

**MINUTES July 17<sup>th</sup>, 2015**  
**LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS**  
Approved September 25<sup>th</sup>, 2015

The meeting was called to order by L Choate at 12:06 p.m. A roll call was taken and a quorum was present.

**Members Present:**

J Thomas        P Millhollon  
L Choate        J Mims  
R Cathey        E Cowger  
K Steele        K Lammert

E Augustin      G Perkins

**Members Absent:**

**Staff Present:**

M Olsan

**Guests Present:**

K Cicardo        M Feduccia  
C Nardini

**Agenda**

L Choate asked for a motion to approve the agenda. E Cowger motioned to approve the agenda. J Mims seconded. All approved; no abstentions.

**Board Meeting Minutes**

L Choate asked for a motion to approve the May Board Meeting minutes. J Mims motioned to approve the May Board Meeting minutes. E Cowger seconded. All approved; no abstentions.

**Committee on Disciplinary Affairs – L Choate, K Steele, J Thomas, E Augustin**

L Choate presented the Disciplinary Affairs Report:

Unofficial Complaints Received Since May 15<sup>th</sup>, 2015:

None.

Official Complaints Received Since May 15<sup>th</sup>, 2015:

14/15-80: Unprofessional Conduct  
14/15-81: Unprofessional Conduct/Allowing Unlicensed Practice  
14/15-82: Unprofessional Conduct/Fraud  
14/15-83: Fraudulent Documentation  
14/15-84: Failure to Report

Cases to Open:

14/15-80: Unprofessional Conduct  
14/15-81: Unprofessional Conduct/Allowing Unlicensed Practice  
14/15-82: Unprofessional Conduct/Fraud  
14/15-83: Fraudulent Documentation  
14/15-84: Failure to Report

Cases to Close:

- 12/13-81: Unprofessional/Abusive Conduct
- 13/14-40: Practiced Prior to Registration/Provisional Licensure
- 13/14-42: Practiced Prior to Registration/Provisional Licensure
- 14/15-25: Fraudulent Billing
- 14/15-37: Unprofessional Conduct
- 14/15-39: Unprofessional Conduct
- 14/15-40: Unprofessional Conduct
- 14/15-41: Unprofessional Conduct
- 14/15-46: Practicing w/Inactive License/Misrepresentation of Credentials
- 14/15-47: Fraud
- 14/15-48: Unprofessional Conduct/Dual Relationship

Cases to Dismiss:

- 14/15-55: Fraud/Unprofessional Conduct (official complaint never received)
- 14/15-73: Unprofessional Conduct (official complaint never received)
- 14/15-74: Unprofessional Conduct (official complaint never received)

L Choate reported a total of 85 current disciplinary cases. L Choate and M Olsan explained the transition of the prosecution of cases from the Assistant Attorney General to Breazeale, Sachse, and Wilson. M Olsan explained new roles for J Thomas and E Augustin with the expectation that such changes will result more evenly distributed work amongst the committee members. L Choate motioned to accept the Disciplinary Affairs report. All approved; no abstentions.

**Committee on Legislative Affairs –L Choate, J Mims, G Perkins, M Olsan, C Nardini, M Feduccia**

L Choate welcomed M Feduccia as the new Government Relations Chair for LCA. C Nardini provided a legislative summary report for the 2015 Regular Legislative Session. C Nardini explained the confusion surrounding what is now Act 23 and said that LCA would be looking into it further. M Olsan explained her understanding of how HB381 became Act 23 and LCA and LAMFT's involvement. K Lammert stated that she understood the intent of the law but hopes judges will seek out licensed professionals. L Choate asked M Feduccia to convey to the other leaders of LCA the Board's extreme concerns regarding Act 23. G Perkins asked M Olsan about additional legislation affecting the Board or LPCs. M Olsan and J Mims provided additional information. M Olsan thanked C Nardini for her work as the Government Relations Chair for LCA and for her contributions to the successful working relationship between the Board and LCA.

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

E Cowger reported one applicant for consideration by the Board. Specifically, the applicant had only one course on their transcript to fulfill both the practicum and internship requirement for licensure. The single course met all requirements with regard to the number of hours required of the practicum and internship. The Board discussed the issue in depth—citing the importance of the total number of hours of the practicum and internship vs. importance of two separate courses and the limitations set by current statute and Board Rules. J Mims stated that two, separate courses should be required in all instances and recommended the applicant be denied.

M Olsan presented a timing concern regarding applicants with criminal backgrounds. The Board discussed the issue and E Cowger motioned that Board Staff be allowed to require applicants with any type of criminal background to obtain a Criminal Record Check prior to review by the Board. E Augustin seconded. All approved; no abstentions.

E Cowger also reported 162 applicants were reviewed for provisional licensure/licensure/supervision for PLPC/LPC/LPC-S in June and July.

<b>Application Type</b>	<b>JUNE</b>	<b>JULY</b>	<b>Total</b>
<b>LPC Application for Licensure</b>	20	20	40
<i>38-APPROVED 2-DENIED 0-Need more Info</i>			
<b>LPC Out-of-State Applications for Licensure</b>	2	4	6
<i>5-APPROVED 1-DENIED 0-Re-Review</i>			
<b>PLPC: Sections 1, 2, 3</b>	31	31	62
<i>51-APPROVED 8-DENIED 3-Need more Info</i>			
<b>PLPC: Section 1</b>	2	4	6
<i>5-APPROVED 1-DENIED 0-Need more Info</i>			
<b>PLPC: Section 1 and 2</b>	0	1	1
<i>0-APPROVED 1-DENIED</i>			
<b>PLPC: Section 2</b>	0	0	0
<i>0-APPROVED 0-DENIED</i>			
<b>PLPC: Section 2 and 3</b>	2	3	5
<i>5-APPROVED 0-DENIED</i>			
<b>PLPC: Section 3</b>	0	3	3
<i>0-APPROVED 3-DENIED</i>			
<b>PLPC: Change/Add Supervisor</b>	11	6	17
<i>17-APPROVED 0-DENIED</i>			
<b>LPC Supervisor Application</b>	7	11	18
<i>17-APPROVED 1-DENIED</i>			
<b>Appraisal Privilege</b>	0	4	4
<i>3-APPROVED 1-DENIED 1-Need more info</i>			
<b>LPC Areas of Expertise Review</b>	0	0	0
<i>0-APPROVED 0-DENIED</i>			
<b>Total Applicants Reviewed</b>	<b>75</b>	<b>87</b>	<b>162</b>

P Millhollon reported 15 applicants were reviewed for provisional licensure/licensure/supervision for PLMFT/LMFT/LMFT-SC/LMFT-S in June and July.

<b>Application Type</b>	<b>JUNE</b>	<b>JULY</b>	<b>Total</b>
<b>LMFT Application for Licensure</b>	2	2	4
<i>4-APPROVED 0-DENIED</i>			
<b>LMFT Out-of-State Applications for Licensure</b>	0	2	2
<i>2-APPROVED 0-DENIED</i>			
<b>PLMFT: Section 1, 2, 3</b>	1	1	2
<i>2-APPROVED 0-DENIED</i>			
<b>PLMFT: Section 1</b>	0	2	2
<i>2-APPROVED 0-DENIED</i>			
<b>PLMFT: Section 2 and 3</b>	0	0	0
<i>0-APPROVED 0-DENIED</i>			
<b>PLMFT: Change of Practice Setting</b>	2	2	4
<i>4-APPROVED 0-DENIED</i>			
<b>PLMFT: Changing Supervisor</b>	0	0	0

<i>0-APPROVED 0-DENIED</i>			
<b>LMFT SC Application: Section 1</b>	0	0	0
<i>0-APPROVED 0-DENIED</i>			
<b>LMFT SC Application: Section 2</b>	0	0	0
<i>0-APPROVED 0-DENIED</i>			
<b>LMFT SC Application: Section 1 and Section 2</b>	0	0	0
<i>0-APPROVED 0-DENIED</i>			
<b>LMFT Supervisor Application</b>	0	1	1
<i>1-APPROVED 0-DENIED</i>			
<b>Total Applicants Reviewed</b>	<b>5</b>	<b>10</b>	<b>15</b>

E Cowger motioned to accept the Licensure Committee and Supervision report. All approved; no abstentions.

**Committee Professional Assistance Program (PAP) – K Lammert, P Millhollon**

K Lammert thanked R Cathey for observing the PAP Committee and for volunteering to research PAP outsourcing options. K Lammert motioned to accept the PAP report. All approved; no abstentions.

**Committee on Rules –E Cowger, J Mims, M Olsan**

G Perkins reported that the Rules Committee would soon need to meet again to determine the next set of rule changes needed. She stated that she appreciated the Board and M Olsan’s work on the last set of massive rule changes associated with the PLPC and PLMFT transition. G Perkins also announced that she will be stepping down as Rules Committee Chair. She stated that serving as Rules Committee Chair was an eye-opening experience, a true pleasure, and a great opportunity to serve the Board. L Choate thanked G Perkins for her many hours of hard work and dedication to the Board. G Perkins motioned for the Board to accept the Rules Committee report. All approved; no abstentions.

**Marriage and Family Therapy Advisory Committee Report –P Millhollon, K Steele, R Cathey**

P Millhollon reported that the MFTAC had a great retreat and made progress on Act 736 rule-writing. She stated MFTAC also had the opportunity to review their policy and procedures manual. P Millhollon announced R Cathey as the new Vice-Chair of MFTAC. L Choate and the Board congratulated R Cathey. P Millhollon also reported that the LAMFT Taskforce is going well and that the report will be delivered at the next LAMFT Executive Board Meeting.

P Millhollon presented correspondence from J Sutton regarding a proposal for an alternative method for meeting academic requirements to become a PLMFT. M Olsan reminded the Board that academic programs/options cannot be pre-approved. The Board discussed the correspondence in depth and P Millhollon stated that she would draft a response to J Sutton. P Millhollon motioned to accept the MFTAC report. All approved; no abstentions.

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

M Olsan presented a letter of thanks from T Moore to the Board for allowing M Olsan to present at the Red River Institute conference in Shreveport.

M Olsan presented an email from K Wood regarding concern over the misuse of the PLPC credential. R Cathey reminded the Board of the need for supervisors to also take an active role in ensuring their supervisees are aware of law and rule changes.

J Mims recommended that Section 3 of the PLPC application be changed to include a specific warning that all practice settings must be reported to avoid a fine and/or loss of supervised

experience hours. G Perkins motioned for Section 3 to be edited to include such language as part of the next application revision. E Cowger seconded. All approved; no abstentions.

**Public Comments:** C Nardini thanked the Board and reiterated that she would look into Act 23 with M Feduccia. M Feduccia stated that she was looking forward to working with the Board. K Cicardo thanked the Board for having her at the meeting.

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

M Olsan reported that N James was no longer able to work as many hours as needed and as such, a second Administrative Assistant would be needed before the fall semester began. She also reported that L Gonzalez resigned for a new, great opportunity in her field. M Olsan asked the Board for approval to hire a new Disciplinary Case Assistant with an employment term through December 2016. R Cathey motioned for M Olsan to hire a new Disciplinary Case Assistant with an employment term through December 2016. G Perkins seconded. All approved; no abstentions.

**Financial Report(s) – M Olsan**

M Olsan presented the April and May 2015 financial reports. L Choate asked for a motion to approve the financial reports. G Perkins motioned to approve the April and May 2015 financial reports. P Millhollon seconded. All approved; no abstentions. J Mims recommended M Olsan research bulk mailing costs for large mail outs.

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

M Olsan explained the Attestation Statement and reminded the Board of the budget approval process. K Steele motioned to approve the attestation statement and G Perkins seconded. All approved; no abstentions.

**Executive Director Report – M Olsan**

M Olsan presented the Executive Director report. She provided an update regarding the status of the LPC renewal period—specifically, that an inordinate amount of LPCs submitted their renewal applications the last two weeks of the renewal period. She also reported that the PLPC and PLMFT transition was still going well and that she was continuing to update the database and website. M Olsan also reported that all vendor contracts were approved.

**LAMFT Liaison Report – M Olsan, P Millhollon**

M Olsan reported the next LAMFT Executive Committee meeting was on Saturday, July 25<sup>th</sup> in Erath, Louisiana. She also reported requesting assistance contacting any formerly stopped MFT Interns concerning the August 14<sup>th</sup> deadline.

**LCA Liaison Report – M Olsan**

M Olsan presented a recap of the Saturday, July 11<sup>th</sup> LCA Executive Board Meeting in Port Allen, LA. She reported that she informed the Executive Board about Act 23 and the Board's significant concerns. M Olsan explained that the Executive Board expressed a need for action regarding this legislation.

L Choate and M Olsan discussed the Board Update at the LCA conference on September 27<sup>th</sup>. L Choate asked the Board for ideas about information to be discussed. J Mims stated that she liked the question/answer portion of the update. R Cathey suggested that the Board could present for 30 minutes and then break into groups to encourage more interaction. K Steele recommended considering the use of information graphics.

**New Business – L Choate**

L Choate reminded the Board of the next Board Meeting on September 25<sup>th</sup>, 2015.

**Closing**

L Choate asked for a motion to adjourn the meeting. G Perkins motioned to adjourn the meeting at 3:26 PM. E Cowger seconded. All approved; no abstentions.

Respectfully Submitted By,

Mary Alice Olsan  
Executive Director