

**MINUTES
BOARD OF COUNSELING
NEW MEMBER ORIENTATION
Thursday, August 14, 2014**

TIME AND PLACE:

The training was called to order at 3:00. on Thursday, August 14, in Training Room 1 at the Department of Health Professions, 9960 Mayland Drive, Henrico, Virginia.

ATTENDANCE:

Board Members Present:

Cinda Caiella, LMFT
Scott Johnson, Ph.D., LMFT
Joan Normandy-Dolberg, LPC
Holly Tracy, LPC, LMFT

Staff Present:

Catherine Chappell, Executive Director
Jennifer Lang, Licensing Manager

ORIENTATION

Ms. Chappell welcomed the new board members to the Board. She presented the Board of Counseling's member handbook, which included the Bylaws and the Code of Conduct for members. She stated that the Board speaks as one body. She added that she serves as the spokesperson for the Board and asked members to direct questions and requests for assistance related to Board business to her. She explained the Board's three areas of work: licensure, regulation, and discipline.

Ms. Lang reviewed the State's policies on travel, meals, and incidental travel expenses (M&IE) and conflict of interest training.

Ms. Lang also explained the disciplinary case process and the roles of Enforcement and APD. She reviewed the Probable Cause Review form and explained the information necessary to close a case and to move a case forward for an advisory letter, confidential consent agreement, pre-hearing consent order or informal conference.

ADJORN:

The meeting adjourned at 5:00 pm.

Catherine H. Chappell, Executive Director