

**DRAFT MINUTES  
VIRGINIA BOARD OF COUNSELING  
JUNE 3, 2005**

- TIME & PLACE:** The meeting was called to order at 10:00 a.m. on June 6, 2005 in Board Room 2 at the Department of Health Professions, 6603 West Broad Street, 5<sup>th</sup> Floor, Richmond, Virginia.
- PRESIDING:** Janice F. McMillan, Ph.D., Chair
- MEMBERS PRESENT:** Mary Lou Argow  
Abigail Barnes  
Donnie G. Conner, Ph.D.  
Kevin S. Doyle, Ed.D.  
Alan W. Forrest, Ed.D.  
Maurice Graham, D.Min.  
Howard R. King, Ph.D.  
Jack Knapp, D.D.  
Karen Rosen, Ed.D.  
Linda K. Seeman, Ph.D.  
Lynnette Shadoan  
Natale A. Ward
- MEMBERS ABSENT:** Luke E. Torian, D.D.
- STAFF PRESENT:** Evelyn B. Brown, Executive Director  
Benjamin Foster, Deputy Executive Director  
Diana Pollick, Administrative Assistant  
Emily Wingfield, Assistant Attorney General
- GUESTS PRESENT:** None
- PUBLIC COMMENT:** None
- APPROVAL OF MINUTES:** A motion was made to accept the minutes of the February 18, 2005 meeting by Kevin Doyle and seconded by Jack Knapp. The motion passed unanimously.
- CHAIR:** Jan McMillan addressed the Board regarding the end of her second term with the Board and her last two years as Chair. She invited Abigail Barnes, Maurice Graham, Howard King and Lynnette Shadoan to also address the Board regarding the end of their terms.

**EXECUTIVE  
DIRECTOR:**

Evelyn Brown presented the proposed Board of Counseling Bylaws. Discussion followed and revisions were made. Lynnette Shadoan made a motion to accept the Bylaws as amended and Linda Seeman seconded the motion. The motion carried unanimously.

**REPORTS:**

- **Final Regulations for Agency Subordinate – Ben Foster**  
Mr. Foster presented 18 VAC 115-15-10, 20 & 30: Emergency Regulations for Delegation of Informal Fact-Finding to an Agency Subordinate for Board approval of making them final regulations. Discussion followed. Mary Lou Argow made a motion to adopt the regulations as final and Kevin Doyle seconded the motion. The motion passed unanimously.
- **Portability Ad Hoc Committee – Jan McMillan**  
Jan Mc Millan reported that the pre-NOIRA to address the changes to the regulations to include portability is currently being drafted.
- **Regulatory Committe - Kevin Doyle**  
No report.
- **Continuing Education Update – Ben Foster**  
Mr. Foster reported that the audit packages would be going out in mid-September. Two percent of the LPC, LM&FT and LSATP population will be audited. Discussion followed.
- **Credentials Committee Report - Howard King**  
Howard King reported the following:  
  
44 appeals were heard. 14 were approved;  
21 were denied;  
8 required more information;  
1 file was returned for further  
processing  
  
Dr. King reported that a course from Lynchburg College that was formerly accepted by the Board does not meet the content criteria for “Counseling and Psychotherapy Techniques”. Dr. King stated it is the recommendation of the Committee that a cut off date be set regarding the

acceptance of this course and the Lynchburg College be notified in writing that this course will no longer be accepted. Discussion followed. A motion was made by Mary Lou Argow to accept the recommendation of the Committee and that the last semester prior to the May graduation 2005 would be the last semester the course would be accepted. Alan Forrest seconded the motion which passed unanimously. Emily Wingfield, Assistant Attorney General stated that the correspondence to Lynchburg College should be presented to legal counsel for advisement prior to notification.

- **DISCIPLINE COMMITTEE REPORT:** Lynnette Shadoan reported the following:

**19 Complaints in Investigation**

**4 Cases at Board Level**

**2 Informal Conferences to be scheduled**

**1 Case returned to Investigation for additional information**

**1 Consent Orders to be presented to the Board**

The Consent Order for Stephen Guardipee, CRP, was presented for the SURRENDER for INDEFINITE SUSPENSION of his certificate. A motion was made by Mary Lou Argow to accept the Consent Order and seconded by Karen Rosen. The motion passed unanimously.

**OLD BUSINESS:** There are three regulatory changes in process. One is a pre-NOIRA to clarify the required number of hours of face to face supervision for LPC licensure. Another pre-NOIRA is to revise the number of quarter hours individual courses must have. The final regulations for the Standards of Practice are at the Public Comment stage.

**NEW BUSINESS:** Election of Officers: A motion was made by Karen Rosen to have Kevin Doyle be the next Chair of the Board. The motion was seconded by Howard King and passed unanimously. A motion was made to have Jack Knapp retain the position of Vice Chair. The motion passed unanimously.

**NEXT MEETING:** August 11 & 12, 2005

**ADJOURN:** 11:35 A.M.

