

1 State of Alaska  
2 DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT  
3 DIVISION OF CORPORATION, BUSINESS AND PROFESSIONAL LICENSING  
4

5 BOARD OF PROFESSIONAL COUNSELORS  
6 Minutes of the meeting September 13,2024  
7

8  
9 By the authority of AS 08.01.070(2) and AS 08.86.030, and in compliance with the provisions of AS 44.62,  
10 Article 6, a scheduled meeting of Board of Professional Counselors originated from Anchorage and via  
11 Zoom.

12  
13 The Chair brought the meeting to order at 09:04 am  
14

15 **Board Members Present Constituting a Quorum**

16 Dorene Hagen, Board Chair, Licensed Professional Counselor

17 Sammie O'Neal, Licensed Professional Counselor

18 Mary Elkins, Licensed Professional Counselor  
19

20 **Board Members Absent**

21 None  
22

23 **Staff Members Present**

24 Jeanne Pace, Program Coordinator I

25 Marlo Adams, Licensing Examiner III

26 Miriam Honea, Licensing Examiner III

27 Melissa Dumas, Administrative Operations Manager

28 Jasmin Bautista, Investigator III

29 Stefanie Davis, Regulations Specialist II

30 Sarah Chambers, Boards and Regulations Advisor

31 Glenn Saviers, Deputy Director  
32

33 **Members of the Public Present**

34 Kelly Brooks  
35

36 **Agenda Item – Ethics Disclosures**

37 No potential ethics conflicts to disclose.  
38

39 **Agenda item – Introduction to new Board Member**

40 Mary Elkins is the new member of the Board for Professional Counselors.  
41

42 **Agenda Item – Review/Approve Agenda**  
43  
44  
45

46 In a motion duly made by Mary Elkins, seconded by Sammie O'Neal with unanimous consent, it was  
47 resolved to approve the September 13th, 2024, agenda as-is.

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Sammie O'Neal	X			
Mary Elkins	X			

48

49 **Agenda Item – Public Comment**

50 Kelly Brooks was present. No comments from the public were made.

51

52

53 **Agenda Item – Administrative Update**

54 **A. Old Business**

55 No old business to report.

56 **B. New Business**

57 **i. Correspondence**

58 **a. Letter to Board from Alaska Behavioral Health Association**

59 The Board reviewed the letter.

60 **b. Service Proposal for licensees under investigations**

61 The Board reviewed the proposal.

62 **c. Questions about new therapist**

63 The Board reviewed the information provided and determined that Supervision may start after the  
64 counseling degree was awarded. If the degree is less than 60 graduate semester hours, the remaining  
65 credits need to be obtained before the individual qualifies for licensure in Alaska.

66

67 **Agenda Item – Investigations**

68 **A. Investigative Report**

69 Jasmin Baustista presented the investigative report covering May 08, 2024, thru September 4, 2024. The  
70 report included 5 open cases and 7 closed cases.

71

72 **Agenda Item – New Business**

73 **ii. Scheduling of future Board meetings**

74 The next Board meetings are tentatively scheduled for December 12<sup>th</sup>-13<sup>th</sup>, 2024 and February 20h-  
75 21<sup>st</sup>,2024 via zoom.

76

77 **Agenda Item – Regulations**

78 **A. License by Credentials Continuing Education Regulation Project**

79 The Board discussed the one comment they received during the public comment period and determined  
80 after reviewing the proposed draft again to move forward with the Regulations project to remove  
81 continuing education requirements as a requirement for application by credentials.

82

83

84

85

86

87 In a motion duly made by Sammie O’Neal, second by Mary Elkins with unanimous consent move to  
 88 adopt the proposed regulations for file number 2024200099 as proposed and publicly noticed.

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Sammie O’Neal	X			
Mary Elkins	X			

89  
 90 **B. Delegation of Duties to Department**

91 The Board discussed the option to delegate part of the Board’s authority to the department in the case  
 92 the Board of Professional Counselors should ever lose quorum. This is a unique option that the PCO  
 93 Statutes allow for that could close the gap and continue licensing if the board loses quorum. The board  
 94 discussed benefits and any possible negative side effects that this regulations project may have and  
 95 decided to move forward with this regulations project.

96  
 97 In a motion duly made by Mary Elkins, second by Sammie O’Neal with unanimous consent, the board  
 98 moved to initiate a regulations project regarding delegating authority to the Department by approving  
 99 the following language for public comment, unless substantive changes are made by the  
 100 Regulations Specialist or Department of Law: The department may issue a license, approve a  
 101 supervisor, or take other action within the board’s authority for any matter proposed to the board  
 102 and on which the board is unable to act due to lack of quorum.

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Sammie O’Neal	X			
Mary Elkins	X			

103  
 104 **C. Draft Language for new Associate License and Supervisor Regulations**

105 Stefanie Davis, as the Regulations Specialist, took charge and read out the Regulations draft language  
 106 line by line to determine if the board agreed with the current version of the draft. The main point of  
 107 discussion during the meeting was for the board to decide if they would accept supervision hours from  
 108 an individual who is out of state and moved to Alaska while still being in the process of obtaining the  
 109 3000 hours of supervision, or if the individual would have to start over with the process. After an in-  
 110 depth conversation, the board decided to accept supervision hours obtained in another state to be  
 111 transferred and continued in Alaska. The board concluded that any applicant for a professional  
 112 counselor associate license would need to submit an official transcript and a primary source verification  
 113 of license if the individual ever held a license in another state. Mary Elkins also asked for a section on  
 114 the supervision plan to be added where the applicant must describe how the remaining graduate  
 115 semester hours will be obtained if the individuals’ master- level counseling degree is less than 60  
 116 graduate semester hours (GSH).

117  
 118 Off record 10:28 am  
 119 On record 10:32 am

120  
 121 **Draft Language for new Associate License and Supervisor Regulations (continuation)**

122 After a brief at ease, the Board continued reviewing the regulations draft language. The main point of  
 123 discussion was to determine what would happen to the license status of an individual holding a  
 124 professional counselor associate license if a supervisor died or could not continue supervision for any

125 given reason. The board had a lengthy discussion about this scenario to evaluate if the license status of  
126 the supervisee should go into inactive status as soon as the supervisee- supervisor relationship ends, or  
127 if the supervisee should receive a 14-day grace period to be able to continue care for critical patients  
128 and to be able to find a new supervisor. The board discussed this scenario at length to try to find a  
129 balance between public safety and the ethical obligation owed to the patient. The board has not  
130 concluded on this subject and decided to come back to this discussion at a later time.

131  
132 The Supervisor certification will be on the same 2- year biannual period cycle as the LPC and the LPC-A  
133 license once the regulation changes go into effect on July 1<sup>st</sup>, 2025. The board decided that a board  
134 approved supervisor may count the continuing education credits required for the LPC license renewal  
135 and for the board approved supervisor certificate as long as the courses comply with 12 AAC 62. 200.  
136 (4)(A) – (E).

137  
138 **Agenda Item – Division Update**

139 **A. FY24 3<sup>rd</sup> Quarterly Financial Report**

140 Melissa Dumas presented the FY24 third quarter financial report.

141

142 **B. Fee Analysis for new Associate License and Supervisor Renewals**

143 Melissa Dumas presented the fee analysis for the proposed associate license and supervisor renewal  
144 fee. The professional counselor License fee is \$270, the initial supervisor certification fee is \$200, and  
145 the initial associate license fee is \$100. The renewal fee for a professional counselor license is \$270, the  
146 renewal fee for a supervisor certification is \$200 and the extension for the professional license,  
147 associate license is \$100. The non-refundable initial application fee for the professional counselor  
148 license, the professional counselor associate license, and the supervisor certification is \$200. These  
149 changes will go into effect on July 1<sup>st</sup>, 2025.

150

151 Off record 11:46 am

152 On record 11:52 am

153

154 **Agenda Item – Application Review**

155 **A. Tabled Applications**

156 **In a motion duly made by Mary Elkins, seconded by Sammie O’Neal with unanimous**  
157 **consent, it was resolved to move to executive session in accordance with AS 44.62.310(c) Alaska**  
158 **Constitutional Right of Privacy provision for the purpose of discussing tabled applications with board**  
159 **staff Jeanne Pace, Marlo Adams, and Miriam Honea to remain.**

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Sammie O’Neal	X			
Mary Elkins	X			

160

161 Off record 11:54 am

162 On record 12:18 AM

163

164

165

166 In a motion duly made by Mary Elkins, seconded by Sammie O’Neal with unanimous consent, it was  
 167 resolved to approve Heidi Lucking’s request for an exam extension.

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Sammie O’Neal	X			
Mary Elkins	X			

168  
 169 In a motion duly made by Sammie O’Neal, seconded by Dorene Hagen, it was resolved to approve  
 170 Jennie Schroll’s #227349 application pending receipt of synchronous credits.

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Sammie O’Neal	X			
Mary Elkins			X	

171  
 172 **Agenda Item – Conference Report Out**

173 Dorene Hagen reported about her recent board travel to the conference in Puerto Rico. Dorene stated  
 174 that AI was a big part of the conversation at the conference regarding how to best incorporate AI but  
 175 also how to avoid liability issues. She also spoke on the possibility that individuals who attend board  
 176 meetings could be awarded continuing education credits for renewals.

177  
 178 In a motion duly made by Sammie O’Neal, seconded by Mary Elkins with unanimous consent, it was  
 179 resolved to adjourn the meeting at 12:30 pm.

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Sammie O’Neal	X			
Mary Elkins	X			

180  
 181 Off record 12:30 pm

182 On record 12:31 pm

183  
 184 **Agenda Item – Regulations**

185 **B. Delegation of Duties of Department**

186 The board members discussed the Regulations Projects Opening Questionnaire. Staff made notes to be  
 187 able to turn in the questionnaire to the regulations’ team.

188  
 189 In a motion duly made by Sammie O’Neal, seconded by Mary Elkins with unanimous consent, it was  
 190 resolved to adjourn the meeting at 12:40 pm.

191

Board Member	Approve	Deny	Recuse	Absent
Dorene Hagen, Chair	X			
Sammie O’Neal	X			
Mary Elkins	X			

192  
 193  
 194

Date final minutes approved by the board:

11.01.2024

Board Meeting     Onboard