

As amended at the May 19, 2009 Board Meeting:

MINUTES

**UTAH
Professional Counselor Licensing Board
MEETING**

May 20, 2008

**Room 464– 9:00 a.m.
Heber Wells Building
Salt Lake City, UT 84111**

CONVENED: 9:08 A.M.

ADJOURNED: 3:14 P.M.

Bureau Manager:
Board Secretary:

Rich Oborn
Lee Avery

Board Members Present:

Dean Workman, Chairperson
Linda S Protzman
Russell C. Gaede, Psy. D, Acting Chairperson
Gloria Miley
Rodger Bischoff

DOPL Staff Present:

F. David Stanley, Division Director
Connie Call, Compliance Specialist

Guests:

Juergen Konbanka, University of Phoenix
Sarah Dehaan, University of Phoenix
Penny Dahlen, University of Phoenix

TOPICS FOR DISCUSSION

DECISIONS AND RECOMMENDATIONS

**ADMINISTRATIVE BUSINESS:
MINUTES:**

Minutes for January
Dr. Gaede motioned to accept the minutes with changes, seconded by Mr. Bischoff. The motion carried unanimously.

Minutes for March
Ms. Protzman motioned to accept the minutes with changes, seconded by Dr. Gaede. The motion carried unanimously.

Connie Call, Compliance Unit Review

Ms. Call obtained clarification regarding the Board's perspective regarding compliance vs. non-compliance with a probationer.

#1. Glenn Dutton - not in compliance at this time. He has not submitted employer reports. Mr. Dutton stated Mr. Ted Harris, Ph.D. will be his employer and supervisor.

#2 Kara Heugly - in compliance at this time. She has submitted all documents. Mr. Oborn advised the Board the information given to the database has been modified to better reflect her stipulation.

APPOINTMENTS:

Glenn Dutton – Probation Interview

Mr. Dutton presented himself to the Board. Mr. Workman conducted the interview. The Board expressed concern regarding not receiving his supervisor reports and reminded him he needs to follow-up to insure the Division has received these when they are due. Mr. Dutton briefly reviewed his current employment responsibilities noting he works about fifteen (15) hours per week. Dr. Harris is certified in sexual abuse and is training Mr. Dutton. Mr. Dutton advised the Board he has completed all but one (1) hour of the required additional continuing education. After further review of his file it was noted Mr. Dutton has completed all twelve (12) hours of the required continuing education. Mr. Harris requested his meetings with the Board be moved to every six (6) months. After talking with Mr. Dutton and noting his reports have not been received regularly, the Board stated it would reconsider this request at his next meeting, if the reports are positive and received on time. The Board asked to see Mr. Dutton in July 2008. Mr. Dutton stated 10:00 am works best for him. **Not in compliance at this time.**

Kara Heugly – Probation Interview

Ms. Heugly presented herself to the Board. Ms. Protzman conducted the interview. The Board noted Ms. Heugly's reports are very positive. Ms. Heugly stated things were going ok. Ms. Heugly stated she checks with her Supervisor, Richard Henroid when she has a potential conflict of interest issue or question. Ms. Heugly stated she has completed thirty nine (39)

hours in ethics and over one hundred (100) hours since last July and will send a copy to the Board. The Board noted Mr. Henroid recommended her supervision be reduced to once a month and the recording reduced to once a month. The Board reviewed the history of Ms. Heugly's supervision requirements in detail and Dr. Gaede motioned to reduce the number of recordings to once a month, reduce supervision to two (2) times a month, the location to be determined by her supervisor, and continue 20% of case review, records being selected by supervisor, seconded by Ms. Miley. The motion carried unanimously. Mr. Oborn advised Ms. Heugly the language to the database has been adjusted to better reflect the facts around her license being placed on probation.

The Board asked to see Ms. Heugly in July 2008.

In compliance at this time.

Jennifer Hedrick - Review Work Experience

Ms. Hedrick presented herself to the Board. Mr. Workman introduced the Board to Ms. Hedrick. Mr. Oborn reviewed the letter from Ms. Hedrick outlining the type of work she is currently doing, noting she is asking the Board to consider approving part of her work experience as indirect hours. The Board reviewed the current statutes and rules regarding direct and indirect supervision and talked with Ms. Hedrick in detail. The Board advised Ms. Hedrick that a supervisor will need to sign off on the hours once she completes them and submits her application for licensure. Ms. Hedrick advised the Board that she is very careful about not crossing boundaries in the many areas she is responsible for, i.e. when one of her students come into the Center they are seen by someone else, even if they ask to see her. The Board encouraged Ms. Hedrick to also have her supervisor write a letter stating her duties do not step outside the clinical duties and to submit this with her application for licensure.

Dr. Charles Walton - Probation Interview Presentation

Dr. Walton introduced himself to the Board and provided training regarding interviewing probationers. After the training, Dr. Walton answered some questions and gave the Board a handout.

Education Requirements Review – Rich Oborn

In attendance for this part of the meeting is:
The Utah Professional Counselor Licensing Board.
Dr. Munchnick, Cappella University, via phone, noting this is an online Council for Accreditation of Counseling and Related Educational Programs (CACREP) accredited course. Ms. Penny Dahlan, Campus Chair, Health and Human Services at the University of Phoenix, Utah Campus, Ms. Sarah Dehaan, and Jaergen Konbanka, from the University of Phoenix, Utah Campus.

Mr. Oborn stated the Board's interest is to insure the schools have a clear understanding of the education requirements to help insure Utah's educational requirements are being met and the school representatives are a resource to all students. Mr. Oborn stated each state's license requirements are different and the Board wanted to open a dialog with the schools to help answer any questions. The State does not pre-approve or pre-review applications, education or work experience. Mr. Oborn noted the extern license is for those missing one or two studies. Dr. Munchnick reviewed, in detail, Cappella University's online programs, noting this program is accredited through Council for Accreditation of Counseling and Related Educational Programs (CACREP). Dr. Munchnick stated the residency students earn a grade and the course descriptions are HS5900R for the residency program and HS5900 for the course.

Ms. Dahlan gave the Board a handout listing the syllabus for the University of Phoenix. Ms. Dahlan reviewed the program, noting it is CACREP accredited.

Ms. Dahlan, Ms. Dehaan, Mr. Konbanka were informed of how to obtain current statutes and rules from the Divisions website regarding Professional Counselors and given current copies of the rules, application and the checklist that the Division uses to assist them in reviewing students transcripts. The Board encouraged everyone attending this meeting to review the Division website at least once a year for current license information and statute changes. The Board also stated that the Board meetings are open to the public and encouraged everyone to attend them.

Michelle Taylor Application Review

Ms. Taylor presented herself to the Board. The Board introduced itself. The Board reviewed the transcripts and syllabus submitted by Ms. Taylor and compared these with the requirements established in rules. The Board noted the school Ms. Taylor attended is Council for Higher Education Accreditation (CHEA) accredited. The Board noted where there is an excess of hours, the extra hours have been used in other areas, depending on the course syllabus. Ms. Protzman motioned to accept the courses submitted by Ms. Taylor for a Certified Professional Counselor Intern (CPCI) license, seconded by Dr. Gaede. The motion carried with Mr. Bischoff not present to vote.

DISCUSSION:

Letter from Mr. Lewis Galway requesting Additional Supervisees

As amended at the May 19, 2009 Board Meeting:

Mr. Lewis Galway presented himself to the Board. Mr. Oborn advise the Board that Mr. Galway is requesting to be allowed to supervise additional supervisees. After talking with Mr. Galway in detail the Board noted he is already supervising five (5) certified substance abuse counselors (CSAC). The Board stated it would consider granting an exception with another written request, which might include Mr. Galway increasing his work hours. The Board advised Mr. Galway he would need to contact the Substance Abuse Board for their approval for additional substance abuse counselor supervisees.

Discussion:

The Board noted certified substance abuse counselor (CSAC), licensed substance abuse counselor (LSAC) and certified professional counselor intern (CPCI) have different scope's of practice and the supervisor would need to keep them separate.

Mr. Oborn advised the Board that the Law, Rule and Ethics exam for the professional counselor is still being required. With the new testing provider the Division does not provide a study guide. The exam is open book and the applicant can take copies of the statutes and rules into the exam as long as the information has been bound.

Application Review:

Sharon Ray, Certified Professional Counselor
Extern Application Review

Ms. Sharon Ray -Certified Professional Counselor
Extern Application.

The Board reviewed the application including transcripts submitted by Ms. Ray. The Board determined Ms. Ray's education was deficient in the following areas: Group Counseling, Therapeutic Methods, Interventions and Dysfunctional Behaviors, Foundation Course in Test and Measurement Theory, Advanced Courses in Assessment of Mental Status, Internship hours, and in total program hours.

Angie Rasmussen, Certified Professional
Counselor Extern Application Review

Ms. Angie Rasmussen - Certified Professional
Counselor Extern Application.

The Board reviewed the application including transcripts submitted by Ms. Rasmussen. The Board noted Ms. Rasmussen's degree is in Rehabilitation and determined her education is deficient in most areas. Her degree is in an area excluded by Rule. The Board also stated that because of the focus of her program in rehabilitation the additional course work needed for license as a Licensed Professional Counselor (LPC) will need to be in Mental Health Counseling as opposed to Rehabilitation Counseling.

Stacy Collins, Certified Professional Counselor
Extern Application Review

Ms. Stacy Collins –Certified Professional Counselor
Extern Application.

The Board reviewed the application and transcripts submitted by Ms. Collins. The Board noted her degree is in Community Counseling and is deficient in most areas including, Professional Roles, Functions, Human Growth and Development, Therapeutic Methods and Interventions, Syllabus needed for Psychology and DSM, Syllabus needed for Foundation course in Test and Measurement theory, and she needs twelve (12) more credits. The program she completed is forty eight (48) hours and sixty (60) hours are required.

Ms. Deanna Schlagenhaft - Certified Professional

Deanna Schlagenhaft, Certified Professional Counselor Intern (CPCI) Application Review

Counselor Intern (CPCI).

The Board reviewed the application and transcripts submitted by Ms. Schlagenhaft. The Board noted she has a degree in MA, major in Counseling, one year, then in Art Therapy. The Board is requesting Ms. Schlagenhaft submit a syllabus of the courses she has completed for further review.

DISCUSSION:

Ms. Carol Grundmann letter requesting extension of intern license for the 2nd time.

Mr. Oborn reviewed the letter received from Ms. Carol Grundmann requesting to extend her internship license. The Board noted Ms. Grundmann has already received an extension of this license. Dr. Gaede motioned to extend Ms. Grundmann's Certified Professional Counselor Intern (CPCI) license for six (6) months from May 20, 2008, pending her appearance before the Board, seconded by Mr. Bischoff. The motion carried unanimously.

Note* On May 22, 2008 a new license was printed and mailed with letter to Ms. Grundmann stating she needs to meet with the Board July 1, 2008 at 10:15 am.

Education Requirements, Mr. Rich Oborn

The Board briefly discussed the education requirements stating the Board needs to review the requirements to see what fits and does not fit and possibly tighten up the requirements, making them clearer. The Board noted the next approved program list for CACREP is in 2009.

The Board briefly talked about externships and setting guidelines for it, noting initially the plan was to remove this from the statutes. Mr. Oborn noted there have been some educational needs for this license and the Board may want to reconsider this.

The Board briefly talked about ethics courses, noting the course needs to be professional counseling related. School counseling and rehabilitation counseling does

not meet the requirements.

2008 Board meetings scheduled:

July 1, 2008

September 2, 2008

November 4, 2008

Motion to adjourn at 3:14 P.M.

Note: These minutes are not intended to be a verbatim transcript but are intended to record the significant features of the business conducted in this meeting. Discussed items are not necessarily shown in the chronological order they occurred.

July 1, 2008
Date Approved

(ss) Dean Workman
Chairperson, Utah Professional Counselor Licensing
Board

June 13, 2008
Date Approved

(ss) Richard Oborn
Bureau Manager, Division of Occupational &
Professional Licensing