from the SCR 65 Task Force for the Board. The Board provided information for M Olsan and S Murphy to compile into a formal response for the Task Force. M Olsan reported the final draft of the SCR 65 Task Force report should be forthcoming and will likely be drafted by S Russo of LDH.

**Committee on Licensure/Supervision/Appraisal –E Cowger, P Millhollon, R Cathey, J Mims**

E Cowger reported 231 applicants were reviewed for provisional licensure/licensure/supervision for PLPC/LPC/LPC-S August and September 2016. M Olsan reminded the Board that the data includes those practice settings and expedited applications approved each month by Board Staff.

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Type** | **AUG** | **SEPT** | **Total** |
| **LPC Application for Licensure** | 19 | 15 | 34 |
| *33-APPROVED 1-DENIED 0-Need more Info* |  |   |   |
| **LPC Out-of-State Applications for Licensure** | 1 | 3 | 4 |
| *1-APPROVED 3-DENIED 0-Re-Review* |  |   |   |
| **PLPC: Sections 1, 2, 3** | 24 | 26 | 50 |
| *42-APPROVED 8-DENIED 0-Need more Info* |  |  |   |
| **PLPC: Section 1**  | 2 | 1 | 3 |
| *2-APPROVED 1-DENIED 0-Need more Info* |  |  |  |
| **PLPC: Section 1 and 2**  | 0 | 0 | 0 |
| *0-APPROVED 0-DENIED* |  |  |  |
| **PLPC: Section 2**  | 1 | 0 | 1 |
| *1-APPROVED 0-DENIED* |  |  |  |
| **PLPC: Section 2 and 3** | 3 | 1 | 4 |
| *4-APPROVED 0-DENIED* |  |  |  |
| **PLPC: Section 3** | 0 | 0 | 0 |
| *0-APPROVED 0-DENIED* |  |  |  |
| **PLPC: Change/Add Supervisor** | 9 | 11 | 20 |
| *21-APPROVED 0-DENIED* |  |  |  |
| **LPC Supervisor Application** | 5 | 9 | 14 |
| *20-APPROVED 0-DENIED 0-Need more info* |  |   |   |
| **Appraisal Privilege** | 1 | 1 | 2 |
| *11-APPROVED 3-DENIED 0-Need more info* |  |  |  |
| **LPC Areas of Expertise Review** | 0 | 0 | 0 |
| *0-APPROVED 0-DENIED 0-Need more info* |  |  |  |
| **Application for Expedited Processing** | 27 | 21 | 48 |
| **PLPC: Change/Add Practice Setting** | 41 | 10 | 51 |
| **Total Applicants Reviewed** | **133** | **98** | **231** |

P Millhollon reported 7 applicants were reviewed for provisional licensure/licensure/supervision for PLMFT/LMFT/LMFT-SC/LMFT-S August and September 2016.

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Type** | **AUG** | **SEPT** | **Total** |
| **LMFT Application for Licensure** | 0 | 0 | 0 |
| *0-APPROVED 0-DENIED* |  |  |  |
| **LMFT Out-of-State Applications for Licensure** | 0 | 1 | 1 |
| *1-APPROVED 0-DENIED 0-Need more info* |  |  |  |
| **PLMFT: Section 1, 2, 3** | 0 | 1 | 1 |
| *0-APPROVED 1-DENIED*  |  |  |  |
| **PLMFT: Section 1**  | 1 | 0 | 1 |
| *1-APPROVED 0-DENIED*  |  |  |  |
| **PLMFT: Section 2 and 3**  | 1 | 0 | 1 |
| *1-APPROVED 0-DENIED* |  |  |  |
| **PLMFT: Change/Add Practice Setting**  | 1 | 1 | 2 |
| *2-APPROVED 0-DENIED* |  |  |  |
| **PLMFT: Change/Add Supervisor** | 0 | 0 | 0 |
| *0-APPROVED 0-DENIED* |  |  |  |
| **LMFT SC Application: Section 1** | 0 | 0 | 0 |
| *0-APPROVED 0-DENIED* |  |  |  |
| **LMFT SC Application: Section 2** | 0 | 0 | 0 |
| *0-APPROVED 0-DENIED* |  |  |  |
| **LMFT SC Application: Section 1 and Section 2** | 0 | 0 | 0 |
| *0-APPROVED 0-DENIED* |  |  |  |
| **LMFT Supervisor Application**  | 1 | 0 | 1 |
| *1-APPROVED 0-DENIED* |  |  |  |
| **Application for Expedited Processing** | 0 | 0 | 0 |
| **Total Applicants Reviewed** | **4** | **3** | **7** |

E Cowger reported no applicant issues to be discussed with the Board and thanked J Mims for her time reviewing applicants. P Millhollon motioned to accept the Licensure Committee and Supervision report. All approved; no abstentions.

**Marriage and Family Therapy Advisory Committee (MFTAC) Report –P Millhollon, K Steele, R Cathey**

P Millhollon welcomed C Guillotte to the MFTAC. P Millhollon reported that MFTAC was still in the process of updating the Supervisor Orientation course. For this reason, she requested Board approval for LMFT Supervisors renewing by December of 2016 to be exempt from the requirement to complete this course in order to renew their LMFT-S privileging designation. C Guillotte motion for approval of said exemption and E Cowger seconded. All approved; no abstentions.

P Millhollon reported MFTAC approval of ELL accommodations, as requested by AMFTRB. P Millhollon stated that the she and MFTAC were proud of M Olsan’s work on the AMFTRB Teletherapy Committee. P Millhollon reported MFTAC would be considering adopting all teletherapy guidelines created by the AMFTRB Teletherapy Committee. M Olsan thanked P Millhollon and the MFTAC for the kind words and reported that she was asked to remain as Chair of the AMFTRB Teletherapy Committee by AMFTRB leadership.

P Millhollon also presented the draft rules developed by MFTAC as a result of Act 736. P Millhollon responded to several questions from the Board regarding the draft rules. L Choate congratulated MFTAC on their hard work. P Millhollon motioned to accept the MFTAC report and the draft rules. All approved; no abstentions.

**Recess:** Laura requested a motion for a ten (10) minute recess. E Cowger motioned for a ten (10) minute recess. P Millhollon seconded. All approved; no abstentions. Laura requested a motion to resume the Board Meeting. E Airhia motioned and E Cowger seconded. All approved; no abstentions.

**Committee on Correspondence – M Olsan, L Choate**

L Choate presented correspondence from J Gianforte regarding the Board’s disciplinary sanctions against those engaging in the unlicensed practice of mental health counseling. S Murphy and M Olsan explained the Board’s history of educating LDH, students, and employers regarding this issue. L Choate, M Olsan, and S Murphy explained the Board’s disciplinary process—which includes the opportunity for every person to respond to any and all allegations. J Mims, C Guillotte, R Cathey, and L Choate provided recommendations for a response to J Gianforte. L Choate asked M Olsan to work with S Murphy to draft a letter of response for her review and approval.

**Public Comments:** No comments.

**Committee Professional Assistance Program (PAP) –P Millhollon, R Cathey**

R Cathey presented the PAP report. He thanked K Lammert for her incredible work while serving on the PAP Committee. He reported compliance by nearly all current PAP participants and stated that two individuals would be released for practice. He also conveyed his desire to invite L Rosa to the November PAP Committee meeting for feedback about outsourcing some PAP functions. R Cathey motioned to accept the PAP report. All approved; no abstentions.

**Committee on Rules –E Cowger, J Mims, L Choate, K Steele, M Olsan**

L Choate requested that all Board Members review Board Rules regarding the appraisal privileging designation and to be prepared to present any suggested revisions at the November Board Meeting. J Mims volunteered to Chair the Rules Committee. D Mayeux volunteered to join the Rules Committee. L Choate thanked J Mims and D Mayeux and approved both appointments. The Board discussed the necessity of a rule-writing retreat and asked M Olsan to email suggested rule revisions.

**Committee on Personnel – L Choate, G Perkins, M Olsan**

L Choate asked M Olsan to present the personnel report. M Olsan provided an update on the excellent transition from E Wong back to R McCarthy in the Credentialing Specialist role. She praised E Wong and R McCarthy for their hard work. M Olsan also reported completion of performance evaluations for N James, D Messina, and R McCarthy. M Olsan also provided the Board with a status update regarding her recent schedule changes.

**Financial Report(s) – M Olsan**

M Olsan presented the May and June 2016 financial reports. She explained supporting documentation for each report was available to P Millhollon for review. P Millhollon motioned to approve the May and June 2016 financial reports. E Cowger seconded. All approved; no abstentions.

**Ad Hoc Committee on Budgeting –L Choate, E Cowger, M Olsan**

M Olsan provided a status update for all contracted vendors. She also explained the upcoming budget review and approval process. M Olsan reported L Choate’s approval to present the amended and proposed budgets at the November Board meeting.

**Executive Director Report – M Olsan**

M Olsan presented the Executive Director report. She provided an update regarding the content of LA Legislative Auditor Report, the outcome of the LPAA Audit, her AMFTRB Telehealth Committee work, and the status of the Board Office lease.

**LAMFT Liaison Report** **– M Olsan**

M Olsan presented the LAMFT liaison report. M Olsan reported working with H Brownell regarding legislative concerns.

**LCA Liaison Report** **– M Olsan**

M Olsan presented the LCA liaison report. She reported working with M Feduccia regarding legislative concerns and with D Austin regarding Board Rules.

**New Business – L Choate**

L Choate tabled discussion of items 20 and 21 of the Board Meeting agenda. No public members were present at this time. The Board unanimously approved of tabling these items. L Choate asked the Board for feedback regarding the draft “Board Update” presentation at the LCA Conference on Sunday, September 25th. The Board reviewed each of the proposed slides and provided feedback. L Choate asked M Olsan to update the final presentation.

L Choate reminded the Board of the next Board Meeting on November 18th, 2016 at 12:30PM.

**Closing**

L Choate asked for a motion to adjourn the meeting. E Cowger motioned to adjourn the meeting at 5:10PM. C Guillotte seconded. All approved; no abstentions.

Respectfully Submitted By,

Mary Alice Olsan

Executive Director