

**MINUTES May 19<sup>th</sup>, 2017**  
**LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS**  
Approved July 28<sup>th</sup>, 2017

The meeting was called to order by L Choate at 12:35 PM. The Board Secretary took the roll call and determined a quorum was present.

**Members Present:**

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

**Members Absent:**

None.

**Guests Present:**

S Murphy           J Raines  
M Reynaud        V Onuoha

**Staff Present:**

M Olsan

**Agenda**

L Choate asked for a motion to amend the agenda to include correspondence from M Reynaud and a report from E Airhia RE Substance Abuse Assessments. G Perkins motioned to add M Reynaud's correspondence and E Airhia's report to the agenda and to approve the amended agenda. P Millhollon seconded. All approved; no abstentions. No public objection.

**Board Meeting Minutes**

L Choate asked for a motion to approve the March Board Meeting minutes. G Perkins motioned to approve the March Board Meeting minutes. E Cowger seconded. All approved; no abstentions.

**Committee on Legislative Affairs – L Choate, G Perkins, J Mims, M Olsan, M Reynaud**

M Feduccia provided an update on SB 38 and concerns regarding SB 75. J Mims encouraged LCA to consider marketing the services of counselors to the public in a more effective manner.

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

L Choate asked J Raines to present formal sanction(s) for Board consideration.

J Raines presented a Voluntary Surrender of License for case 14/15-79 regarding Jamison Harvey. L Choate asked for a motion to approve the Voluntary Surrender for case 14/15-79. J Mims motioned to approve the surrender of licensure. E Cowger seconded. All approved; no abstentions.

J Raines presented an update regarding injunctive proceedings against Donald Britton.

L Choate presented the Disciplinary Affairs Committee Report:

**Unofficial Complaints Received since March 24, 2017:**

1. 16/17-34: Fraudulent Billing
2. 16/17-44: Unprofessional conduct/CCE
3. 16/17-51: Unprofessional Conduct

**Official Complaints Received since March 24, 2017:**

1. 16/17-46: Unprofessional Conduct
2. 16/17-47: Unprofessional Conduct
3. 16/17-48: Unprofessional Conduct

4. 16/17-49: Misrepresentation of Credentials/Unlicensed Practice\*
5. 16/17-50: Unprofessional Conduct\*
6. 16/17-52: Unprofessional Conduct
7. 16/17-53: Unprofessional Conduct
8. 16/17-54: Unlicensed Practice
9. 16/17-55: Dual Relationship
10. 16/17-56: Inappropriate Relationship
11. 16/17-57: Failure to Maintain Records/Unprofessional Conduct/CCE
12. 16/17-58: Inappropriate Relationship
13. 16/17-59: Fraudulent Billing\*
14. 16/17-60: Misrepresentation of Credentials/Unlicensed Practice\*
15. 16/17-61: Dual Relationship
16. 16/17-62: Unlicensed Practice\*
17. 16/17-63: Failure to Cooperate with Board Investigation\*
18. 16/17-64: Unprofessional Conduct/CCE
19. 16/17-65: Inadequate Recordkeeping
20. 16/17-66: Providing False Information
21. 16/17-67: Unprofessional Conduct/Disclosure of Confidential Info

**Cases to Open:**

1. 16/17-34: Fraudulent Billing
2. 16/17-46: Unprofessional Conduct
3. 16/17-47: Unprofessional Conduct
4. 16/17-48: Professional misconduct
5. 16/17-49: Misrepresenting credentials/practicing without a license\*
6. 16/17-50: Unprofessional Conduct\*
7. 16/17-52: Unprofessional Conduct
8. 16/17-53: Unprofessional Conduct
9. 16/17-54: Unlicensed Practice
10. 16/17-55: Dual Relationship
11. 16/17-56: Inappropriate Relationship
12. 16/17-57: Failure to Maintain Records/ Unprofessional Conduct/CCE
13. 16/17-58: Inappropriate Relationship
14. 16/17-59: Fraudulent Billing\*
15. 16/17-60: Misrepresentation of Credentials\*
16. 16/17-61: Dual Relationship
17. 16/17-62: Unlicensed Practice\*
18. 16/17-63: Failure to Cooperate with Board Investigation\*
19. 16/17-64: Unprofessional Conduct/CCE
20. 16/17-65: Inadequate Recordkeeping
21. 16/17-66: Providing False Information
22. 16/17-67: Unprofessional Conduct/Disclosure of Confidential Info

**Cases to Close:**

1. 13/14-35: Unlicensed Practice
2. 14/15-79: Unprofessional Conduct/Criminal Charges\* (Voluntary Surrender)
3. 15/16-19: Unlicensed Practice
4. 15/16-30: Unlicensed Practice
5. 15/16-33: Unlicensed Practice
6. 16/17-01: Practicing without Active Supervision\*
7. 16/17-04: Unprofessional Conduct
8. 16/17-17: Unprofessional Conduct/Fraudulent Billing
9. 16/17-18: Unlicensed Practice\*
10. 16/17-26: Unprofessional Conduct/Abandonment of Supervision

**Complaints to Dismiss:** None

\*Board-Initiated

L Choate reported a total of 67 active disciplinary cases. L Choate motioned to accept the Disciplinary Affairs report. All approved; no abstentions.

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

E Cowger reported 182 applicants were reviewed for provisional licensure/licensure/supervision for PLPC/LPC/LPC-S April and May 2017. The data includes those practice settings and expedited applications approved each month by Board Staff.

<b>Application Type</b>	<b>April</b>	<b>May</b>	<b>Total</b>
LPC Application for Licensure	11	23	34
30 APPROVED; 3 DENIED; 1 NEED ADDITIONAL INFORMATION			
LPC Endorsement Application	5	8	13
7 APPROVED; 5 DENIED; 1 NEED ADDITIONAL INFORMATION			
PLPC Application (Section 1, 2, 3)	4	34	38
31 APPROVED; 6 DENIED; 1 NEED ADDITIONAL INFORMATION			
PLPC Application: Section 1 Only	0	7	7
1 APPROVED; 6 DENIED			
PLPC Application: Section 1 and 2 Only	1	1	2
2 APPROVED			
PLPC Application: Section 2 Only	0	0	0
N/A			
PLPC Application: Section 2 and 3 Only	2	1	3

3 APPROVED			
PLPC Application: Section 3 Only	0	1	1
1 APPROVED			
PLPC: Change/Add Supervisor	6	12	18
18 APPROVED			
LPC Supervisor Application	2	2	4
4 APPROVED			
Appraisal Privilege	0	2	2
1 APPROVED; 1 DENIED			
LPC Areas of Expertise Review	1	0	1
1 APPROVED			
Application for Expedited Processing	8	20	28
PLPC Practice Setting Updates	23	8	31
<b>Total LPC Folders Reviewed</b>	<b>63</b>	<b>119</b>	<b>182</b>

C Guillotte reported 9 applicants were reviewed for provisional licensure/licensure/supervision for PLMFT/LMFT/LMFT-SC/LMFT-S April and May 2017.

Application Type	April	May	Total
LMFT Application for Licensure	1	2	3
<i>2-APPROVED; 0-DENIED; 1 Need More Info</i>			
LMFT Out of State Applications for Licensure	0	0	0
<i>0-APPROVED; 0-DENIED</i>			
PLMFT Section 1,2,3	0	2	2
<i>1-APPROVED; 0-DENIED; 1 Need More Info</i>			
PLMFT Section 1 Only	1	0	1
<i>0-APPROVED; 1-DENIED</i>			
PLMFT Section 2 and 3 Only	0	0	0
<i>0-APPROVED; 0-DENIED</i>			
PLMFT Change/Add Practice Setting	0	2	2
<i>2-APPROVED; 0-DENIED</i>			
PLMFT Change/Add Supervisor	0	0	0
<i>0-Approved; 0-DENIED</i>			
LMFT SC Application: Section 1	0	0	0
<i>0-APPROVED; 0-DENIED</i>			

LMFT SC Application: Section 2	0	0	0
<i>0-APPROVED; 0-DENIED</i>			
LMFT SC Application: Section 1 and Section 2	0	0	0
<i>0-APPROVED; 0-DENIED</i>			
LMFT Supervisor	1	0	1
<i>1-APPROVED; 0-DENIED</i>			
Application for Expedited Processing	0	0	0
<b>Total</b>	3	6	9

E Cowger 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 that MFTAC is still working on the revised handbook and orientation video. M Olsan offered to set up a time for a MFTAC retreat if needed. P Millhollon discussed M Reynaud’s correspondence regarding peer supervision for CEHs. L Choate provided clarification on the differences between consultation and peer supervision in Board Rules. J Mims and K Steele discussed the need for titles and job descriptions to be consistent. L Choate suggested the Board discuss peer supervision versus consultation at next Board Update. M Olsan to follow up with LDH regarding manual concerns. P Millhollon motioned to accept the MFTAC report. All approved; no abstentions.

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

L Choate and M Olsan presented correspondence. L Choate recommended that the Board remind all licensees about the definition of Internet Counseling at the Board update (at the LCA Conference). L Choate asked M Olsan to contact LCA regarding a disclaimer for any trainings associated with the DCC. M Olsan reminded Board of the AMFTRB teletherapy guidelines.

**Public Comments:** V Onuoha thanked the Board for their work and dedicated focus on public protection.

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

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

P Millhollon reported a successful meeting with PAP 12. She also said the committee plans to discharge two PAP cases shortly. No new PAP cases to open. P Millhollon motioned to accept the PAP report and recommendations. All approved; no abstentions.

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

J Mims discussed next steps and possible locations for a Rules Committee retreat. M Olsan to work with J Mims to schedule next meeting.

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

M Olsan presented an update on the status of hiring a new disciplinary case assistant.

**Financial Report(s) – M Olsan**

M Olsan presented the March 2017 financial reports. She explained supporting documentation for each report was available to P Millhollon for review. P Millhollon motioned to approve the March financial reports. E Cowger seconded. All approved; no abstentions.

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

M Olsan presented an update on the Board’s current budget and status. She also provided an update on all vendor contracts. L Choate read and motioned to approve the 17/18 legal resolution for Baker Donelson. E Airhia seconded. All approved; no abstentions. L Choate read and motioned to approve the 17/18 legal resolution for Breazeale, Sachse, and Wilson. G Perkins seconded. All approved; no abstentions. L Choate read and motioned to approve the 17/18 legal resolution for the Louisiana Department of Justice. K Steele 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—including an update on recent work for AMFTRB and the MFTAC.

**LAMFT Liaison Report – M Olsan**

M Olsan presented the LAMFT liaison report. She included information RE feedback provided to LAMFT RE SB 75 and SB 38.

**LCA Liaison Report – M Olsan**

M Olsan presented the LCA liaison report. She included information RE feedback provided to LCA RE SB 75 and SB 38.

**Old Business – L Choate**

L Choate reminded the Board Members to complete their annual ethics training. The Board asked M Olsan to determine if the training was required each fiscal year or each calendar year.

**New Business – L Choate**

E Airhia presented a report on LPCs conducting Substance Abuse Assessments. The Board thanked him for his thorough report and discussed possible implications for licensees.

L Choate announced the next Board Meeting on July 28<sup>th</sup>, 2017 at 12:30PM.

**Closing**

L Choate asked for a motion to adjourn the meeting. G Perkins motioned to adjourn the meeting at 4:43PM. E Airhia seconded. All approved; no abstentions.

Respectfully Submitted By,  
Mary Alice Olsan, Executive Director