**MINUTES November 18th, 2016**

**LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS**

Approved January 27th, 2017

The meeting was called to order by L Choate at 12:36PM. The Board Secretary took the roll call and determined a quorum was present.

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

L Choate P Millhollon G Perkins

K Steele E Airhia E Cowger

R Cathey D Mayeux

C Guillotte N Pierce

J Mims\*

\*arrived after report by Disciplinary Affairs Committee

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

M Olsan S Murphy M Feduccia

 J Raines

**Agenda**

L Choate asked for a motion to amend the agenda to include a presentation by J Raines of Consent Agreement and Order for case 14/15-52. P Millhollon motioned to approve the agenda as amended. R Cathey seconded. No public objections or comments. All approved; no abstentions.

**Board Meeting Minutes**

L Choate asked for a motion to approve the September Board Meeting minutes. D Mayeux motioned to approve the September Board Meeting minutes. N Pierce seconded. All approved; no abstentions.

**Committee on Disciplinary Affairs** **– L Choate, K Steele, N Pierce, J Raines**

J Raines presented Consent Agreement and Order for case 14/15-52 regarding Erin Stevens. E Airhia recused himself from the proceedings given the respondent’s association with his business. L Choate asked for a motion to approve the Consent Agreement and Order for case 14/15-52. K Steele motioned to approve the order. C Guillotte seconded. E Airhia abstained; all others approved. J Mims absent for vote.

J Raines presented an update regarding injunctive proceedings against Donald Britton. L Choate asked for a formal motion to continue injunctive proceedings. C Guillotte motioned to continue injunctive proceedings. D Mayeux seconded and noted the importance of protecting the public. All approved; no abstentions.

L Choate presented the Disciplinary Affairs Committee Report:

Unofficial Complaints Received since September 2016:

1. 16/17-13: Unprofessional Conduct

Official Complaints Received since September 2016:

1. 16/17-12: Unprofessional Conduct/Inappropriate Advertising
2. 16/17-14: Unprofessional Conduct
3. 16/17-16: Fraudulent Billing Practices
4. 16/17-17: Unprofessional Conduct/Fraudulent Billing Practices
5. 16/17-18: Practiced before Licensed\*
6. 16/17-19: Practiced without Active Supervision\*
7. 16/17-20: Practiced before Licensed\*
8. 16/17-21: Unprofessional Conduct/Failure to Report

Cases to Open:

1. 15/16-57: Fraudulent Billing/Unprofessional Conduct
2. 16/17-12: Unprofessional Conduct/Inappropriate Advertising
3. 16/17-15: Practiced before Licensed\*
4. 16/17-16: Fraudulent Billing Practices
5. 16/17-17: Unprofessional Conduct/Fraudulent Billing Practices
6. 16/17-18: Practiced before Licensed\*
7. 16/17-19: Practiced without Active Supervision\*
8. 16/17-20: Practiced before Licensed\*
9. 16/17-21: Unprofessional Conduct/Failure to Report

Cases to Close:

1. 13/14-25: Unlicensed Practice\*
2. 13/14-55: Boundary Violation
3. 14/15-52: Unlicensed Practice *(closed via formal sanction, see above)*
4. 15/16-05: Sexual Misconduct *(voluntary surrender of provisional license)*
5. 15/16-28: Unlicensed Practice\*
6. 15/16-34: Unprofessional Conduct/CCE
7. 15/16-42: Hiring Unlicensed Practitioner to Practice MHC
8. 15/16-45: Unprofessional Conduct
9. 15/16-53: Unlicensed Practice

Complaints to Dismiss:

1. 16/17-14: Unprofessional Conduct (against a psychologist; forwarded to LSBEP)

\*Board-Initiated

L Choate reported a total of 49 active disciplinary cases.

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**

M Feduccia reported that LCA and LAMFT will be conducting a joint survey of LPCs and LMFTs regarding recent legislation affecting both licenses. L Choate, P Millhollon, C Guillotte, and D Mayeux asked M Feduccia about possible legislation in 2017. D Mayeux noted the importance of working with LDH.

M Olsan presented the final draft of the SCR 65 Task Force report drafted by S Russo of LDH. L Choate asked for a motion to approve the report. C Guillotte motioned to approve the report. D Mayeux seconded. All approved; no abstentions.

**Committee on Licensure/Supervision/Appraisal –P Millhollon, R Cathey, J Mims, C Guillotte**

J Mims reported 152 applicants were reviewed for provisional licensure/licensure/supervision for PLPC/LPC/LPC-S October and November 2016. M Olsan reminded the Board that the data includes those practice settings and expedited applications approved each month by Board Staff.

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Type** | **October** | **November** | **Total** |
| LPC Application for Licensure | 12 | 14 | 26 |
| *22-APPROVED 1-DENIED 3-Need more Info* |  |  |  |
| LPC Out-of-State Applications for Licensure | 1 | 3 | 4 |
| *2-APPROVED 2-DENIED 0-Re-Review* |  |  |  |
| PLPC: Sections 1, 2, 3 | 12 | 20 | 32 |
| *17-APPROVED 15-DENIED 0-Need more Info* |  |  |  |
| PLPC: Section 1  | 0 | 2 | 2 |
| *0-APPROVED 2-DENIED 0-Need more Info* |  |  |  |
| PLPC: Section 1 and 2  | 0 | 0 | 0 |
| *0-APPROVED 0-DENIED* |  |  |  |
| PLPC: Section 2  | 0 | 0 | 0 |
| *0-APPROVED 0-DENIED* |  |  |  |
| PLPC: Section 2 and 3 | 1 | 0 | 1 |
| *1-APPROVED 0-DENIED* |  |  |  |
| PLPC: Section 3 | 0 | 0 | 0 |
| *0-APPROVED 0-DENIED* |  |  |  |
| PLPC: Change/Add Supervisor | 10 | 9 | 19 |
| *19-APPROVED 0-DENIED* |  |  |  |
| LPC Supervisor Application | 2 | 5 | 7 |
| *6-APPROVED 1-DENIED 0-Need more info* |  |  |  |
| Appraisal Privilege | 0 | 0 | 0 |
| *0-APPROVED 0-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 | 15 | 9 | 24 |
| PLPC: Change/Add Practice Setting | 31 | 6 | 37 |
| **Total Applicants Reviewed** | **84** | **68** | **152** |

C Guillotte reported 11 applicants were reviewed for provisional licensure/licensure/supervision for PLMFT/LMFT/LMFT-SC/LMFT-S October and November 2016.

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Type** | **October** | **November** | **Total** |
| LMFT Application for Licensure | 0 | 0 | 0 |
|  |  |  |  |
| LMFT Out of State Applications for Licensure | 0 | 1 | 1 |
| *1-Denied* |  |  |  |
| PLMFT Section 1,2,3 | 1 | 2 | 3 |
| *2-Approved; 1- Denied* |  |  |  |
| PLMFT Section 1 Only | 0 | 0 | 0 |
|  |  |  |  |
| PLMFT Section 2 and 3 Only | 0 | 1 | 1 |
| *1-Approved* |  |  |  |
| PLMFT Change/Add Practice Setting | 1 | 4 | 5 |
| *4-Approved; 1 Denied* |  |  |  |
| PLMFT Change/Add Supervisor | 0 | 1 | 1 |
| *1-Approved* |  |  |  |
| LMFT SC Application: Section 1 | 0 | 0 | 0 |
|  |  |  |  |
| LMFT SC Application: Section 2 | 0 | 0 | 0 |
|  |  |  |  |
| LMFT SC Application: Section 1 and Section 2 | 0 | 0 | 0 |
|  |  |  |  |
| LMFT Supervisor | 0 | 0 | 0 |
|  |  |  |  |
| Application for Expedited Processing | 0 | 0 | 0 |
| **TOTAL** | **2** | **9** | **11** |

M Olsan presented two applicants with criminal backgrounds for Board review. The Board discussed both applicants, received input from S Murphy, and determined additional information was needed from both individuals. The Board also recommended that the Disciplinary Affairs Committee of the Board review all correspondence submitted. C Guillotte 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, C Guillotte**

P Millhollon reported several application denials due to insufficient qualifications. She also provided an update regarding the LMFT Supervisor Handbook and R Cathey’s work on the LMFT Supervisor presentation. P Millhollon motioned to accept the MFTAC report. All approved; no abstentions.

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

M Olsan reported no official correspondence was received since the last Board Meeting. She did report, however, on several inquiries received via phone call regarding the requirements for renewal of provisional licensure. M Olsan suggested an additional, informational e-newsletter be sent to all licensees. J Mims suggested LCA also provide this information.

**Public Comments:** No comments.

**Recess:** Laura requested a motion for a ten (10) minute recess. P Millhollon motioned for a ten (10) minute recess. R Cathey seconded. All approved; no abstentions. Laura requested a motion to reconvene the Board Meeting. P Millhollon motioned and N Pierce seconded. All approved; no abstentions.

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

P Millhollon welcomed E Airhia to the PAP Committee and thanked him for his expertise. P Millhollon also provided a brief update on active PAP cases and reported discussion by the PAP Committee regarding the best way to resolve PAP cases and remain supportive of the participant. The idea of a “mentor” was discussed as a possible component of support. P Millhollon motioned to accept the PAP report. All approved; no abstentions.

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

M Olsan reminded the Board of the proposed rule change document sent prior to the Board Meeting. L Choate asked the Board to identify rule-writing priorities for consideration by the Rules Committee. J Mims asked for M Olsan and perhaps R McCarthy be present for the next Rule Writing retreat. She recommended a retreat in February 2017 and asked the Rules Committee members to review their calendars.

L Choate discussed Board Rules regarding appraisal. The Board discussed the appraisal credential, associated rules, and Board policy statement. C Guillotte motioned for the committee to be formed to discuss appraisal regulations for LPCs. R Cathey seconded. All approved; no abstentions. J Mims motioned to remove the appendix section from the appraisal position statement. D Mayeux seconded. All approved; no abstentions.

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

L Choate asked M Olsan to present the personnel report. M Olsan notified the Board that Catherine Warner was hired as the second, part-time assistant.

**Financial Report(s) – M Olsan**

M Olsan presented the July, August, and September 2016 financial reports. She explained supporting documentation for each report was available to P Millhollon for review. P Millhollon motioned to approve the July, August, and September 2016 financial reports. J Mims seconded. All approved; no abstentions.

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

M Olsan requested approval for two certificates of deposit with Whitney Bank. L Choate read each resolution and requested approval by the Board. M Olsan also presented the FY 15/16 financials, the amended 16/17 FY budget, and the proposed 17/18 FY budget. The Board discussed the financials and budget in detail and M Olsan provided information. The Board requested that M Olsan add 15K to the 16/17 FY budget and 15K to the 17/18 FY budget for the development of a RFP for an online Board system. J Mims motioned to approve the Whitney Bank resolutions and budgets as amended. R Cathey seconded. All approved; no abstentions.

**Recess:** The Board chose not suspend the meeting for an additional recess.

**Executive Director Report – M Olsan**

M Olsan presented the Executive Director report. She provided an update regarding hiring an administrative assistant, the LMFT renewal period, budget preparation, the upcoming AASCB Conference, and the status of the Board Office lease. The Board asked M Olsan to notify the Board when presentation proposals are sought for both the AASCB and AMFTRB regulatory conferences.

**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 future applicant inquiries.

**New Business – L Choate**

L Choate tabled discussion of item 20 of the Board Meeting agenda. No public members were present at this time. The Board unanimously approved of tabling this item.

M Olsan reminded the Board Members of the Board’s process for electing a Board Chair, Board Vice-Chair, and Board Secretary. J Mims asked the Board to consider two-year terms for each position in the future. M Olsan asked for the “seat date” to have a 30 day effective period so that all documentation may be updated accordingly. M Olsan asked for nominations to be submitted by December 16th, 2016.

L Choate presented all 2017 Board Meeting dates.

**Closing**

L Choate asked for a motion to adjourn the meeting. P Millhollon motioned to adjourn the meeting at 5:14PM. N Pierce seconded. All approved; no abstentions.

Respectfully Submitted By,

Mary Alice Olsan

Executive Director