

**MINUTES March 23, 2018**  
**LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS**  
Approved

The meeting was called to order by K Steele at 12:31 PM. K Steele took the roll call and determined a quorum was present.

**Members Present:**

P Millhollon  
L Choate  
K Steele  
R Cathey  
D Mayeux  
C Guillotte  
E Airhia  
J Cortez  
E Cowger  
J Mims  
N Pierce

**Members Absent:**

**Staff Present:**

J Doming      R Lundin

**Guests Present:**

M Feduccia      J Raines

**Agenda**

K Steele motions to amend the agenda to take out the February financials and to move public comments after the licensure committee report. E Airhia approves. D Mayeux seconds. No objection by the public. All approved; no abstentions.

**Board Meeting Minutes**

K Steele asks for a motion to approve the January Board Meeting minutes. E Cowger motions to approve. D Mayeux seconds. All approved; no abstentions.

K Steele asks for a motion to approve the March Board Meeting minutes. C Guillotte motions to approve. N Pierce seconds.

**Approval of Board Committees**

K Steele presents the board committees and motions for approval. E Cowger seconds. All approved; no abstentions.

K Steele asks for public comments. No comments.

**Committee on Legislative Affairs –L Choate, J Mims, J Doming, M Feduccia**

K Steele asked for report on legislative affairs. M Feduccia announces she is tracking 17 mental health bills and 2 that could potentially affect our board: SB 40 and SB 260 M Feduccia will be co-hosting with LAMFT legislative forum at the social work board office to discuss bills and collaborate for support.

K Steele asks for public comments. No comments.

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

K Steele asks J Raines to present Consent Agreement RE T Jenkins, PLPC Disciplinary Case 16/17-58. K Steele asks for a motion to accept the agreement. E Cowger offers the motion. D Mayeux seconds. All approved; no abstentions.

K Steele asks J Raines to present the consent agreement RE Mary Clare Scurria, LPC Disciplinary Case 15/16-48 and 16/17-63. K Steele asks for a motion to approve. D Mayeux offers the motion. E Airhia seconds. All approved; no abstentions.

K Steele asks L Choate to present the Disciplinary Affairs Committee Report.  
L Choate presents the Disciplinary Affairs Committee Report:

**Unofficial Complaints Received since, January 26, 2018:**

1. 17/18-45 Medicaid Fraud
2. 17/18-46 Unprofessional Conduct

**Official Complaints Received since, January 26, 2018:**

1. 17/18-36 Unprofessional Conduct/Medicaid Fraud
2. 17/18-37 Unprofessional Conduct
3. 17/18-38 Practicing without a License
4. 17/18-40 Unprofessional Conduct/ CCE
5. 17/18-43 Unprofessional Conduct
6. 17/18-44 Sexual Misconduct
7. 17/18-47 Practicing Outside Scope of Practice
8. 17/18-48 Unprofessional Conduct
9. 17/18-49 Unprofessional Conduct / Breach of Confidentiality
10. 17/18-50 Unprofessional Conduct
11. 17/18-51 Unprofessional Conduct

**Cases to Open:**

1. 17/18-36 Unprofessional Conduct/Medicaid Fraud
2. 17/18-37 Unprofessional Conduct
3. 17/18-38 Practicing without a License
4. 17/18-39 Practicing Outside Scope of Practice\*
5. 17/18-40 Unprofessional Conduct/ CCE
6. 17/18-41 Practicing without a License\*
7. 17/18-42 Practicing without a License\*
8. 17/18-46 Unprofessional Conduct

9. 17/18-47 Practicing Outside Scope of Practice
10. 17/18-48 Unprofessional Conduct
11. 17/18-49 Unprofessional Conduct / Breach of Confidentiality
12. 17/18-50 Unprofessional conduct / CCE
13. 17/18-51 Unprofessional conduct

**Cases to Close:**

1. 16/17-58 Inappropriate Relationship
2. 15/16-48 Sexual Misconduct
3. 16/17-63 Untruthful Correspondence with the Board\*
4. 16/17-57 Unprofessional Conduct/Medicaid Fraud
5. 16/17-61 Dual Relationship
6. 16/17-64 Unprofessional Conduct
7. 17/18-03 Unprofessional Conduct
8. 17/18-04 Unprofessional Conduct/CCE
9. 17/18-06 Unprofessional Conduct
10. 17/18-09 Sexual Misconduct
11. 17/18-13 Unprofessional Conduct

**Complaints to Dismiss:**

1. 17/18-43 Practicing without a License
3. 17/18-44 Sexual Misconduct
4. 17/18-45 Medicaid Fraud

\*Board-Initiated

K Steele asks for public comments. No comments.

L Choate motions to approve. E Cowger seconds. All approved; no abstentions.

**Committee on Licensure/Supervision/Appraisal –E Cowger, J Mims, J Cortez, C Guillotte**

E Cowger presents licensure report. The data includes those practice settings and expedited applications approved each month by Board Staff.

**Applicants Reviewed:**

<b>February &amp; March 2018</b>			
<b>Application Type</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Total</b>

LPC Application for Licensure	16	26	42
37 APPROVED; 4 DENIED; 1 NEED ADDITIONAL INFORMATION			
LPC Endorsement Application	2	8	10
7 APPROVED; 2 DENIED; 1 NEED ADDITIONAL INFORMATION			
PLPC Application (Section 1, 2, 3)	17	18	35
28 APPROVED; 5 DENIED; 2 NEED ADDITIONAL INFORMATION			
PLPC Application:Section 1 Only	1	2	3
2 APPROVED; 1 DENIED			
PLPC Application: Section 1 and 2 Only	1	0	1
1 APPROVED			
PLPC Application: Section 2 Only	0	0	0
N/A			
PLPC Application: Section 2 and 3 Only	1	0	1
1 APPROVED			
PLPC Application: Section 3 Only	0	2	2
2 DENIED			
PLPC: Change/Add Supervisor	9	9	18
18 APPROVED			
LPC Supervisor Application	6	9	15
12 APPROVED; 3 DENIED			
Appraisal Privilege	1	0	1
1 APPROVED			
LPC Areas of Expertise Review	0	0	0
N/A			

Application for Expedited Processing	16	11	27
PLPC Practice Setting Updates	24	31	55
Total LPC Folders Reviewed	94	116	210

C Guillotte presents Licensed Marriage Family Therapists licensure report:

<b>Feb/March 2018</b>			
Application Type	Feb.	March	Total
LMFT Application for Licensure	1	0	1
1 APPROVED			
LMFT Out-of State Applications for Licensure	0	3	3
1 DENIED; 2 NEED ADDITIONAL INFORMATION			
PLMFT Section 1,2,3	0	0	0
N/A			
PLMFT Section 1 Only	0	0	0
N/A			
PLMFT Section 2 and 3 Only	0	1	1
1 APPROVED			
PLMFT Change/Add Practice Setting	1	5	6
6 APPROVED			
PLMFT Change/Add Supervisor	0	0	0
N/A			
LMFT SC Application: Section 1	0	0	0
N/A			
LMFT SC Application: Section 2	0	0	0
N/A			

LMFT Supervisor Candidate	0	0	0
N/A			
LMFT Supervisor	0	0	0
N/A			
Application for Expedited Processing	0	0	0
N/A			
<b>Total LMFT Folders Reviewed</b>	<b>2</b>	<b>9</b>	<b>11</b>

K Steele asks for public comments. Y Riddle, PLPC applicant, speaks on behalf of herself in regard to not having her licensure application completed by the deadline. The board asks for the reasons she would not have the materials submitted. The board office has not received CEH's.

A Carter, PLPC applicant, speaks on behalf of herself in regard to not taking the national test before her license expired. A Carter responds to the board that she did not know the test had to be taken before her supervision hours were over.

K Steele motions to approve the licensure report. J Cortez seconds. All approved; no abstentions.

**Committee on Correspondence – J Doming, K Steele**

K Steele asks J Doming for synopsis on email from FPHSA Corporate Compliance. The board discusses having Narcan available and if it can be administered by licensed professionals. There are no board rules, the board cannot offer an opinion. J Doming will respond to the email.

**Committee on Personnel – K Steele, D Mayeux, R Cathey**

J Doming stated A Gordon and K Keating are the new data entry assistants. There were over 600 applicants for the position.

**Recess:** K Steele calls for a motion for recess. E Airhia motions. E Cowger seconds. All approved; no abstentions. K Steele asks for a motion to reconvene the meeting. R Cathey motions to reconvene the meeting. E Cowger seconds. All approved; no abstentions.

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

R Cathey presents PAP report. Currently 5 cases open. Looking into physical impairments and how they can be helped by the committee. R Cathey motions to accept the PAP report. E Cowger seconds. All approved; no abstentions.

**Financial Report(s) – J Doming**

J Doming reviews the January financial report. Noted the monthly deficit. Revenue is heavier during the summer months of the fiscal year. N Pierce motioned to accept. J Cortez seconded. All approved; no abstentions.

**Executive Director Report – J Doming**

J Doming presented the Executive Director Report. E Cowger motions to accept. E Airhia seconds.

J Doming will search for video/phone conferencing platform to conduct monthly committee meetings.

Contract renewal discussions. K Steele reads the contract for the Department of Justice. All in favor, L Choate absent, no opposition.

K Steele reads the contract for Breazeale, Sachse, and Wilson. All in favor, L Choate absent, no opposition.

**New Business – L Choate, J Doming**

K Steele asks to move July meeting to July 20<sup>th</sup>, J Mims motions, J Cortez seconds.

K Steele reminds board members the Tier 2.1 Annual Financial Statements due May 15<sup>th</sup>, 2018

K Steele presents the Executive Director Hiring Manual

J Doming recommends the Personnel review and make recommendations to the board.

K Steele makes the recommendation, J Mims moves, E Cowger seconds

K Steele presents the Board Policies and Procedures manual and asks committees to revise sections for next board meeting

**Closing**

K Steele asks for a motion to adjourn the meeting. E Airhia motions to adjourn the meeting at 3:34 PM. J Mims seconds. All approved; no abstentions.

Respectfully Submitted By,  
Jamie S. Doming, Executive Director