

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
 DIVISION OF CORPORATIONS, BUSINESS, AND PROFESSIONAL LICENSING

BOARD OF MARITAL & FAMILY THERAPY

CONDENSED MINUTES OF THE MEETING HELD ON JANUARY 12, 2023

Date:	January 12, 2023
Time:	9:00 a.m.
Location:	Online teleconference-Zoom
Board Members Present:	Noah Shields (Chair, LMFT), Richard Clampitt (LMFT), Kayla Green (Public Member)
Board Members Absent:	N/A
Division Staff Present:	Cori Hondolero (Executive Administrator), Ruth Dinardi (Licensing Examiner), Glenn Saviers (Deputy Director), Reid Bowman (Program Coordinator II), Jasmin Bautista (Investigator III), Melissa Dumas (Administrative Operations Manager)
Present from the Public:	Shawnmarie Carpenter, Mercy Dennis, Jacob Snell, Vangie Mercado-Smith

Item 1. Review Agenda		
Brief Discussion:	The Board reviewed the agenda and noted that additional time would likely be required for reviewing meeting minutes.	
Motion:	<i>Move to approve the agenda as amended (First R. Clampitt; Second K. Green)</i>	
Recorded Votes:	<i>Shields - Y</i>	<i>Green -Y</i>
	<i>Clampitt - Y</i>	
Item 2. Ethics Report		
Brief Discussion:	The Board has no ethics items to report.	
Item 4. Minutes Review		
Brief Discussion:	December 10, 2019 – Pg 2 – Richard.	
Motion:	<i>Move to approve the minutes as amended (First R. Clampitt; Second K. Green)</i>	
Recorded Votes:	<i>Shields - Y</i>	<i>Green -Y</i>
	<i>Clampitt - Y</i>	
Item 3. Public Comment		

Brief Discussion:	<p>Shawnmarie Carpenter introduced herself and noted that she is an Anchorage-based supervisor and had two applicants attending the meeting with her: Jacob Snell and Vangie Mercado-Smith. The applicants indicated that they would remain available for questions.</p> <p>Mercy Dennis stated she would like to see more support and involvement from the board. She also referred to MFT fees being high at this time and asked if something could be done. Suggested the division has more information on the Board website., They mentioned professional compacts, asked if the Board was jointly discussing a mental health compact, and. They hoped Board would consider it. It was noted that psychology has a part-time license for those moving toward retirement and would like to see this for LMFTs.</p> <p>Chair Shields stated that the Board appreciated the comments.</p>	
Item 4. Minutes Review		
Brief Discussion:	<p>Deputy Director Saviers addressed the board regarding available minutes, past minutes/recordings needing to be included, minutes/recordings requiring to be included, and meetings not needing to be publicly noticed. If this were a finding in a future legislative audit, the Division would address and take ownership of the issue. Current practice is abbreviated action minutes. The Board can also request that staff include a copy of the public notice in the meeting packet.</p>	
Item 5. Division Update		
Brief Discussion:	<p>Melissa Dumas joined the meeting to present the final FY22 revenue/expenditure report. Ms. Dumas noted that the Board had received general funds in FY21 and FY22 due to no license fee increases during the pandemic. The program ended FY22 in a favorable position.</p> <p>Mr. Clampitt asked when fees could be lowered. Ms. Dumas stated that fees are reviewed annually and that analysis is presented to the Board. All fee changes must go out for public comment, and the Division has the final say over fees.</p>	
Action Item:	<p><i>Ms. Dumas will review the fees and provide her analysis to the Board at a future meeting.</i></p>	
Item 4. Minutes Review		
Brief Discussion:	<p>April 27, 2020</p>	
Motion:	<p><i>Move to approve the minutes as written (First R. Clampitt; Second K. Green).</i></p>	
Recorded Votes:	<p><i>Shields - Y</i></p>	<p><i>Green -Y</i></p>
	<p><i>Clampitt - Y</i></p>	
Brief Discussion:	<p>February 8, 2021</p>	
Motion:	<p><i>Move to approve the minutes as written (First R. Clampitt; Second K. Green).</i></p>	
Recorded Votes:	<p><i>Shields - Y</i></p>	<p><i>Green -Y</i></p>
	<p><i>Clampitt - Y</i></p>	

Brief Discussion:	May 3 rd , 2021	
Motion:	<i>Move to approve the minutes as written (First R. Clampitt; Second K. Green).</i>	
Recorded Votes:	<i>Shields - Y</i>	<i>Green -Y</i>
	<i>Clampitt - Y</i>	
Brief Discussion:	September 20, 2021 Page 3 Line 131 deleted “didn’t” and changed “believe” to “believed” Line 132 – add a comma after ‘increased fees’ Page 6 Line 302 Change “LMTF” to “LMFT.”	
Motion:	<i>Approve the amended minutes (First R. Clampitt; Second K. Green).</i>	
Recorded Votes:	<i>Shields - Y</i>	<i>Green -Y</i>
	<i>Clampitt - Y</i>	
Action Items:	Document updated by examiner 1.12.2023.	
Item 6. Investigations		
Brief Discussion:	Jasmin Bautista joined the meeting to present the current report and a consent agreement. The report covered May 11, 2022, to December 23, 2022. 1 Open case 2 Closed cases There was also one consent agreement for Board consideration.	
Motion:	<i>Enter executive session in accordance with AS 44.62.310(c)(2) and (3) and the Alaska constitutional rights to privacy provisions to discuss an investigative matter (First R. Clampitt; Second K. Green).</i>	
Recorded Votes:	<i>Shields - Y</i>	<i>Green -Y</i>
	<i>Clampitt - Y</i>	
Action:	The board entered executive session at 10:36 am, back on the record at 11:02 am.	
Motion:	<i>Accept the consent agreement for case #2021-000541 (First R. Clampitt; Second K. Green).</i>	
Recorded Votes:	<i>Shields - Y</i>	<i>Green -Y</i>
	<i>Clampitt - Y</i>	
Item 7. Application Review		
Brief Discussion:	Vangie Mercado-Smith – MFT Associate application. The applicant indicated that she would like the review/questions from the Board to be on the record. Applicant must show that courses taken meet the regulatory requirements. The lifestyle course is listed in two places; it can only be listed in one. The Board will need to see the course description for the group theory course.	

Motion:	<i>Table the application of Vangie Mercado-Smith; amended course worksheet required, and course descriptions should be provided as necessary (First R. Clampitt; Second K. Green).</i>	
Recorded Votes:	<i>Shields - Y</i>	<i>Green -Y</i>
	<i>Clampitt - Y</i>	
Brief Discussion:	Jacob Snell – MFT Associate application. The applicant indicated that he would like the review/questions from the Board to be on the record. It needed to be made clear to the Board that the family theory requirement had been met. It was also noted that assessments fall under assessment rather than theory.	
Motion:	<i>Table the application of Jacob Snell; amended course worksheet required, and course descriptions should be provided as necessary. (First R. Clampitt; Second K. Green).</i>	
Recorded Votes:	<i>Shields - Y</i>	<i>Green -Y</i>
	<i>Clampitt - Y</i>	
Action Items:	The Board requested that the applications be put in OnBoard for voting once amended.	
Lunch: 12:01 pm to 1:00 pm		
Item 7. Application Review		
Brief Discussion:	Craig Ward – CE documentation waiver request. License expired 12/31/20. CE for 2019/2020 – Needs additional hours to get to 45 and must meet the AK-specific content areas. CE for 2021/2022 – Must meet complete CE requirements; can't double count CE used to reinstate the license.	
Action Items:	Draft an email to the licensee regarding the CE documentation required and send it to the Chair for review.	
Brief Discussion:	<i>Shelly Ann Hansen- Temporary Military MFT License</i>	
Motion:	<i>Approve for temporary military licensure. (First R. Clampitt; Second K. Green).</i>	
Recorded Votes:	<i>Shields - Y</i>	<i>Green -Y</i>
	<i>Clampitt - Y</i>	
Brief Discussion:	James Atkinson - Pending CE Audit 2020 Licensee needs more than one credit; cannot count the same course for two content areas. Licensee must take a one-credit class around Cross-cultural or Addiction.	
Motion:	<i>Readdress the failed audit for license #278; request an additional hour of cross-cultural or addictions for Board review. Licensee cannot claim this extra hour on the 2024 renewal. (First R. Clampitt; Second K. Green).</i>	
Recorded Votes:	<i>Shields - Y</i>	<i>Green -Y</i>
	<i>Clampitt - Y</i>	
Action Items:	Collect the additional hour of CE from the licensee and submit it to Board for approval. Notation on his record that the other CE cannot be claimed again on a future renewal.	

Brief Discussion:	Alaska Regional Community of the International Society for the Study of Trauma & Dissociation - Class CE- Level 1 Clinical Hypnosis Training Course.	
Motion:	<i>Approve the CE course – Level 1 Clinical Hypnosis Training. (First R. Clampitt; Second K. Green).</i>	
Recorded Votes:	<i>Shields – Y</i>	<i>Green -Y</i>
	<i>Clampitt - Y</i>	
Action Items:	The Board requested that the applications for MFT by credentials and the CE courses not reviewed at the meeting be loaded to OnBoard for review/voting.	
Item 8. Board Business		
Brief Discussion:	<p>Application and checklist review:</p> <p>08-4203 – Application for Marital and Family Therapist Update: Education Course Work Check Sheet (08-4203d) Page 3 of 3 Add: Supervisor Signature line Update: Substitution of Post-Degree Course(s) – (08-4203e) Page 2 of 3 Add: Supervisor Signature Change: page 2 of 3 TO page 3 of 3.</p> <p>08-4087 – Continuing Education Provider’s Approval Form Change: “List of Instructors and their qualifications (resume or CV)” to “List of Instructors license information and their CV/Resume.” Change: page 2 of 3 TO page 3 of 3.</p> <p>Statute/Regulation Review – Ms. Hondolero briefly explained how the statutes and regulations are processed and changed. Statutes and regulations will be discussed at the next meeting; include the project summary sheet in the next meeting packet.</p> <p>Onboard Voting – It was determined that a reasonable time frame for board members to review and vote is two weeks. Applications will be uploaded as soon as they are ready to be reviewed. A summary email will be sent to the board when items are loaded to OnBoard.</p> <p>Minutes - will be loaded to onboard for review and approval.</p> <p>Next meeting date: April 27, 2023.</p>	
Motion:	Move to adjourn the meeting (First R. Clampitt; Second K. Green)	
Recorded Votes:	<i>Shields – Y</i>	<i>Green -Y</i>
	<i>Clampitt - Y</i>	

Next Meeting:	April 27, 2023
Adjournment:	2:54 p.m.

Minutes approved by the Board during the quarterly meeting held on April 27th, 2023.