

The Board of Professional Counselor and Therapists

Attendance - September 17, 2021

Open Meeting - Minutes

Members	Non-Members
Jeffrey Galecki, MS, LCADC, LCPC, <i>Board Chair</i>	Tony Torain, Executive Director
Nicki Drotleff, LCMFT, <i>Vice Chair</i>	Danielle Vallone, Compliance Manager
Winnie Moore, LCPC, <i>Secretary</i>	Lillian Reese – Legislative/Regulation Coord
Sharon Bolden, LCADC	Rhonda Edwards, AAG
Sara Carlton, Consumer	Kimberly Link – Secretary’s Office
Michael Nettles, D.Min. LCPC	Janice Isaac – Licensing Specialist
C. Scott Frazier, III, Consumer	Tawana Brown – Licensing Specialist
Karen Katrinic, LCMFT	Anna Sullivan – Licensing Specialist
Stacey Nelson, LCPC, LCPAT	Sandra Boxley – Licensing Specialist
Kimberly Poole-Styles, Rh.D., LCPC	Alexandria Langston – Licensing Specialist
Elizabeth Guroff, LCMFT	
Lisa Connors, LCPC	

The meeting was called to order by the Chairman at 10:30 a.m. at which time he established that there was a quorum.

It was moved Sharon Bolden that the minutes be adopted and the motion was seconded by Elizabeth Guroff.

It was moved by Sharon Bolden that the agenda be approved and the motion was seconded by Winnie Moore

The Chair’s report is as follows

1. Board Members must make themselves available to Board Business from 9:00 a.m. to 5:00 p.m. on the third Friday of the month. If one cannot commit to the whole day, then it is counted as an absence.
2. If no prior notice of a planned absence is given, then the absence is unexcused.
3. Two successive unexcused absences will result in being reported to the Governor for removal from the Board.

4. The Chair solicited additional members to be present for the 2:30 p.m. hearing. Sharon Bolden and Scott Frazier agreed to be present, thus giving a quorum for the hearing. The Chair noted that it is important that Board members attend these hearing as 1. When we hire a court reporters for the hearings, we are required to pay that person even if the hearing does not occur, 2. Many times the person who comes before the Board has been summarily suspended and it is essential that they have a hearing as soon as possible as the suspension without due process impacts their ability to earn a living.
5. If a Board Member cannot attend a meeting, they should contact the Executive Director who is charged with recording Board attendance.
6. The Board will hold its annual elections in the October 15th meeting.
 - a. Nominations should be emailed to the Executive Director with a copy to the person who is being nominated.
 - b. The offices are Chair, Vice Chair and Secretary. The Chair will share information concerning the duties and responsibilities of these offices.
 - c. The Chair will not seek re-election
 - d. The Chair noted that serving as Chair requires at least a half day a week for meetings with the Executive Director and participation in staffing issues.
 - e. The Chair asked Danielle Vallone to share with the Executive Director the process for voting that has been used in the past.

The Chair recognized the Executive Director the administrative report and the following was discussed.

1. The Executive Director reminded the Board Members that the New Board Member Orientation was to be held on October 1, 2021. This orientation is required for new board members; however, any board member can participate. In order to confirm attendance, one should contact Kim Link.
2. The Executive Director informed the Board that the FBI Audit of the Criminal Justice Information System (CJIS) went well. He noted that there were no exceptions and that new privacy language was given to replace that which we have on the Board website.
3. The Executive Director informed the Board that there is a search for a Compliance Assistant. This would be a secretarial type person who would assist the Compliance Manager and the Investigators in the management of files and investigative related materials. There is also a search for another Investigator III. Hopefully, there will be two contractual investigators hired. The last search for an investigator yielded nothing.

The Chair called on the Compliance Manager and there was no report.

The Chair called on the Credentialing Committee and the chair of that committee, Sharon Bolden, discussed the audit that the committee conducted on the application files. They look at a substantial number of file and found that things were being done properly and timely. The question, however, was whether it was appropriate for the licensing specialists to select the files. Danielle Vallone recommended that the committee work with the technical staff to run a random sample selected by computer.

The Chair called on the Legislative/Regulations Committee and the chair of that committee, Karen Katrinic, informed that the Committee had met with Board Counsel to discuss regulation 10.58.12.05, regarding the processing of LCPC applications. Board Counsel noted that a clarification of the regulation had been sent out.

As part of the Legislative/Regulation Committee's, the Legislative/Regulations coordinator, Lillian Reese, informed that the Governor's Office approved two regulatory proposals from the Board, one in Art Therapy and the other in Marriage and Family Therapy. The proposals have been sent to the ALER Committee for their review. They will be published in the Maryland Register on October 22nd and will be there for comment until November 22nd.

Continuing with the Legislative/Regulations Committee report, the Chair questioned the Legislative Coordinator about proposed revisions to the involuntary certifications for psychiatric adult and children patients that he had observed on the Board of Social Worker Examiners website. The proposal said the Social Workers and Licensed Clinical Professional Counselors would be signers in these cases, along with the physicians. The question was, "have you seen this." The Legislative coordinator indicated that it came before the Board and that it passed in the last legislative session. The Coordinator committed to sending the bill to the Chair and the Executive Director. The Legislative Coordinator informed that the bill did not come from the Professional Counselors and Therapist Board, but it was amended by the Association. The question was which Association. The Coordinator committed to going back to review the matter for clarity and returning with an answer.

The Chair called for a report from the Discipline Review Committee. Nicki Drotleff reported that the committee had met at 9:00 a.m. and had gotten several cases resolved.

The Chair noted that the next Behavior Analyst Advisory Committee meeting would held on October 13, 2021.

There was no Old Business

Under the New Business, the Chair reiterated his discussion of the upcoming election of officers. He asked, further, that board members would send a note indicating their

preference for committee assignments on the standing committees. They should be ranked. He noted that the individual committees would elect its chair.

Under FYI, it was noted that the next Board Meeting would be on October 15, 2021.

Karen Katrinic moved for the **Adjournment** of the meeting and Sharon Bolden seconded the motion.

Submitted by Tony W. Torain, Executive Director