Behavioral Sciences Regulatory Board
Professional Counselor Advisory Committee
October 4, 2021, 10:00 a.m.
DRAFT Minutes

Advisory Committee Members Present: Advisory Committee members who participated by Zoom were Laura Shaughnessy, Bob Kircher, Ken Hughey, Kenton Olliff, and Elaine Ptacek.

BSRB Staff Present: David Fye, Leslie Allen, and Ashley VanBuskirk.

Guests Present: None.

1. **Call to Order**.

2. **Agenda Approval.** No changes were made to the agenda.

3. **Minutes Approval.** The minutes were reviewed and it was noted that the minutes from the August 2021 Advisory Committee meeting would be approved at the following Advisory Committee meeting.

4. **Executive Director's Report**. David Fye, Executive Director for the BSRB, reported on the following topics:
    a. **Board Chair and Vice Chair.** The Board elected a new Chair and Vice-Chair at the July 2021 Board meeting. The new Board Chair is Leslie Sewester. The new Vice-Chair is David Anderson.
    b. **Death of Former BSRB Executive Director.** Mary Ann Gabel, who served as the first Executive Director for the BSRB, passed away on September 1, 2021. Flowers were sent on behalf of the agency and the Board.
    c. **Budget.** Agency budgets were due in mid-September and the Executive Director submitted the agency's budget on time. Total expenditures in the revised budget estimate for FY 2022 and FY 2023 were the same amounts approved by the 2021 Legislature for each year, though the revised budget estimates reflect internal adjustments based on new information and changes in spending priorities.
    d. **State Employees Remote Work.** The Governor directed most state employees to return to remote work until the end of October 2021. The agency will continue to monitor the Governor's policy in this area in the event that this direction is extended to a later date.
    e. **BSRB Staffing.** The BSRB currently has a vacancy for an Administrative Assistant position and the agency has advertised the position on the state job site. The agency is hopeful to fill the position soon.
    f. **Board Planning Meeting.** The Board recently met for the first part of the Board planning meeting. The first day was September 27, 2021. The second meeting will be held the end of October. The members are currently looking at the Board Governance Policy that has not been updated for many years.

5. **Review of Applicants for Advisory Committee Membership.** The Advisory Committee discussed the applicants for membership on the Advisory Committee. Kenton Olliff moved to recommend Jessica Allison, Harriet Bachner, Michelle Fairbank, and Edil Torres-Rivera, be added as new members of the Advisory Committee. Bob Kircher seconded. The motion passed. Three current members of the Advisory Committee (Ken Hughey, Gary Price, and Elaine Ptacek) will end their

terms on the Advisory Committee once the new members are appointed by the Chair of the Board.

6. **Old Business**
    a. **Retention or Disposal of Practitioner Records in Case of Death of a Provider.** The Board has recently been discussing possible solutions in situations when a practitioner licensed under the BSRB passes away without a logical custodian of the records being identified. The Executive Director noted that he has been reviewing information on this topic from other states and that the Board will review this topic further at the Board's second Annual Planning Meeting on October 25, 2021.
    b. **Consideration of CE Requirements for Diversity, Equity, and Inclusion.** The Board met and discussed several different options on whether to require continuing education hours in the area of Diversity, Equity, and Inclusion (DEI). If the hours were to be required, the Board discussed the possibility of allowing overlapping hours for either Ethics or Diagnosis and Treatment. The Board will continue discussion on this topic at the end of October.
    c. **Update on Ottawa Program Review.** Two members of the Advisory Committee, Ken Hughey and Bob Kircher, have been assisting the Board in reviewing the program submission for approval from Ottawa. The members of the Advisory Committee indicated it would be helpful for representatives from that educational institution to provide additional information for the review, so staff members of the BSRB will reach out to Ottawa to obtain additional information.

7. **New Business.**
    a. **Synching of Expiration Dates of Licenses.** The Executive Director noted that about 8.0 percent of current BSRB licensees have more than one license and the Board recently asked Advisory Committees to discuss whether there was interest in changing statutes to allow individuals to shorten their periods of licensure so that their expiration dates would occur at the same time. The members of the Advisory Committee noted it would be helpful to receive input from licensees through a survey and expressed positive comments concerning the option to allow licensees to synch up the expiration dates for their licenses under the BSRB.

8. **Adjournment.** The meeting was adjourned.

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