

Board of Professional Counselors & Therapists

Board Meeting Open Session – July 17, 2026

10:30 AM - Meeting Minutes

Contents:

- [Attendees](#)
- [Meeting Called to Order](#)
- [Board Chair Report](#)
- [Board Counsel Announcements & Reports](#)
- [Executive Director Report](#)
- [Legislative and Regulations Updates](#)
- [Credentialing Committee](#)
- [Disciplinary Review Committee](#)
- [Counseling Compact Update](#)
- [Old/Miscellaneous Business](#)
- [Adjournment](#)

Attendees

Board Members	Board Staff
Sharita Sivels-Stevens, LCPC	Tomiloba Olaniyi-Quadri, Executive Director
Lisa Connors, LCPC	Victoria Stinson, Deputy Director
Kimberly Poole-Sykes, LCPC	Melia N. Ritchie, Board Counsel
Mary Blackwood, LCMFT	Lillian Reese, Legislative Liaison/Regulations Coordinator
Stacey Nelson, Board Member, LCPC, LCPAT, ATR-BC	Alexandria Langston, Licensing Manager
Winnie Moore, Board Member, LCPC	Janice Isaac, Licensing Coordinator
Elizabeth Guroff, Board Member, MA, LCMFT	Grecia Whitehead, Licensing Coordinator
Terri Johnson, LCADC	Shelly-Ann Barnes, Compliance Supervisor
Luisa Wayman, Consumer Member	Nusrat Tusi, Executive Administrative Assistant

Board Members	Board Staff
Minjee Helmly, Board Member	Trevor Smoot, Administrative Assistant
Terri Johnson, LCADC	Breya Graves, Compliance Assistant
	Katrina Hunter, Office Secretary
	Wendy Morton, Compliance Investigator

Stakeholders and Members of the Public in attendance:

- Amanda Groff
- Howard Ashkin
- Susan Roistacher
- Sarah McAdams
- Erin Schaller
- Viviana Azar
- Yahellah Best
- Zakiyyah Holmes
- Additional callers via teleconference (+1 301--28, +1 301--39)

Meeting Called to Order

- The meeting was called to order at 10:31 AM by Board Chair. The Open Session Meeting for July 17, 2026, was offered virtually via Google Meet.

Statement of COMAR Regulation 10.01.14.02.02: *The public attendance regulation states that except in instances when a public body expressly invites public testimony, questions, comments, or other forms of public participation, or when public participation is otherwise authorized by law, a member of the public attending an open session may not participate in the session.*

Attendance Call by Board Chair:

The Board Chair completed a roll call and confirmed that the Board had an official quorum for today's meeting. The following members responded present:

Sharita Sivels-Stevens, Board Chair, LCPC
Kimberly Poole-Sykes, LCPC
Mary Blackwood, LCMFT
Elizabeth Guroff, MA, LCMFT
Terry Johnson, LCADC
Minjee Helmly, Board Member

Lisa Connors, LCPC
Luisa Wayman, Consumer Member
Stacey Nelson, LCPC, LCPAT, ATR-BC
Winnie Moore, LCPC

Review and Approve the Board Meeting Minutes from June 12, 2026:

The Board reviewed the Open Session [meeting minutes from June 12, 2026](#).

- Motion to Approve: Winnie Moore
- Motion Seconded: Stacey Nelson
- All in Favor: All in Favor
- Any Oppositions: None
- **Outcome: The Motion was Approved.**

Review and Approve the Board Meeting Agenda for July 17, 2026:

The Board reviewed the proposed agenda for the July 17, 2026, meeting.

- Motion to Approve: Stacey Nelson
- Motion Seconded: Lisa Connors
- All in Favor: All in Favor
- Any Oppositions: None
- **Outcome: The Motion was Approved.**

Board Chair Report

- **New Board Member Introduction:**
 - Board Chair officially welcomed Minjee Helmly as the newest appointed member of the Board.
- **Recognition of Service & Farewell:**
 - The Board Chair formally announced the departure of Winnie Moore upon the conclusion of her eight-year tenure.

Board Counsel Announcements & Reports

Melia N. Ritchie had no official report to present to the Board.

Executive Director Report

Executive Director Tomiloba Olaniyi-Quadri presented the operational and data updates:

- **Website Cleanup:**

- The Board website has been decluttered and restructured to make key links, application portals, payment systems, board announcements, and member rosters easier for the public to navigate.
- **Pre-Applications Review Proposal:**
 - Staff introduced a proposal to discontinue optional \$50 pre-application reviews due to the high volume of full licensing applications requiring coordinator attention.
 - Removing pre-applications will allow staff to prioritize full licenses while expanding public guidance documents online. Legal research is underway, and an official vote will be presented at the next session.
- **Online Licensing Portal Transition:**
 - Since the full portal launch 17 days prior, the Board has received over 200 online applications across five licensing coordinators. Staff and volunteer members are currently triaging documentation while clearing out the remaining paper application backlog. The public was requested to remain patient during this transitional phase.
- **2026 Joint Chairmen's Report:**
 - Executive Director drafted and distributed the Board's official response to the Joint Chairmen's Report, outlining internal progress following evaluations, including converting contract positions into permanent merit roles to improve staff retention ahead of Sunset Review.
- **IQ System Performance Metrics:**
 - The Board reviewed performance tracking for the state IQ messaging system managed by Nusrat Tusi for public inquiries
 - (Reporting Period: April 30–June 25, 2026):
 - **Total Inquiries Received:** 93
 - **Cases Closed:** 77 (81.4% closure rate)
 - **Open Cases Remaining:** 16
 - **Average Turnaround Time:** 8 days for closed files; average age of 6 days for pending files.

Legislative and Regulations (Legs & Regs) Updates

Elizabeth Guroff presented the regulatory and statutory proposals:

- **COMAR 10.58.02 (Fees - MHCC Fee Update):**
 - **Summary:** Proposed amendment to insert generic language regarding the Maryland Health Care Commission (MHCC) fee into COMAR 10.58.02.01–.03 rather than citing a fixed dollar amount, eliminating the need for frequent regulatory revisions when MHCC modifies its assessment.

- **Action:** Elizabeth Guroff moved to approve the COMAR 10.58.02 fee schedule update.
- **Vote:** Approved unanimously via voice vote.
- **COMAR 10.31.03 (General Continuing Education Requirements):**
 - **Summary:** Proposed multi-board joint regulation adding explicit continuing education provisions across COMAR 10.31.03.01–.06 for human trafficking awareness, implicit bias/structural racism, and specialized topics such as menopause and perinatal care.
 - **Action:** Elizabeth Guroff moved to approve the joint continuing education amendments.
 - **Vote:** Approved unanimously via voice vote.
- **Draft Statutory Updates (Review Assignment for August):**
 - **Summary:** The Board received the formal draft bill for the 2027 legislative session, encompassing statutory language updates discussed in previous cycles, including replacing the "Trainee" title with "Certified Alcohol and Drug Assistant" (CADA) and updating statutory counseling scope definitions.
 - **Action:** Members were instructed to review the full draft document ahead of the August session, where it will be placed on the agenda for a formal vote.
- **Sunset Review Bill:**
 - **Summary:** Presented the formal legislative Sunset Review draft bill extending the Board's statutory authority and licensing jurisdiction (including Applied Behavior Analysts) through 2033.
 - **Motion to Approve:** Kimberly Poole-Sykes
 - **Vote:** Approved unanimously via voice vote.

Credentialing Committee

Kimberly Poole-Sykes presented the credentialing metrics captured between June 8, 2026, and July 7, 2026:

Applications Received (June 8, 2026 – July 7, 2026):

- LCPC: 44
- LGPC: 37
- LCADC: 2
- LGADC: 0
- LCMFT: 1
- LGMFT: 3
- LCPAT: 2
- LGPAT: 0
- LBA: 41

- CAC-AD: 5
- CSC-AD: 3
- ADT: 33
- **Pre-Applications (All Types): 9**
- **Supervisor Applications (All Types): 19**
- **Out-of-State Applications (All Types): 22**

Total Active Board Credentials (as of July 7, 2026):

- LCPC: 7,682
- LGPC: 1,703
- LCADC: 296
- LGADC: 24
- CAC-AD: 725
- CSC-AD: 659
- ADT: 1,027
- LCMFT: 509
- LGMFT: 65
- LGPAT: 2,035
- LBA: 1,974

Disciplinary Review Committee

Lisa Connors presented the monthly compliance statistics:

- **New Complaints Received:** 24 new complaints.
- **Cases Closed:** 39 total cases were evaluated and closed during the committee's morning session.

Counseling Compact Update

Lisa Connors presented the regional and national compact tracking update:

- **National Conference:** Planning is underway for the upcoming national conference of state counseling boards, which is scheduled to convene in Las Vegas in February 2027.
- **Ongoing Operations:** The compact commission continues its routine administrative meetings and state integration tracking.

Old/Miscellaneous Business

Hearing no old business, the Board Chair called for any miscellaneous items.

Compliance Case Data Dashboard (as of July 6, 2026): The Board recorded the published compliance workload metrics for public context:

- **Total Open Enforcement Cases:** 183
- **Cases Open More Than 6 Months:** 114
- **Annual Complaint Intake Comparison:**
 - **FY 2024:** 227 complaints
 - **FY 2025:** 244 complaints
 - **FY 2026:** 233 complaints

Adjournment

The next general Open Session Board Meeting is officially scheduled for **Friday, August 21, 2026, at 10:30 AM**, to be conducted virtually.

- Motion to Adjourn: Winnie Moore
- Motion Seconded: Elizabeth Guroff
- Any Oppositions: None
- **Outcome: The Motion was Approved.**

The Open Session officially adjourned at 11:05 AM. Board members were directed to immediately disconnect and transition into the closed administrative session portal.

Meeting Duration: 34 minutes