

MINUTES

**UTAH
Professional Counselor Licensing Board
MEETING**

July 1, 2008

**Room 474– 9:00 a.m.
Heber Wells Building
Salt Lake City, UT 84111**

CONVENED: 9:09 A.M.

ADJOURNED: 1:32 P.M.

Bureau Manager:
Board Secretary:
Acting Board Secretary:

Rich Oborn
Lee Avery
Debra Troxel

Board Members Present:

Dean Workman, Chairperson
Russell C. Gaede, Psy. D.
Gloria Miley
Rodger Bischoff
Vacant Position

DOPL Staff Present:

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

Guests:

Barbara Willobee
Jerri Sena
Robert H. Snarr

TOPICS FOR DISCUSSION

DECISIONS AND RECOMMENDATIONS

**ADMINISTRATIVE BUSINESS:
MINUTES:**

The minutes for May 20, 2008 were reviewed. Dr. Gaede motioned to accept the minutes, seconded by Ms. Miley. The motion carried unanimously.

Mr. Oborn advised the Board that the hearing for Ms. Christy Kane is cancelled. The Division will notify the Board members when a new date is established.

Mr. Oborn briefly reviewed the work hour changes implemented by Governor Huntsman to become

effective August 4, 2008. The Division's hours will be Monday through Thursday, 7:00 a.m. to 6:00 p.m.

Mr. Oborn advised the Board names nominations have been submitted to the Governors office for the Board appointment.

COMPLIANCE REPORT

Connie Call, Compliance Specialist

#1. Glenn Dutton is not in compliance with his stipulation. The Division has not received his employer/supervisor reports for April, May and June 2008. The Board briefly discussed concerns with Mr. Dutton not being in compliance for several months in a row. The Board is requesting the following:

#1. A phone call from Mr. Dutton's supervisor, by July 11, 2008, stating he is aware of Mr. Dutton's Memorandum of Understanding. If the call is not received by July 11, 2008 the following work day Ms. Call will contact the Supervisor directly.

#2. The Board wants the reports from January 2008 through June 2008.

NOTE* The Board later determined that Mr. Dutton was current in submitting his required reports. The Board later concluded he was in compliance.

#2. Kara Heugly is in compliance with her stipulation. The Division has received her continuing education.

#3. Barbara Ogden is in compliance with her stipulation. The Division received her passing exam score on the Examination for the Professional Practice of Psychology (EPPP) national exam. The Psychology Licensing Board will monitor Ms. Ogden's probation.

Discussion:

The Board briefly reviewed Ms. Grundmann's request to extend her intern license, expressing concerns regarding the length of time she is requesting.

The Board discussed requesting Ms. Grundmann to complete 20 hours of continuing education.

The Board reviewed the Mental Health Practice Act regarding internships.

APPOINTMENTS:

Carol Grundmann, Request to extend intern license

Ms. Grundmann presented herself to the Board. Ms. Grundmann advised the Board she reviewed her hours and has a better total for the Board. Ms. Grundmann stated she has completed a total of two thousand six hundred and seventy five (2,675) hours and it may take approximately one (1) year to obtain the rest of the hours she needs for licensure. Ms. Grundmann stated she has seven hundred and fifty (750) hours in direct supervision. Ms. Grundmann reviewed her work history with the Board and submitted copies of continuing education she has completed. The Board advised Ms. Grundman the hours she obtained at Sanctuary for Healing and Integration will not count towards her license because this is not a state recognized facility. The Board encouraged her to have the owners contact the Utah Health Department to obtain a license for the facility, then her hours will count. Ms. Grundmann stated she is a caregiver and prefers working twenty (20) to thirty (30) hours a week at this time. Ms. Grundmann stated she enjoys working with different clients and seeing their progress. Dr. Gaede motioned to extend Ms. Grundmann's license for one year from today, seconded by Ms. Miley. The motion carried unanimously.

Glenn Dutton – Probation Interview

Mr. Dutton presented himself to the Board. Mr. Bischoff conducted the interview. Mr. Dutton advised the Board he received a letter stating he does not need counseling. The monthly reports have been located. Mr. Dutton stated he works with marriage and family therapy, sexual abuse, and conflict resolution, noting his caseload is picking up. Mr. Dutton stated he was not working in November, December or January. Ms. Call will check for the June supervisor report. **NOTE*** The supervisor reports have been located. After reviewing the supervisor's reports the Board advised Mr. Dutton to have his supervisor more specifically address the areas of concern in regards to his Memorandum of Understanding (MOU). The Board stated this would help the Board feel more comfortable with extending how often he meets with it. The Board noted he has completed the twelve (12) hours of continuing education. The Board asked to see

Mr. Dutton September 9, 2008, noting the Board meeting will start at 1:00 p.m. **Mr. Dutton is in compliance with his Memorandum of Understanding.**

Kara Heugly – Probation Interview

Ms. Heugly presented herself to the Board. Mr. Bischoff conducted the interview. Ms. Heugly advised the Board that things were going well and that she is enjoying working with her supervisor. The Board reviewed the continuing education (CE) Ms. Heugly submitted and briefly discussed the record keeping software Ms. Heugly uses. Ms. Heugly stated her supervisor is always available for her. The Board noted the supervisor reports are good. The Board asked to see Ms. Heugly September 9, 2008, noting the Board meeting will start at 1:00 p.m. **Ms. Heugly is in compliance with her Stipulation and Order.**

APPLICATION REVIEW

Barbara Willobee - Professional Counselor
Extern Application Review

Ms. Barbara Willobee presented herself to the Board. The Board reviewed Ms. Willobee's application for licensure as a Certified Professional Counselor Extern. The Board noted Ms. Willobee's education is a Masters of Arts with a concentration in community counseling. The Board noted that it was a forty-eight (48) hour community-counseling program. The Board advised Ms. Willobee that Utah has high requirements for licensure, which are consistent with Council for Accreditation of Counseling and Related Educational Programs (CACREP) standards.

The Board talked with Ms. Willobee in detail and noted the following deficiencies in her education:

1. Professional Roles and Functions
Short two semester credit hours
2. Individual Theory
Short two semester credit hours
3. Human Growth Development
Short one semester credit hours
4. Advanced Courses in Assessment of Mental Status Requirement
Short two semester courses
5. Internship Requirements
Short 300 clock hours of supervised counseling experience
6. Total Program Hours Requirement

Short 12 semester hours of graduate studies
Deficiencies 1 thru 4 identified the need to complete a total of seven additional semester credit hours in various subject areas. In contrast, Deficiency 6 identified the need to complete twelve additional total program hours. The remaining five semester credit hours may either be completed as extra semester hours from required coursework OR as part of general course work in the behavioral sciences.

Ms. Willobee needs to complete course work that fulfills Advanced Courses in Assessment of Mental Status and Internship in order to qualify for the Certified Professional Counselor (CPC) Extern License. The Board encouraged Ms. Willobee to take advanced courses in assessment and complete the internship hours, noting she can obtain the internship hours while attending school.

Stacy Collins -Professional Counselor Extern Application Review

Stacy Collins application review for a Certified Professional Counselor Extern. The Board reviewed the application and transcripts submitted by Ms. Collins. The Board approved two (2) courses. The Board declined to approve the extern license. Once this is completed she may apply for an extern license again to complete the deficiency.

1. Professional Roles and Functions

Short three semester credit hours

2. Human Growth Development

Short three semester credit hours

3. Therapeutic Methods and Interventions

Short two semester credit hours

4. Advanced Courses in Assessment of Mental Status Requirement

Courses satisfying this requirement are not identified in the application/transcript

5. Total Program Hours Requirement

Short 12 semester hours of graduate studies
Deficiencies 1 thru 4 identified the need to complete a total of ten additional semester credit hours in various subject areas. In contrast, Deficiency 5 identified the need to complete twelve additional total program hours. The remaining two semester credit hours may either be completed as extra semester hours from required coursework OR as part of general course work in the behavioral sciences.

Alexandrea Clark - Professional Counselor
Extern Application Review

Alexandrea Clark application review for a Certified Professional Counselor Extern. Ms. Clark obtained her Licensed Professional Counselor (LPC) in Illinois. This license was issued December 11, 2007. Ms. Clark does not meet the license by endorsement clause under Utah law and is asking for the extern license. The Board reviewed the application and courses submitted by Ms. Clark. The Board noted Ms. Clark's education is Masters of Arts in Art Therapy. The Board noted Ms. Clark's education is deficient in the following areas:

1. Professional Roles and Functions

Short one semester credit hours

2. Individual Therapy

Short one semester credit hours

3. Human Growth Development

Short one semester credit

4. Advanced Courses in Assessment of Mental Status Requirement

Short one semester credit hours

5. Internship Requirements

Short 300 clock hours of supervised counseling experience

6. Total Program Hours Requirement

Short 12 semester hours of graduate studies

DISCUSISON ITEMS:

Administrative Rule Change Education
Requirement

The Board discussed opening the Professional Counselor Licensing Act to change the requirements for licensure. Some possible changes could include the following:

#1. In order to sit for the exam, must complete a masters program.

#2. Clarification of an extern license.

#3. Specify the 3 levels of supervision: general, direct and indirect.

#4. When the exams are scheduled, i.e. within six (6) months of graduation.

The Board took no action at this time and stated that it may want to discuss this at the next Board meeting.

Law, Rule and Ethics Exam

Discussion of Law, Rule and Ethics Exam;
Mr. Oborn advised the Board that the students are

having difficulty obtaining copies of the statutes listed in the exam outline. This is because these statutes are not under the Division's control. Mr. Oborn asked the Board to consider revising statutes and rules and add the exam to the application. The Board discussed this and made no decisions at this time.

The Board discussed potential changes to the Professional Counselor Licensing Act Rules. As part of the discussion, the Board reviewed a summary of education requirements of various states for licensing of professional counselors. They also reviewed the content of a motion passed by the American Counseling Association (ACA). The motion recommended that students educated at Council on Rehabilitation Education (CORE) accredited programs be considered as functionally equivalent for purposes of the licensure when compared to programs accredited by Council for Accreditation of Counseling and Related Educational Programs (CACREP). The Board considered the ACA motion but expressed a reluctance to consider CORE accreditation as equivalent to that of CACREP.

Changes recommended by the board related to education course work and internship requirements. Mr. Oborn recorded their recommendations and agreed to prepare a rough draft of the proposed changes that would reflect the changes to be reviewed at the September and November board meetings.

2008 Board meetings scheduled:

September 9, 2008, changed at the July 1, 2008 Board meeting

November 4, 2008

2009 Board meetings tentatively scheduled:

January 13, March 10, May 12

July 14, September 8, November 10

Motion to adjourn at 1:32 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.

Page 8 of 8
Minutes
Professional Counselor Licensing Board
July 1, 2008

September 9, 2008
Date Approved

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

August 18, 2008
Date Approved

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