

**DRAFT**  
**VIRGINIA BOARD OF COUNSELING**  
**MINUTES**  
**FEBRUARY 27, 2004**

**TIME & PLACE:** The meeting was called to order at 10:05 A.M. on February 27, 2004 in Board Room 2 of the Department of Health Professions, 6603 West Broad Street, 5<sup>th</sup> Floor, Richmond, Virginia.

**PRESIDING:** Janice F. McMillian, Ph.D., Chair

**MEMBERS PRESENT:** Mary Lou Argow  
Abigail Barnes  
Barbara Chrisley, Ph.D.  
Kevin Doyle, Ed.D.  
Maurice Graham, D. Min.  
Howard King, Ph.D.  
Jack Knapp, D.D.  
Karen Rosen, Ed.D.  
Lynnette Shadoan  
Pamela Siegel  
Natale Ward

**MEMBERS ABSENT:** Timothy Clinton, Ed.D.

**STAFF PRESENT:** Evelyn B. Brown, Executive Director  
Benjamin Foster, Deputy Executive Director  
Diana L. Pollick, Administrative Assistant  
Howard Casway, Senior Assistant Attorney General

**PUBLIC COMMENT:** There was no public comment.

**APPROVAL OF MINUTES:** The minutes of August 22, 2004 were approved.

**CHAIR:** Dr. McMillian reported that AASCB voted to adopt the portability model and will proceed to set up a Credentials Bank. This will allow Licensed Professional Counselors to move between states. The Virginia Board of Counseling will need to determine equivalencies.

**EXECUTIVE  
DIRECTOR:**

Ms. Brown reported on her attendance at the AASCB conference.

Ms. Brown reported on HB 1441 and the impact it will have on the Board by creating cases which will be classified as Confidential Consent Agreements.

Howard Casway reported on Section 54.1-2400.8 regarding reporting and immunity and the need for the Board to continue to revise current Standards.

**COMMITTEE REPORTS:**

**DISCIPLINE  
COMMITTEE:**

Ms. Shadoan reported that the Board has eleven (11) complaints in Enforcement and six (6) cases at Board level. She further reported one (1) case has been returned to Investigation for additional information and three (3) Informal Hearings have been scheduled. She also reported that one (1) Formal Reinstatement Hearing scheduled for February 27, 2004 at 11:00 A.M. was cancelled at the request of the applicant, Paul Oppliger.

**CREDENTIALS  
REVIEW  
COMMITTEE:**

Dr. King reported on the credentials reviewed at the Credentials Review Committee meeting held on February 26, 2004 at 10:00 A.M. The report is attached as part of the minutes.

**INFORMAL CREDENTIALS CONFERENCE:**  
was held for Sarah Ingles, L.P.C. applicant. The applicant came before the Committee at 11:00 A.M. on Thursday, February 26, 2004 for the purpose of considering her application for Professional Counselor licensure.

**FINDINGS & RECOMMENDATIONS:** It was determined that Ms. Ingles needs to meet the requirements set forth in the Regulations that govern the practice of Counseling in the state of Virginia.

**REGULATORY/  
SUPERVISION/  
LEGISLATIVE:**

**CONTINUING COMPETENCY:**

A Public Hearing was held February 13, 2004 and was chaired by Ms. Pamela Siegel. The purpose of the hearing was to receive comment on the proposed Continuing Competency requirements. No action by the Board was required. Written public comment was accepted until 5:00 P.M., February 27, 2004. The Committee voted to authorize Dr. McMillan to develop a Board response to the comments received. This response will be presented to the full Board at the next Board meeting for approval.

**UNIFORMITY OF STANDARDS OF PRACTICE:**

Dr. McMillan briefed the Board on the work done by the Uniformity of Standards of Practice Subcommittee. The subcommittee will continue to work on the proposed amendments to regulations and a final product will be presented to the full Board at the next Board meeting. No Board action was needed at this time.

**TIME LIMITED WAIVER:**

The Time Limited Waiver for the Licensed Substance Abuse Treatment Practitioner ended at 5:00 P.M. on Wednesday, February 25, 2004. The Credentials Committee reviewed several applications and received advice from Board Counsel, Howard Casway.

**CONFIDENTIAL CONSENT AGREEMENT:**

The Board reviewed a proposed guidance document for possible uses of CCA's and unanimously voted to adopt the guidance document and publish it on the Board's website.

**OLD BUSINESS:**           None

**NEW BUSINESS:**       **Calendar Dates for 2004 Board Meetings:**

- **June 3, 2004 – Committee Meetings**
- **June 4, 2004 - Full Board Meeting**
  
- **August 26, 2004 – Committee Meetings**
- **August 27, 2004 – Full Board Meeting**
  
- **November 3, 2004 – Committee Meetings**
- **November 4, 2004 – Full Board Meeting**

**ADJOURN:**           **A motion to adjourn was made by Jack Knapp and seconded by Abigail Barnes. The motion was carried unanimously. The meeting was adjourned at 11:33 A.M.**