

MINUTES

**UTAH
Professional Counselor Licensing Board
MEETING**

July 28, 2009

**Room 474 - 4th floor - 9:00 A.M.
Heber Wells Building
Salt Lake City, UT 84111**

CONVENED: 9:01 A.M.

ADJOURNED: 2:19 P.M.

Bureau Manager:
Board Secretary:

Rich Oborn
Lee Avery

Board Members Present:

Rodger Bischoff
Gloria Miley
Jason H. King
Ruth K. Baxter

Members Excused:

Dean Workman

DOPL Staff Present:

Mark B. Steinagel, Division Director
Ronda Trujillo, Compliance Specialist

Guests:

H. Gray Otis, PhD, LPC
Jan Schuurman
Elizabeth Bowman
Melinda Buchanan
Marci Jubelirer
Julie Hansen
Hallie Mellon
David McConkie Attorney for LDS Family Services
Larry Crenshaw, Commissioner LDS Family Services

TOPICS FOR DISCUSSION

DECISIONS AND RECOMMENDATIONS

ADMINISTRATIVE BUSINESS:

Swear in the New Board Member

Ms. Ruth A. Baxter was sworn in as the new Board Member. Ms. Baxter introduced herself to the Board.

Elect a New Board Chairperson

Ms. Miley nominated Mr. King as the new Board Chairperson. After a brief discussion, the motion was seconded by Ms. Baxter. The motion carried unanimously.

MINUTES:

The Board reviewed the minutes of the May 19, 2009 Board meeting. Ms. Miley motioned to accept the minutes as amended, seconded by Mr. Bischoff. The motion carried unanimously.

Preliminary review of Board business

Mr. Oborn reviewed the meeting agenda. Mr. Steinagel introduced himself to the Board and encouraged the Board members to contact him with any questions or problems.

COMPLIANCE REPORT

Ronda Trujillo, Compliance Specialist

#1. Richard Schuurman is not in compliance with his stipulation. He submitted his employer and supervisor reports, however, they were both late. He has submitted his paperwork for six (6) months and the only reason he was non-compliant is because these reports were late. Will the Board consider requiring changing his paperwork to quarterly?

Discussion:

The Board discussed changing Mr. Schuurman's reports to quarterly. The Board decided to have Mr. Schuurman's supervisor state in her next report that she is supporting this change.

#2. Teresa Lloyd is in compliance with her stipulation. She submitted her supervisor and employer reports.

Discussion:

The Board reviewed her reports noting that they were positive.

#3. Lyle Cottle is in compliance with his stipulation.

#4. Melanie Walters is a new probationer. Her probation is for two (2) years. She must complete ten (10) hours of continuing education.

Discussion:

The Board briefly reviewed Ms. Walter's stipulation and violations.

APPOINTMENTS:

Richard Schuurman, Probation Interview

Mr. Schuurman met with the Board for his probation interview. Mr. King conducted the interview. Ms. Baxter was introduced to Mr. and Mrs. Schuurman. Mr. Schuurman stated he is having problems obtaining employment because his license is on probation. His private practice is in decline. He

sees an average of ten (10) to twelve (12) clients a week. Mr. Schuurman stated he might go back to school to attend a business program. The Board noted that his supervisor reports have been positive and encouraged Mr. Schuurman to have his supervisor indicate that she supports moving his reports to quarterly. Mr. Schuurman asked the Board about terminating probation early. The Board stated that it would not consider early termination until the probationer has completed at least half of their probation time. These are reviewed on a case-by-case basis and the probationer must be in compliance. After further discussion, the Board advised Mr. Schuurman that it would like to meet with him on September 15, 2009 and receive one more report for this meeting. The Board would then consider moving Mr. Schuurman's meetings with the Board to quarterly and move his reports to correspond with these meetings. The Board asked to see Mr. Schuurman on September 15, 2009. **Mr. Schuurman is in compliance with his stipulation.**

Teresa Lloyd, Probation Interview

Ms. Lloyd met with the Board for her probation interview. Mr. King conducted the interview. Ms. Baxter was introduced to Ms. Lloyd. Ms. Lloyd stated that she has been doing group and individual sessions. The Board reviewed her supervisor's reports and noted that the reports are positive. Ms. Lloyd stated that she talks frequently with her supervisor. When she has a question regarding ethics, she contacts others, including DOPL for feedback. The Board noted that Ms. Lloyd has been on probation with this Board since October 2008. The Board talked about moving Ms. Lloyd's reports to quarterly. The Board asked Ms. Lloyd to have her supervisor note in his next report that he supports moving Ms. Lloyd's reports to quarterly. The Board asked to see Ms. Lloyd on September 15, 2009. Ms. Lloyd will advise the Board if she would prefer to handle this interview telephonically. **Ms. Lloyd is in compliance with her stipulation.**

Lyle Cottle, Probation Interview

Mr. Cottle met with the Board for his probation interview. Mr. Bischoff conducted the interview. Ms. Baxter was introduced to Mr. Cottle. Mr. Cottle stated that his practice includes meeting with

approximately twelve (12) clients a week. The Board reviewed Mr. Cottle's essay. The Board noted that his essay is written very well. He cited the ACA Code of Ethics and did a good job with the personal study his description of the consequences. Mr. Cottle completed his continuing education. Some of his CE has covered court testimony. Mr. Cottle's probation is for one year. He has been on probation six (6) months. He must meet with the Board quarterly. The Board asked to see Mr. Cottle on November 17, 2009. Mr. Cottle will be removed from probation in March 2010. **Mr. Cottle is in compliance with his stipulation.**

Melanie Walters, New Probationer Interview

Ms. Walters and her attorney, Ms. Elizabeth Bowman, met with the Board for Ms. Walters' probation interview. Ms. Miley conducted the interview. The Board reviewed Ms. Walters' stipulation. The Board advised Ms. Walters that the Board is here to support her through this process. Ms. Walters stated she is working for England Counseling. Ms. Walter has submitted to the Board the following continuing education courses for approval.

1. What should I do? Ethical Risks, Making Decision, and Taking Action, for 3 credit hours.
2. Ethical Issues in the Mental Health Professions, for 4 credit 4 hours.
3. Boundary Issues and Dual Relationships in Social Work: Ethical and Risk-Management Challenges, for 4 credit hours.

The Board encouraged Ms. Walters to review with the ACA Code of Ethics and show how the two workshops are different when writing her essay. Mr. Bischoff motioned to accept the three (3) above workshops, seconded by Ms. Miley. The motion carried unanimously. Ms. Walters submitted to the Board a resume for her proposed supervisor, Michael Bowman, LCSW. Ms. Miley motioned to accept Michael Bowman as Ms. Walter's supervisor, seconded by Ms. Baxter. The motion carried unanimously. Ms. Walters stated that she has completed her practicum and passed the NCE exam. She still needs to take the NCMHCE and Utah Law and Rule exam. The Board asked to see Ms. Walters on September 15, 2009. **Ms. Walters is in**

compliance with her stipulation.

Update:

Dr. Barbara Ogden still holds her professional counselor license and her Psychology Resident license. The Psychologist Board is monitoring Dr. Ogden's probation.

DISCUSSION ITEMS:

Rule Change Update

Taken out of order on the agenda:

Mr. Oborn noted that the effective date of the rules was postponed so the Board could address concerns raised by the Utah Mental Health Counselors Association (UMHCA). Mr. Gary Otis, UMHCA President met with the Board. Mr. Otis expressed concerns regarding the six (6) hours of continuing education in ethics being added to the continuing education requirement. The concern is that the additional six (6) hours is taking away hours related to other training. The Board talked with Mr. Otis in detail. The Board noted that other professions require six (6) hours in ethics law. The Board's recommendation is to require six (6) hours in ethics. Mr. Oborn stated that the proposed rule would soon become effective.

Supervisee Limit Requirement

Mr. Oborn advised the Board that the Division has received several inquiries regarding supervisee limitations. The Psychologist Licensing Act Rule was clarified to indicate "equivalent of three (3) full time employees." After further discussion, the Board noted that the supervisor might request an exception. These are reviewed on an individual basis. The Board took no action.

Certified Professional Counselor Intern (CPCI) Scope of Practice in a Substance Abuse Setting

Mr. Oborn reviewed the CPCI scope of practice in a substance abuse setting with the Board. Mr. Oborn noted that a CPCI, if working with a substance abuse counselor, cannot sign off on a treatment plan

**National Counseling Examination (NCE)
National Clinical Mental Health Counseling Examination (NCMHCE) changes**

Mr. Oborn reviewed a letter from National Board of Certified Counselors (NBCC) regarding changes they are making to the exams. NBCC is changing the NCE/NCMHCE from paper to computer based exams. NBCC requested that DOPL create a pre-approval system. Mr. Oborn stated that the Division is working

with NBCC.

Applications Review

Melinda Buchanan, Certified Professional Counselor (CPC) Extern license

Ms. Buchanan met with the Board as her application for a Certified Professional Counselor Extern (CPC) license was reviewed. Ms. Buchanan graduated from the Purdue University with a Masters degree in Child Development and Family Studies. Mr. David McConkie, Attorney for LDS Family Services and Mr. Larry Crenshaw, Commissioner LDS Family Services attended the meeting with Ms. Buchanan. The Board introduced itself. The Board reviewed the handouts prepared by Mr. Oborn and talked with Ms. Buchanan in detail. Mr. Oborn noted that there are eight (8) deficiencies in Ms. Buchanan's education. After further discussion, the Board noted that Ms. Buchanan's education might qualify her for a Marriage and Family Therapy Intern (MFTI) license. Mr. Oborn stated he would review this with the MFT Board. Mr. Oborn stated Ms. Buchanan would need to submit an application for a MFTI license and he would waive the application fee. Ms. Buchanan stated she would consider applying for a MFTI license.

Marci Jubelirer, Certified Professional Counselor (CPC) Extern license

Ms. Jubelirer met with the Board as her application for a Certified Professional Counselor Extern (CPC Extern) license was reviewed. Ms. Jubelirer graduated from the Northeastern State University with a degree in Elementary and Secondary School Counseling. The Board introduced itself to Ms. Jubelirer. The Board reviewed the handouts prepared by Mr. Oborn and talked with Ms. Jubelirer in detail. Mr. Oborn reviewed the deficiencies noted by the Division staff. After reviewing Ms. Jubelirer's application, Mr. King motioned to acknowledge the following deficiencies:

- #1. Ethical standards, issues, behavior and decision-making;
- #2. Prof. roles and functions, trends & history; professional prep standards and credentialing;
- #3. Dysfunctional behaviors; and
- #4. Internship.

Ms. Jubelirer needs three (3) additional semester credit hours and one hundred eighty (180) additional hours of supervised counseling experience. Mr. Bischoff seconded the motion. The motion carried unanimously. The Board advised Ms. Jubelirer that

once she completes the ethical standards and the internship she could be issued the extern license while she completes the rest of her education deficiencies.

Julie Hansen, Certified Professional Counselor Intern, (CPCI) license

Ms. Hansen met with the Board as her application for a Certified Professional Counselor Intern (CPCI) license was reviewed. Ms. Hansen graduated from the National University with a degree in MA in Counseling Psychology. The Board introduced itself to Ms. Hansen. The Board reviewed the handouts prepared by Mr. Oborn and talked with Ms. Hansen in detail. Mr. Oborn reviewed the deficiencies noted by the Division staff.

Mr. Bischoff motioned to find that Ms. Hansen's education was deficient in the following:

- #1. Ethical Standards, issues, behavior and decision making (2 semester credit hours);
- #2. Prof. roles and functions, trends and history, professional prep standards and credentialing (2 semester credit hours);
- #3. Foundation course in test and measurement (2 semester credit hours); and
- #4. Internship (needs 6 semester credit hours, 150 more hours).

Mr. King seconded the motion. The motion carried unanimously. Mr. Oborn advised Ms. Hansen that she might want to pursue the Marriage and Family Therapy Intern (MFTI) license. She will need to submit an application and he would waive the fee.

Hallie Mellon, Certified Professional Counselor Intern (CPCI) license

Ms. Mellon met with the Board as her application for a Certified Professional Counselor Intern (CPCI) license was reviewed. Ms. Mellon graduated from Naropa University with a MA degree in Trans. Counseling Psych. The Board introduced itself to Ms. Mellon. The Board reviewed the handouts prepared by Mr. Oborn and talked with Ms. Mellon in detail. Mr. Oborn reviewed the deficiencies in Ms. Mellon's education including the course syllabus submitted by Ms. Mellon. Ms. Baxter motioned to acknowledge that Ms. Mellon's education is deficient in the following:

- #1. Professional Roles and Functions (2 semester credit hours);

Mr. King seconded the motion. The motion carried unanimously. The Board advised Ms. Mellon that she

is qualified for a Certified Professional Counselor Extern license. Once she completes her education, she can apply for the CPCI license.

Jennie Hall, Certified Professional Counselor Intern (CPCI) license

Jennie Hall submitted an application for Certified Professional Counselor Intern (CPCI) license. Ms. Hall graduated from the Utah State University with a MA degree in school counseling. Masters of Science. A major in psychology and a major in school counseling. The Board requested that Ms. Hall to submit additional documentation regarding coursework.

BOARD MEETINGS:

2009 Board Meetings tentatively scheduled:
September 15, November 17

2010 Board Meetings Tentatively Scheduled:
January 26, March 16, May 18, July 20, September 21, November 16.

Motion to adjourn at 2:19 P.M.

Note: These minutes are not intended to be a verbatim transcript but are intended to record the significant features of the business conducted in this meeting. Discussed items are not necessarily shown in the chronological order they occurred.

Date Approved

(ss)_____
Chairperson, Utah Professional Counselor Licensing Board

Date Approved

(ss)_____
Richard Oborn, Bureau Manager, Division of Occupational & Professional Licensing