

West Virginia Board of Examiners in Counseling



Annual Report of the Biennium

July 1, 2016 — June 30, 2018

The Board of Examiners in Counseling exists in order to ensure that the practice of counseling and marriage and family therapy contributes to the general welfare and public interest of the state and its citizens. The Board authorizes and qualifies practitioners by establishing standards for the education, training, and character of Licensed Counselors and Licensed Marriage and Family Therapists. In addition, the Board establishes regulations, conducts hearings, and initiates other actions that govern the issuing, denial, exemption, and revocation of licenses to counseling and therapy practitioners.

Submitted by:
Roxanne Clay, MA
Executive Director

West Virginia Board of Examiners in Counseling
815 Quarrier Street, Suite 212
Charleston, WV 25301
www.wvbec.org
rclay27@msn.com
(800) 520-3852



State of West Virginia

Board of Examiners in Counseling

815 Quarrier Street, Suite 212
Charleston, West Virginia 25301
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RClay27@msn.com
www.wvbec.org

December 21, 2018

The Honorable Jim Justice
Governor, State of West Virginia
State Capitol, Building 1
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

Dear Governor Justice:

The West Virginia Board of Examiners in Counseling is pleased to provide you with our report of the biennium that covers an overview of the activities of the Board during the period of July 1, 2016 through June 30, 2018. The report is hereby submitted in compliance with the statutory requirements of W.Va. Code §30-1-12(b).

Please do not hesitate to contact our office should you have any questions or comments concerning information contained in this report.

Sincerely,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, MA
Executive Director

cc: Mac Warner, Secretary of State
Legislative Librarian, Office of Legislative Auditor (electronically)
WV Division of Culture & History

2016-2018 Annual Report

West Virginia Board of Examiners in Counseling

Table of Contents

Board Members and Staff

Receipts and Disbursements - FY 2017 and FY 2018: §30-1-12(b)(1)

Itemized Receipts by specified categories: §30-1-12(b)(2)

Itemized Expenditures by specified categories: §30-1-12(b)(3)

Complaints & Investigations - FY 2017 and FY 2018: §30-1-12(b)(6 & 7)

Licensed Professional Counselors (LPC) – Newly Licensed: §30-1-12(b)(4)

Licensed Marriage and Family Therapists (LMFT) – Newly Licensed: §30-1-12(b)(4)

Number of Licensees by County of Practice §30-1-12(b)(5)

Roster - Licensed Professional Counselors by County of Practice

Roster - Marriage & Family Therapist by County of Practice

Board Meeting Agendas & Minutes: §30-1-12(b)(8)

Credentialing Committee Agendas & Minutes

Finance Committee Agendas & Minutes

Approval signatures sheets - Chair and Secretary §30-1-12(b)

2016-2018 Annual Report

West Virginia Board of Examiners in Counseling

BOARD MEMBERS

WV Code 30-31-4
(As of June 30, 2018)

- | | |
|--|---|
| 1. Guy Gage, LPC, Chair
Practicing Counselor
1506 Briarwood Road
Bridgeport, WV 26330
304-677-0296
guy@partnerscoach.com
Expires: 06-30-2019 | 6. Jeff Jones
Lay member
746 Myrtle Road
Charleston, WV 25314
304-881-0637
jtjones@fcclaw.net
Expires: 06-30-2022 |
| 2. Marilyn Cassis, LMFT, LPC, Secretary
Licensed Marriage & Family
Therapist
1514 Kanawha Blvd. East
Charleston, WV 25311
304-345-1388 (W)
marlenecas@aol.com
Expires: 06-30-2019 | 7. Vacant |
| 3. Lori Ellison, LPC
Counselor Educator
100 Angus E. Peyton Rd.
So. Charleston, WV 25301
304-742-2500 (W)
ellisonl@marshall.edu
Expires: 06-30-2019 | Board Staff:

Roxanne Clay, MA
Executive Director
Rclay27@msn.com

Amber Shawver
Administrative Assistant
Ashawver.wvbec@outlook.com |
| 4. Christine Schimmel, LPC
Counselor Educator
502-G Allen Hall
Morgantown, WV 26506
304- 293-2266(W)
chris.schimmel@mail.wvu.edu
Expires: 06-30-2018 | Member Affiliations: <ul style="list-style-type: none">• American Association of State Counseling Boards-AASCB• Association of Marital & Family Therapy Regulatory Boards-AMFTRB• WV Association of Licensing Boards |
| 5. Lisa Westfall, LPC
Practicing Counselor
P.O. Box 1542
Charleston, WV 25326
304-345-2522 (w)
westfallvocational@yahoo.com
Expires: 06-30-2018 | |

**BOARD OF COUNSELING
FUND 8510
FISCAL YEAR 2017
JUNE**

FUND 8510 - BOARD OF EXAMINERS IN COUNSELING FUND

Beginning FY Cash Balance	\$157,484.30
Beginning AP 12 Cash Balance	\$211,181.62
Ending Cash Balance	\$270,499.84
Beginning Investment Balance	\$0.00
Ending Investment	\$0.00

Obj/ Src	Obj/Src Name	Current Month	Inception-to-Date	Budget	% of Budget	Bench mark
Appropriation 09900 - UNCLASSIFIED						
6696	OTHR COLL/FEES/LIC & INCM	100.00	100.00	0.00	0%	100%
Total Revenue		\$100.00	\$100.00	\$0.00	0%	
Revenue						
6696	OTHR COLL/FEES/LIC & INCM	71,834.51	253,023.96	0.00	0%	100%
Total Revenue		\$71,834.51	\$253,023.96	\$0.00	0%	
Total Revenue		\$71,934.51	\$253,123.96	\$0.00	0%	
Appropriation 09900 - UNCLASSIFIED						
1200	PERS SERV PERM POS(W/ PR DEDU	(5,500.60)	(56,431.04)	76,515.00	74%	100%
1201	PERS SERV TEMP POS(W/O PR DEE	(900.00)	(13,176.00)	7,500.00	176%	100%
1202	PAYROLL REIMBURSEMENT	0.00	(8,120.50)	20,000.00	41%	100%
1206	ANNUAL INCREMENT	0.00	(480.00)	480.00	100%	100%
2200	PEIA FEES	0.00	(50.00)	100.00	50%	100%
2202	SOCIAL SECURITY MATCHING	(463.88)	(5,067.64)	6,427.00	79%	100%
2203	PUBLIC EMPLOYEES INS	(1,990.12)	(15,640.88)	24,502.00	64%	100%
2205	WORKERS COMPENSATION	0.00	(300.00)	500.00	60%	100%
2207	PENSION AND RETIREMENT	(660.08)	(6,856.48)	10,081.00	68%	100%
2208	WV OPEB CONTRIBUTION	(249.24)	(3,648.11)	4,704.00	78%	100%
3200	OFFICE EXPENSES	(424.09)	(2,116.00)	2,000.00	106%	100%
3201	PRINTING AND BINDING	(44.04)	(573.04)	250.00	229%	100%
3202	RENT EXP (REAL PROP) BLDG	0.00	(6,504.80)	7,806.00	83%	100%
3204	TELECOMMUNICATIONS	(144.40)	(2,395.66)	2,200.00	109%	100%
3205	INTERNET SERVICE	0.00	(120.00)	40.00	300%	100%
3206	CONTRACTUAL SERVICES	0.00	(244.39)	3,000.00	8%	100%
3211	TRAVEL EMPLOYEE	(628.23)	(3,948.98)	5,000.00	79%	100%

3213	COMPUTER SERVICES INTERNAL	0.00	(2,318.53)	1,500.00	155%	100%
3218	ASSOC DUES & PROF MEMBERS	0.00	(1,645.00)	1,600.00	103%	100%
3219	FIRE/AUTO/BOND/ & OTHR IN	0.00	(2,656.00)	2,657.00	100%	100%
3233	HOSPITALITY	(240.23)	(840.27)	600.00	140%	100%
3241	MISCELLANEOUS	(240.00)	(1,262.00)	1,550.00	81%	100%
3242	TRAINING & DEV - IN STATE	(175.00)	(505.00)	500.00	101%	100%
3243	TRAINING & DEV - OUT OF STATE	0.00	(1,800.00)	2,500.00	72%	100%
3244	POSTAL	(956.38)	(2,693.10)	1,500.00	180%	100%
3246	SUPPLIES-COMPUTER	0.00	0.00	1,500.00	0%	100%
3272	PEIA RESERVE TRANSFER	0.00	(715.00)	760.00	94%	100%
Total Approp 09900		\$12,616.29	\$140,108.42	\$185,772.00	75%	
Total Expenditure		\$12,616.29	\$140,108.42	\$185,772.00	75%	

Net Income	\$59,318.22	\$113,015.54
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**BOARD OF COUNSELING
FUND 8510
FISCAL YEAR 2018
June**

FUND 8510 - BOARD OF EXAMINERS IN COUNSELING FUND

Beginning FY Cash Balance	\$270,499.84
Beginning AP 12 Cash Balance	\$218,192.01
Ending Cash Balance	\$211,910.59

Obj/ Src	Obj/Src Name	Current Month	ption-to-Date	Budget	% of Budget	Bench mark
Appropriation 09900 - UNCLASSIFIED						
6696	OTHR COLL/FEES/LIC & INCM	100.00	100.00	0.00	0%	100%
Total Revenue		\$100.00	\$100.00	\$0.00	0%	
Revenue						
6696	OTHR COLL/FEES/LIC & INCM	12,754.20	116,383.32	65,000.00	179%	100%
Total Revenue		\$12,754.20	\$116,383.32	\$65,000.00	179%	
Total Revenue		\$12,854.20	\$116,483.32	\$65,000.00	179%	
Appropriation 09900 - UNCLASSIFIED						
1200	PERS SERV PERM POS(W/ PR DEDU	(6,526.19)	(78,302.03)	85,215.00	92%	100%
1201	PERS SERV TEMP POS(W/O PR DEE	(1,050.00)	(7,400.00)	8,500.00	87%	100%
1202	PAYROLL REIMBURSEMENT	0.00	(62.50)	0.00	0%	100%
1206	ANNUAL INCREMENT	0.00	(540.00)	540.00	100%	100%
2200	PEIA FEES	0.00	0.00	100.00	0%	100%
2202	SOCIAL SECURITY MATCHING	(546.40)	(6,208.30)	6,427.00	97%	100%
2203	PUBLIC EMPLOYEES INS	(1,464.40)	(17,754.29)	23,078.00	77%	100%
2205	WORKERS COMPENSATION	0.00	(300.00)	500.00	60%	100%
2207	PENSION AND RETIREMENT	(717.89)	(8,700.21)	8,600.00	101%	100%
2208	WV OPEB CONTRIBUTION	(354.00)	(4,248.00)	4,704.00	90%	100%
3200	OFFICE EXPENSES	(120.13)	(1,752.43)	2,000.00	88%	100%
3201	PRINTING AND BINDING	0.00	(176.00)	250.00	70%	100%
3202	RENT EXP (REAL PROP) BLDG	(2,134.26)	(10,988.78)	11,700.00	94%	100%
3204	TELECOMMUNICATIONS	(673.19)	(3,196.38)	3,300.00	97%	100%
3206	CONTRACTUAL SERVICES	0.00	(26.72)	500.00	5%	100%
3207	PROFESSIONAL SERVICES	(675.00)	(13,384.00)	13,558.00	99%	100%
3211	TRAVEL EMPLOYEE	(708.26)	(5,325.10)	4,000.00	133%	100%

3213	COMPUTER SERVICES INTERNAL	(338.75)	(2,510.72)	2,600.00	97%	100%
3218	ASSOC DUES & PROF MEMBERS	(370.00)	(1,770.00)	1,750.00	101%	100%
3219	FIRE/AUTO/BOND/ & OTHR IN	0.00	(2,908.00)	2,908.00	100%	100%
3233	HOSPITALITY	(296.16)	(703.71)	800.00	88%	100%
3241	MISCELLANEOUS	(240.00)	(1,560.00)	1,500.00	104%	100%
3242	TRAINING & DEV - IN STATE	(2,555.00)	(2,694.00)	1,770.00	152%	100%
3243	TRAINING & DEV - OUT OF STATE	0.00	(2,150.00)	2,230.00	96%	100%
3244	POSTAL	(365.99)	(1,609.40)	1,500.00	107%	100%
3246	SUPPLIES-COMPUTER	0.00	0.00	1,500.00	0%	100%
3272	PEIA RESERVE TRANSFER	0.00	(787.00)	810.00	97%	100%
3324	STATE TREASURER'S OFFICE FEES	0.00	(15.00)	0.00	0%	100%
Total Approp 09900		\$19,135.62	\$175,072.57	\$190,340.00	92%	
Total Expenditure		\$19,135.62	\$175,072.57	\$190,340.00	92%	
Net Income		(\$6,281.42)	(\$58,589.25)			

Itemized Revenue:**Requested Information A-F per: §30-1-12(b)(2)**

	Category	FY2017	FY2018
(A)	License Applications	\$30,524.00	\$37,699.00
	License Renewals	\$177,886.00	\$33,675.00
(B)	Examination fees - (NOT APPLICABLE)	\$0.00	\$0.00
(C)	Other Fees, including late fees, copying charges and fees for printed certificates	\$745.00	\$3,263.00
(D)	Fines or penalties	\$0.00	\$0.00
(E)	Expense reimbursements from disciplinary actions	\$981.00	\$0.00
(F)	Grants, special appropriations or other not from fees (NOT APPLICABLE)	\$0.00	\$0.00
	Continuing Education (CE) Fees: Application for One-Time CE Event, Approved Provider of CE fees	\$19,460.00	\$18,350.00
	Verification of Licensure - 3rd party requests	\$23,528.00	\$23,496.00
	Total Revenue	\$253,124.00	\$116,483.00

Itemized Expenditures:
Requested Information A-J per: §30-1-12(b)(3)

	Category	FY2017	FY2018
(A)	Personal Services (includes Temp. Positions)	\$64,087.00	\$78,842.00
(B)	Board Member Per Diem Compensation	\$6,000.00	\$7,400.00
(C)	Travel Expenses & automobile Mileage	\$3,948.98	\$5,325.00
(D)	Professional Contracts/Services (Attorney General costs)	\$8,364.89	\$13,410.00
(E)	Rent/Lease	\$6,504.80	\$10,988.00
(F)	Office Supplies	\$2,116.00	\$1,752.00
(G)	Postal	\$2,693.10	\$1,609.00
(H)	Hospitality-Board Meetings	\$840.27	\$703.00
(I)	Insurance	\$2,656.00	\$2,908.00
(J)	Bank Costs	\$0.00	\$0.00

Complaints and Investigations Summary Report

July 1, 2016- June 30, 2017

27CSR5 and 27CSR11

Date Received	Case Number	Nature of Complaint	Resolution/Disposition
11/15/2016	# 01-17	Claims the licensee failed to be a responsible counselor by not reporting maltreatment and claims licensee misrepresented herself.	Per §30-1-5(c) status report letter mailed 5/11/2017 -- Dismissed-No Probable Cause found by the Board - case closed 6/9/2017
2/14/2017	# 02-17	Claims of Unprofessional conduct	Dismissed-No Probable Cause found by the Board - case closed 8/25/2017
3/20/2017 (final addendum received from complainant)	# 03-17	Claims of Unprofessional conduct	Per §30-1-5(c) status report letter mailed 9/17/2017 -- Dismissed-No Probable Cause found by the Board - case closed 10/20/2017
3/23/2017 (final addendum received from complainant)	# 04-17	Claims of breach of confidentiality, unethical practice & false accusations	Per §30-1-5(c) status report letter mailed 9/19/2017 -- Dismissed-No Probable Cause found by the Board - case closed 10/20/2017

Complaints and Investigations Summary Report

July 1, 2017- June 30, 2018

27CSR5 and 27CSR11

Date Received	Case Number	Nature of Complaint	Resolution/Disposition
7/6/2017	# 01-18	Claims licensee violated ACA Code of ethics, B.1.c. Respect for Confidentiality, C.1. Knowledge of and Compliance with Standards, C.2.a Boundaries of Competence, C.2.b. New Specialty Areas of Practice, and C.2.e. Consultation on Ethical Obligations	Per §30-1-5(c) status report letter mailed 1/4/2018 -- Dismissed-No Probable Cause found by the Board - case closed 2/15/2018
8/10/2017	# 02-18	Claims licensee violated ACA Code of ethics, Section A.1.b. Records and Documentation.	Per §30-1-5(c) status report letter mailed 2/2018 -- Consent Agreement signed - as of 7/1/18 monitoring compliance
8/21/2017	# 03-18	Claims licensee violated ACA Code of ethics, Section A.5.c. Sexual and/or Romantic Relationship with Former Clients	Per §30-1-5(c) status report letter mailed 2/21/18 -- Pending as of July 1, 2018
8/31/2017	# 04-18	Claims LPC violated ACA Code of Ethics Section B.6.e. Client Access to Records and Documentation	Dismissed-No Probable Cause found by the Board - case closed 2/15/2018
9/5/2017	#05-18	Claims licensee violated ACA Code of Ethics, Section A.1.a Primary Responsibility, - A.4.a Avoiding Harm, A.5.a Sexual and/or Romantic Relationships Prohibited, B.6.a Creating and Maintaining Records and Documentation, F.3.c Sexual Harassment, and I.3. Cooperation with Ethics Committees.	Per §30-1-5(c) status report letter mailed 3/2/18 Dismissed-No Probable Cause found by the Board - case closed 6/1/2018
9/11/2017	#06-18	Claims LPC violated ACA Code of Ethics Sections A.1.a Primary responsibility, A.2.a Informed Consent, A.4.a Avoiding Harm, A.4.b Personal Values, C.2.a Boundaries of Competence, C.6.c Media Presentations, and Section H - Distance Counseling, Technology and Social Media H.1.a Knowledge and Competence, H.1.b. Law and Statutes	Dismissed-No Probable Cause found by the Board - case closed 2/15/2018
9/21/2017	#07-18	Claims LMFT violated AAMFT Code of Ethics 2.3. Client access to Records	Per §30-1-5(c) status report letter mailed 3/19/18 -- Dismissed-No Probable Cause found by the Board - case closed 4/20/2018

Complaints and Investigations Summary Report

July 1, 2017- June 30, 2018

11/14/2017	#08-18	Claims LPC violated ACA Code of Ethics Section I.1. Standards and the Law, I.1.a. Knowledge, I.3. Cooperation With Ethics Committees, Section C Professional Responsibility: C.2.g. Impairment, C.6.d. Exploitation of Others, A.11.c. Appropriate Termination, A.11.d. Appropriate Transfer of Services, A.12. Abandonment and Client Neglect and C.2.e. Consultations on Ethical Obligations	Per §30-1-5(c) status report letter mailed 5/11/18 --Pending as of July 1, 2018
12/13/2017	#09-18	Claims LPC violated ACA Code A.4 - Avoid harm, C.6. Professional Responsibility, and C.6.d. Exploitation of others.	Per §30-1-5(c) status report letter mailed 6/7/2018 -- Pending as of July 1, 2018 -
12/18/2017	#10-18	Claims LPC violated the ACA Code of Ethics A.2.a. Informed Consent and A.4.a. Avoiding Harm, and B.5.b. Responsibility to Parents and Legal Guardians.	Dismissed-No Probable Cause found by the Board - case closed 4/20/2018
1/25/2018	#11-18	Claims LPC violated the ACA Code of Ethics B.1.c. Respect for Confidentiality, C.2.a Boundaries of Competence, C.2.g. Impairment, D.1.b. Forming Relationships, D.1.c. Inerdisciplinary Teamwork, and I.2.e. Unwarranted Complaints	Pending as of July 1, 2018
3/12/2018	#12-18	Claims LPC violated the ACA Code of Ethics B.6.a. Creating and Maintaining Records and Documentation, B.6.b. Confidentiality of Records and Documentation and E.5.a Proper Diagnosis	Pending as of July 1, 2018
4/25/2018	#13-18	Claims LPC violated the ACA Code of Ethics A.2.a. Informed Consent and A.4.a. Avoiding Harm	Pending as of July 1, 2018
6/19/2018	#14-18	Claims licensee violated the ACA Code of Ethics C.4.a. Misrepresentation of credential, E.5.a. Improper diagnosis, F.5.c. Professional Disclosure	Pending as of July 1, 2018

LPC Licensed 7/1/2016 - 6/30/2018

Date Issued	First Name	Last Name	Business Address Street	Business Address City	Business Address State	Business Address ZipCode	License #
8/26/2016	Sara	Green	235 S. Water St.	Martinsburg	WV	25401-	2242
8/26/2016	Gregory	George II	120 Hope Lane	Burlington	WV	26710-	2243
8/26/2016	Bobby	Griffith	217 A Moron Ave	Mullens	WV	25882-	2244
8/26/2016	Kathryn	Black	300 56th Street	Charleston	WV	25304-	2245
8/26/2016	Jamaica	Groeneveld	3375 US Rt 60 East	Huntington	WV	25705-	2246
8/26/2016	Jason	Hessler	350 Monterue Lane	Frederick	MD	21702-	2247
8/26/2016	Gloria	Mahin	6 Canyon Rd, Suite 150	Morgantown	WV	26508-	2248
8/26/2016	Dawn	Staub	6 Canyon Rd	Morgantown	WV	26508-	2249
8/26/2016	Andrea	Hansen-Ford	971 Harrison Ave	Elkins	WV	26241-	2250
8/26/2016	Gerald	Simmons	592 Jacox Rd	Hillsboro	WV	24946-	2251
8/26/2016	Carolyn	Collins	1340 Hal Greer Blvd.	Huntington	WV	25701-	2252
11/4/2016	Anna	Simmons	13 South High Street	Morgantown	WV	26501-	2255
11/4/2016	Rachel	Streets	930 Chestnut Ridge Rd	Morgantown	WV	26505-	2256
11/4/2016	Leshia	McClure	3066 Charleston Rd.	Ripley	WV	25271-	2253
11/4/2016	Allyson	Kangisser	2203 National Road	Wheeling	WV	26003-	2257
11/4/2016	Lauren	Allen	P.O. Box 798	Alderson	WV	24910-	2254
12/9/2016	Matthew	Bunner	930 Chestnut Ridge Rd	Morgantown	WV	26505-	2261
12/9/2016	Jenna	Dompa	750 Tomlinson Ave	Moundsville	WV	26041-	2264
12/9/2016	Christopher	Campbell	113 State Street	Bridgeport	WV	26330-	2262
12/9/2016	Heidi	O'Toole	235 High Street Suite 720	Morgantown	WV	26505-	2260
12/9/2016	Brandy	English	971 Harrison Ave	Elkins	WV	26241-	2259
12/9/2016	Andrea	Lefebvre	2121 Eoff Street	Wheeling	WV	26003-	2258
12/9/2016	Erika	Morris	40 W. Main St. P.O. Box 737	Buckhannon	WV	26452-	2263

LPC Licensed 7/1/2016 - 6/30/2018

2/10/2017	Kathleen	Sauls	PO Box 9569	South Charleston	WV	25309-	2271
2/10/2017	Rachael	Oiler	25 Lincoln Plaza	Branchland	WV	25506-	2270
2/10/2017	Timothy	Teague	16159 Hamilton Station Road	Waterford	VA	25404-	2277
2/10/2017	Kari	Mika-Lude	PO Box 1031	Culloden	WV	25570-	2276
2/10/2017	Spring	Lepak	909 Fairmont Avenue	Fairmont	WV	26554-	2275
2/10/2017	Jacqueline	Myers	Not Reported	Not Reported	Not Reported	Not Reportetd	2274
2/10/2017	Lori	Fedorczyk	Not Reported	Not Reported	WV	Not Reportetd	2273
2/10/2017	Samantha	Mann	3997 Beckley Road	Princeton	WV	24740-	2269
2/10/2017	Amanda	Lewis	930 Chestnut Ridge Road	Morgantown	WV	26505-	2268
2/10/2017	Layne	Hitchcock	PO Box 6422 390 Birch St	Morgantown	WV	26506-	2267
2/10/2017	Nicole	Buffington-DeMarco	235 S. Water Street	Berkeley	WV	25401-	2266
2/10/2017	Richard	Hanson	41 W 5th Avenue	Williamson	WV	25661-	2265
2/10/2017	Laura	Wiley	2585 3rd Avenue	Huntington	WV	25703-	2272
4/21/2017	Laura	Smith	2606 National Road	Wheeling	WV	26003-	2285
4/21/2017	Micca	Ratliff	300 B 8th Street, Suite 201	Huntington	WV	25701-	2288
4/21/2017	Lauren	White	96 MacCorkle Avenue	South Charleston	WV	25303-	2286
4/21/2017	Sarah	Hartman	120 Medical Park Drive	Bridgeport	WV	26330-	2284
4/21/2017	Janice	Allen	P.O. Box 2890	Rancho Cordova	CA	95742-	2283
4/21/2017	James	Burton II	250 University Avenue, Box 66	California	PA	15419-	2281
4/21/2017	Melissa	Lowther	100 New Salem Rd. Suite 116	Uniontown	PA	15401-	2280
4/21/2017	Deborah	Olbert	742 Perry Hwy	Pittsburgh	PA	15229-	2279
4/21/2017	Judith	Black	Not Reported	Fairmont	WV	Not Reportetd	2278

LPC Licensed 7/1/2016 - 6/30/2018

4/21/2017	Steven	Mininberg	604 Solerex Court, Suite 201	Frederick	MD	21703-	2282
4/21/2017	Stephanie	Moran	234 Lee Avenue	Nitro	WV	25143-	2287
6/9/2017	Yukiko	Comstock	2606 National Road	Wheeling	WV	26003-	2291
6/9/2017	Ryan	Dallatore	930 Chesnut Ridge Road	Morgantown	WV	26505-	2298
6/9/2017	Teresa	Vaughan	Not Reported	Not Reported	Not Reported	Not Reportetd	2303
6/9/2017	Lisa	Rainey	150 E. Burr Blvd	Kearneysville	WV	25530-	2301
6/9/2017	Michael	Burns	3439 Buckhoun Drive	Lexington	KY	40509-	2297
6/9/2017	Kaitlyn	Nida	3375 US Rt 60	Huntington	WV	25705-	2296
6/9/2017	Pamela	Gibson	403 N. Pike St	Grafton	WV	26354-	2295
6/9/2017	Brenda	Everett	34 Commerce Dr. Suite 101	Morgantown	WV	26501-	2294
6/9/2017	Shontae	Cox	200 12th Street Extension	Princeton	WV	24740-	2292
6/9/2017	Elizabeth	Brooke	Box 6, 130 George St. Ste. E-F	Beckley	WV	25801-	2290
6/9/2017	Leslie	Bolock	2606 National Road	Wheeling	WV	26003-	2289
6/9/2017	Bryan	Henchey	130 North Main Street	Keyser	WV	26726-	2299
6/9/2017	Eric	Schomburg	25 Lincoln Plaza	Branch Lane	WV	25506-	2302
6/9/2017	Brandie	Dodd	3200 Main Street	Weirton	WV	26062-	2293
6/9/2017	Edward	Hinson			WV		2300
8/25/2017	Tammy	Star	725 Park Street Suite 281	Cumberland	MD	21502-	2309
8/25/2017	Donna	Eleo	1802 Harper Road, Suite 202	Beckley	WV	25801-	2305
8/25/2017	Traci	Boyle	2580 Grant Gardens Road	Ona	WV	25545-	2311
8/25/2017	Annette	Hyslop	101 West Main Street	Sharpsburg	MD	21782-	2307
8/25/2017	Jacquelyn	Pickett	501 Colliers Way	Weirton	WV	26062-	2308

LPC Licensed 7/1/2016 - 6/30/2018

8/25/2017	Kelli	Chapman	825 Central Avenue	Ashland	KY	41101-	2306
8/25/2017	Ashlee	Stevens	930 Chestnut Ridge Road	Morgantown	WV	26505-	2316
8/25/2017	Kimberly	Thomason	200 12th Street Extension	Princeton	WV	24740-	2317
8/25/2017	Wendy	Lewis	3200 McCorkle Avenue	Charleston	WV	25304-	2312
8/25/2017	Travis	Watson			WV		2310
8/25/2017	Amber	Smith	109 Wilson Avenue	Morgantown	WV	26501-	2315
8/25/2017	Marjorie	Lynch	499 Campus Drive	Martinsburg	WV	25404-	2313
8/25/2017	Lindsey	Brown	1005 White Willow Way	Morgantown	WV	26505-	2304
8/25/2017	Vicki	Schmidt	235 S. Water St.	Martinsburg	WV	25401-	2314
9/22/2017	Jerry	Gibson	125 Brookdale Drive	Morgantown	WV	26508-	2318
10/20/2017	Sandra	Cox	197 Dingess Street	Logan	WV	25601-	2319
10/20/2017	Nichole	Sakmar	1200 Reedsdale Street	Pittsburgh	PA	15233-	2328
10/20/2017	Shannon	May	200 12th Street Ext	Princeton	WV	24740-	2327
10/20/2017	Sarah	Koster	1212 Bath Avenue	Ashland	WV		2326
10/20/2017	Christina	DeMary	323 North Main Street	Salisbury	NC	28144-	2325
10/20/2017	Ava	Roush	11264 Ohio River Road	West Columbia	WV	25287-	2324
10/20/2017	Kelli	Nay	2121 Seventh St.	Parkersburg	WV	26101-	2323
10/20/2017	Vanessa	Landgrave	1021 Quarrier St Suite 414	Charleston	WV	25301-	2322
10/20/2017	Kimberly	Geer	5930 Mahood Drive	Huntington	WV	25705-	2320
10/20/2017	Karla	Hale	3375 US RT 60	Huntington	WV	25705-	2321
12/1/2017	Jenna	Shoemaker	350 Montevue Lane	Frederick	MD	21702-	2335
12/1/2017	Jennifer	Lyon	101 Logan Street Memorial Building	Williamson	WV	25661-	2334

LPC Licensed 7/1/2016 - 6/30/2018

12/1/2017	Erika	Rucker	930 Chestnut Ridge Center	Morgantown	WV	26505-	2332
12/1/2017	Mary	Selbe	300 56th Street SE	Charleston	WV	25304-	2333
12/1/2017	Andrea	Koutsunis-Hicks	2850 5th Avenue	Huntington	WV	25702-	2331
12/1/2017	Julie	Fields	1 Washington Avenue, Suite 300	Logan	WV	25601-	2330
12/1/2017	David	Davis	930 Chestnut Ridge Rd	Morgantown	WV	26505-	2329
2/15/2018	Denise	Wagner	177 Middletown Road, Suite 4	Fairmont	WV	26554-	2340
2/15/2018	William	Bauer	3705 Emerson Avenue	Parkersburg	WV	26104-	2336
2/15/2018	Bethany	Blankenship	3375 US Rt 60 East	Huntington	WV	25705-	2337
2/15/2018	Margaret	Falletta	100 Campus Drive	Elkins	WV	26241-	2339
2/15/2018	Robert	Wiseman	2121 E. 7th Street	Parkersburg	WV	26101-	2341
2/15/2018	Deborah	Smith	99 Tavern Road	Martinsburg	WV	25401-	2343
2/15/2018	Joseph	Bretz IV	620 Elm Avenue	Norman	OK	73106-	2342
2/15/2018	William	Catus	120 Harper Ct	Beckley	WV	25801-	2338
4/20/2018	Terrence	Walker	511 Morris Street	Charleston	WV	25301-	2348
4/20/2018	Gregory	Smith	2124 Moores Mill Road	Auburn	AL	26830-	2354
4/20/2018	Ricky	Staub	8 Oliver Blvd. Rd., Suite 116	Uniontown	PA	15401-	2355
4/20/2018	Erika	Theodorides	1000 Jefferson Street, Suite 2C	Lynchburg	VA	24502-	2356
4/20/2018	Maria	Zirkle	36 Ricketts Drive	Winchester	VA	22601-	2357
4/20/2018	Joan	Pickett	1485 Chain Bridge Road, Suite 203	Mclean	VA	22101-	2353
4/20/2018	Renee	Bair	438 Pellis Drive	Greensburg	WV	15601-	2352
4/20/2018	Lucas	Ziems	359 Court Avenue	Weston	WV	26452-	2351
4/20/2018	Wendi	Watts	313 Hudgins Street	Logan	WV	25601-	2349

LPC Licensed 7/1/2016 - 6/30/2018

4/20/2018	Ben	Smith	3135 16th Street Rd. Suite 11	Huntington	WV	25701-	2346
4/20/2018	Connie	Townsend	PO Box 1 US-250	Huttonsville	WV	26273-	2347
4/20/2018	Megan	Lucas	40 Orrs Ln	Triadelphia	WV	26059-	2344
4/20/2018	Benjamin	Redmond	100 Middle School Lane	Charleston	WV	25312-	2345
4/20/2018	Abbie	Williams	971 Harrison Ave.	Elkins	WV	26241-	2350
6/1/2018	Sandra	Vance	P.O. Box 176	Logan	WV	25601-	2364
6/1/2018	Samantha	Foocce	45 Olive Street	Gallipolis	OH	45631-	2358
6/1/2018	Judith	Stewart	439 1st Avenue NW	Hickory	WV	28601-	2359
6/1/2018	Jamie	Rickard	591 Pressley Ridge Rd	Clarksburg	WV	26301-	2360
6/1/2018	Michelle	Smith	325 27th Street	Dunbar	WV	25064-	2361
6/1/2018	Sheri	Warden-Harmon	Not Reported	Not Reported	WV		2362
6/1/2018	Rita	White	312 Hudgins Street	Logan	WV	25601-	2363

LMFT Licensed 7/1/2016 - 6/30/2018

Date Issued	First Name	Last Name	Business Address Street	Business Address City	Business Address State	Business Address ZipCode	License #
6/1/2018	Kayla	Siefert	59 East Strawberry	Washington	PA	15301-	9

of Licensees by County of Practice

7/1/2016- 6/30/2018

County	LPC-Licensed Professional Counselors	LMFT-Licensed Marriage & Family Therapists	Total
Barbour	2		2
Berkeley	42		42
Boone	3		3
Braxton	1		1
Brooke	8		8
Cabell	94		94
Calhoun	0		0
Clay	0		0
Doddridge	1		1
Fayette	6		6
Gilmer	1		1
Grant	2		2
Greenbrier	18		18
Hampshire	4		4
Hancock	9		9
Hardy	1		1
Harrison	48		48
Jackson	4		4
Jefferson	22		22
Kanawha	153	2	155
Lewis	9		9
Lincoln	2		2
Logan	11		11
Marion	24		24
Marshall	6		6
Mason	4		4
McDowell	2		2
Mercer	19		19
Mineral	10		10
Mingo	6		6
Monongalia	100		100
Monroe	0		0
Morgan	4		4
Nicholas	0		0
Ohio	47		47
Pendleton	3		3
Pleasants	2		2
Pocahontas	2		2
Preston	3		3
Putnam	8		8
Raleigh	31		31
Randolph	18		18
Ritchie	0		0
Roane	0		0

of Licensees by County of Practice

7/1/2016- 6/30/2018

Summers	4		4
Taylor	4		4
Tucker	2		2
Tyler	0		0
Upshur	10		10
Wayne	7		7
Webster	2		2
Wetzel	1		1
Wirt	1		1
Wood	58	1	59
Wyoming	2		2
Out of State			
Alabama	1		1
Arizona	1		1
California	3		3
DC-Washington	0		0
Florida	0		0
Illinois	1		1
Kentucky	4	1	5
Maryland	18		18
Minnesota	1		1
Missouri	2		2
New Mexico	0	1	1
North Carolina	2		2
Nevada	1		1
New York	1		1
Ohio	15		15
Pennsylvania	15	1	16
South Carolina	4		4
Tennessee	1		1
Texas	1		1
Virginia	14		14
NOT REPORTED	43	1	44
TOTAL	949	7	956

LPC Roster 2016-2018

County of Practice	First Name	Last Name	Business Address Street	Business Address City	State	Zip Code	License #
*State-AL	Gregory	Smith	2124 Moores Mill Road	Auburn	AL	26830-	2354
*State-AZ	John	Adams	4025 Riverpoint Parkway	Phoenix	AZ	85040-	182
*State-CA	Janice	Allen	P.O. Box 2890	Rancho Cordova	CA	95742-	2283
*State-CA	Avrom	Altman	249 Lambert Road	Carpinteria	CA	93013-	609
*State-CA	Julie	Smith	2370 Kerner Blvd	San Rafael	CA	94910-	2151
*State-IL	Eric	Beeson	618 Library Place	Evanston	IL	60201-	2004
*State-KY	Kelli	Chapman	825 Central Avenue	Ashland	KY	41101-	2306
*State-KY	Jessica	Miller	111 Caroline Avenue	Pikeville	KY	41501-	2021
*State-KY	Gary	Patton	6170 College Station Drive	Williamsburg	KY	40769-	1621
*State-KY	Joel	Sperry	2901 W. Pigeon Roost Rd.	Rush	KY	41168-	1525
*State-MD	Denise	Halterman	507 Henderson Avenue	Cumberland	MD	21502-	1775
*State-MD	Jason	Hessler	350 Monterue Lane	Frederick	MD	21702-	2247
*State-MD	Annette	Hyslop	101 West Main Street	Sharpsburg	MD	21782-	2307
*State-MD	Martha	Kesler	8835 Chesapeake Avenue	North Beach	MD	20714-	1927
*State-MD	Tara	McManaway	PO 910	La Plata	MD	20646-	715
*State-MD	Larry	McNeely	6000 Laurel Bowie Road Suite 209D	Bowie	MD	20715-	961
*State-MD	Steven	Mininberg	604 Solerex Court, Suite 201	Frederick	MD	21703-	2282
*State-MD	Melanie	Racey-Brady	925 N Burhans Blvd.	Hagerstown	MD	21740-	1644
*State-MD	Glenroy	Robinson	18601 Roxbury Rd.	Hagerstown	MD	21746-	1939
*State-MD	Gerald	Rooth	16300 Old Emmitsburg Rd	Emmitsburg	MD	21727-	2196

LPC Roster 2016-2018

*State-MD	Jenna	Shoemaker	350 Montevue Lane	Frederick	MD	21702-	2335
*State-MD	Misti	Slaughter	12502 Willowbrook Rd	Cumberland	MD	21502-	2187
*State-MD	Norma	Sosa	507 Henderson Ave	Cumberland	MD	21502-	1787
*State-MD	Tammy	Star	725 Park Street Suite 281	Cumberland	MD	21502-	2309
*State-MD	Carla	Sweet	31 Hoplins Plaza	Baltimore	MD	21201-	1756
*State-MD	Laura	Wilson	14508 McMullen Hwy. Suite B	Cumberland	MD	21502-	2212
*State-MD	Ginger	Wolford	201North Burhans Blvd.	Hagerstown	MD	21740-	1289
*State-MD	Robyn	Zeiger	10300	Silver Spring	MD	20903-	932
*State-MN	Katherine	Gieselman	5851 Duluth Street, Suite 306	Golden Valley	MN	55422-	1953
*State-MO	Sheila	Hunt	4801 Weldon Spring Parkway	St. Charles	MO	63304-	962
*State-MO	Ladonna	Johnson	14100 Magellan Plaza	Maryland Heights	MO	63043-	2192
*State-NC	Christina	DeMary	323 North Main Street	Salisbury	NC	28144-	2325
*State-NC	Judith	Stewart	439 1st Avenue NW	Hickory	WV	28601-	2359
*State-NV	Margaret	Moss	1711 Whitney Mesa Drive	Henderson	NV	89014-	1269
*State-NY	Lisa	Cline-Creel	1275 Mamaroneck Avenue	White Plains	NY	10605-	1771
*State-OH	Wendy	Beech	2515 Washington Blvd	Belpre	OH	45714-	2091
*State-OH	Sarah	Dean	135 East Main Street	St. Clairsville	OH	43906-	2007
*State-OH	Samantha	Foocce	45 Olive Street	Gallipolis	OH	45631-	2358
*State-OH	Charlotte	Fuchs	10686 State Route 150	Rayland	OH	43943-	2063
*State-OH	Jennifer	Graham	10732 County Rd 107	Proctorville	OH	45669-	1987
*State-OH	Lynette	Hawrot	University Blvd	Steubenville	OH	43952-	1955

LPC Roster 2016-2018

*State-OH	Collette	Honsowetz	3200 Johnson Road	Steubenville	OH	43952-	2209
*State-OH	Michael	Hughes	806 Sixth Street,	Portsmouth	OH	45662-	50
*State-OH	Eszter	Kiss	Not Reported	Not Reported	NR	Not	2185
*State-OH	Jessica	Oates	104 Javit Court	Austintown	OH	44515-	2186
*State-OH	Douglas	Pfeifer	207 D Colgate Drive	Marietta	OH	24750-	1824
*State-OH	Ronald	Sass	3150 Johnson Road, Ste. B	Steubenville	OH	43952-	957
*State-OH	Robin	Teoli	301 Walnut Street	Martins Ferry	OH	43935-	1390
*State-OH	Phillip	Washburn	2845 Bell Street	Zanesville	OH	43701-	923
*State-OK	Joseph	Bretz IV	620 Elm Avenue	Norman	OK	73106-	2342
*State-PA	Renee	Bair	438 Pellis Drive	Greensburg	WV	15601-	2352
*State-PA	Noel	Ballard	120 Fifthe Avenue, Suite P4511	Pittsburgh	PA	15222-	1946
*State-PA	James	Burton II	250 University Avenue, Box 66	California	PA	15419-	2281
*State-PA	Bethany	Caldwell	1425 Beaver Avenue	Pgh	PA	Not Reporte	2218
*State-PA	Laurah	Currey	5500 Corporate	Pittsburgh	PA	15237-	1617
*State-PA	Frances	Kinley	20436 Route 19, Ste. 620-109	Cranberry Township	PA	16066-	846
*State-PA	Barbara	Laishley	320 Fort Duquesne Blvd #21C	Pittsburgh	PA	15222-	993
*State-PA	Melissa	Lowther	100 New Salem Rd. Suite 116	Uniontown	PA	15401-	2280
*State-PA	Deborah	Olbert	742 Perry Hwy	Pittsburgh	PA	15229-	2279
*State-PA	Nichole	Sakmar	1200 Reedsdale Street	Pittsburgh	PA	15233-	2328
*State-PA	Stephanie	Savitch	Not Reported	Not Reported	NR	Not Reporte	1733
*State-PA	Lisa	Shepard	1553	Morgantown	WV	26505-	781
*State-PA	Ricky	Staub	8 Oliver Blvd. Rd., Suite 116	Uniontown	PA	15401-	2355
*State-PA	Ronald	Turner	1000 Route 522	Selinsgrove	PA	17870-	893

LPC Roster 2016-2018

*State-PA	Tiara	Wynn	1023 Pittsburgh Rd #109	Uniontown	PA	15401-	2229
*State-SC	James	Bennett	1297 Professional	Myrtle Beach	SC	29577-	965
*State-SC	Debra	Corrie	Not Reported	Not Reported	NR	Not Reporte	1406
*State-SC	Celesta	Frum	250 Dewey Ave.	Spartanburg	SC	29303-	998
*State-SC	Rebecca	Whitt	5 Charleston Center Drive	Charleston	SC	29401-	1516
*State-TN	Tanya	Dillon-Page	6100 Tower Circle Suite 1000	Franklin	TN	37067-	1433
*State-TX	Janet	Cowan	800 North Main Street, Ste. D	Corsicana	TX	75110-	1335
*State-VA	Larry	Bell	22174 Timberlake Road	Lynchburg	VA	24502-	209
*State-VA	Frances	Clark	385 West Campus Drive,	Blacksburg	VA	24061-	1885
*State-VA	Donna	Dunford	Not Reported	Not Reported	NR	Not Reporte	1703
*State-VA	Emma	Jaeger	71 Tanbark Plaza	Lovingston	VA	22949-	2160
*State-VA	Shelly	Kerr	425 Handley Blvd	Winchester	VA	22601-	1152
*State-VA	Tina	Liong	Not Reported	Not Reported	NR	Not Reporte d	1500
*State-VA	Siri	McDonald	102 Heritage Way, Suite 302	Loudoun	VA	20176-	2123
*State-VA	Susan	McIntyre	1527 Senseny Rd	Winchester	VA	22602-	982
*State-VA	Rebecca	Morrison	134 W. Piccadilly St.	Winchester	VA	22601-	1099
*State-VA	Margaret	Morton	1840 Amherst Street	Winchester	VA	22601-	2118
*State-VA	Joan	Pickett	1485 Chain Bridge Road,	Mclean	VA	22101-	2353
*State-VA	Timothy	Teague	16159 Hamilton Station Road	Waterford	VA	25404-	2277
*State-VA	Erika	Theodorides	1000 Jefferson Street, Suite 2C	Lynchburg	VA	24502-	2356

LPC Roster 2016-2018

*State-VA	Maria	Zirkle	36 Ricketts Drive	Winchester	VA	22601-	2357
Barbour	Chad	Hostetler	101 College Hill Drive	Philippi	WV	26416-	1668
Barbour	Thomas	Willhoit	109 Wabash Ave.	Philippi	WV	26416-	985
Berkeley	Nicole	Buffington-DeMarco	235 S. Water Street	Berkeley	WV	25401-	2266
Berkeley	Cindy	Burdette	300 Foxcroft Ave. Suite 300B	Martinsburg	WV	25403-	1268
Berkeley	Barbara	Byers	715 Brown Road	Martinsburg	WV	25404-	1418
Berkeley	Tracy	Carter	126 E. Burke St.	Martinsburg	WV	25401-	1916
Berkeley	John	Clark	235 S. Water St.	Martinsburg	WV	25401-	1838
Berkeley	Jeanne	Cloud	1455 Delmar	Martinsburg	WV	25403-	1211
Berkeley	Robert	Cuthbert	P.O. Box 1067	Martinsburg	WV	25402-	1814
Berkeley	Jane	Dufourny	2500 Hospital Drive	Martinsburg	WV	25401-	1708
Berkeley	Caren	Forestandi	1314 Edwin Miller Blvd, Suite	Martinsburg	WV	25404-	1205
Berkeley	Margaret	Griffiths	109 S. College St	Martinsburg	WV	25401-	1959
Berkeley	Nancy	Hamilton	805 Loop Road	Gerrardstown	WV	25420-	1512
Berkeley	M.	Hess	715 Baltimore Street	Martinsburg	WV	25401-	1075
Berkeley	Lawrence	Houck	1020 Winchester	Martinsburg	WV	25402-	1073
Berkeley	Elizabeth	Kantor-Bright	Not Reported	Not Reported	WV	Not	559
Berkeley	James	Keefer	604 Wilson Street	Martinsburg	WV	25401-	1054
Berkeley	James	Lockard	510 Bulter Avenue	Martinsburg	WV	25405-	411
Berkeley	Heidi	Lucas	99 Tavern Road	Martinsburg	WV	25401-	1893
Berkeley	William	Lucht	Apple Harvest Road	Martinsburg	WV	25401-	470
Berkeley	Marjorie	Lynch	499 Campus	Martinsburg	WV	25404-	2313

LPC Roster 2016-2018

Berkeley	Deborah	Maiorano	37 Vermica Dr	Martinsburg	WV	25404-	1742
Berkeley	James	Marquardt	P.O. Box 9569	South Charleston	WV	25309-	1803
Berkeley	Patti	Miller	329 Arden Nollville Road,	Inwood	WV	25428-	1112
Berkeley	Sandra	Mortimer	P.O. Box 1282	Martinsburg	WV	25401-	1426
Berkeley	Ginger	O'Connell	P.O. Box 1282	Martinsburg	WV	25401-	919
Berkeley	Emily	Osterman	300 Foxcroft Avenue 100-5	Martinsburg	WV	25402-	1895
Berkeley	Andrea	Petrucci-	2914 Hedgesville	Martinsburg	WV	25403-	1119
Berkeley	Jessie	Rayl	126 E. Burkes Street	Martinsburg	WV	25401-	1375
Berkeley	Jennifer	Reed-	401 South Queen	Martinsburg	WV	25401-	1784
Berkeley	Natalie	Riggleman	2500 Hospital	Martinsburg	WV	25401-	2180
Berkeley	Sybil	Schiffman	241 Muse St	Falling Waters	WV	25419-	1017
Berkeley	Vicki	Schmidt	235 S. Water St.	Martinsburg	WV	25401-	2314
Berkeley	Robert	Sheely	United 28216, CMR 414	APO	AE	09173-	2137
Berkeley	Deborah	Smith	99 Tavern Road	Martinsburg	WV	25401-	2343
Berkeley	Lisa	Sweeney	1586A Winchester Ave.	Martinsburg	WV	25401-	1773
Berkeley	Della	Swope	37 Veronica Drive	Martinsburg	WV	25404-	2178
Berkeley	Tammy	Tucker	726 Hack Wilson Way	Martinsburg	WV	25401-	1636
Berkeley	Timothy	Vaughn	312 W. King	Martinsburg	WV	25401-	1900
Berkeley	Veronique	Walker	401 S. Queen St.	Martinsburg	WV	25401-	1810
Berkeley	Warren	Watts	220 W. Burke St.	Martinsburg	WV	25401-	294
Berkeley	Florence	Wilbik	345 Conservation	Hedgesville	WV	25427-	1037
Berkeley	Jennifer	Young	126 E. Burke Street	Martinsburg	WV	25401-	1913
Berkeley/Jefferson	Ruth	Veach	PO Box 1247	Martinsburg	WV	25402-	464
Boone	F.	Collier	376 Kenmore Drive	Danville	WV	25567-	881

LPC Roster 2016-2018

Boone	James	Mosley	478 3rd Street	Madison	WV	25130-	1297
Boone	Janice	Parker	376 Kenmore	Danville	WV	25053-	1989
Braxton	Roselee	Copenhaver	98 Carter Braxton Drive	Sutton	WV	26601-	2134
Brooke	Nancy	Adkins	353 American Way	Weirton	WV	26062-	2194
Brooke	Joanne	Dobrzanski	P.O. Box 348, 335 Tent Church	Colliers	WV	26035-	936
Brooke	Lyn	Herley	P.O. Box 6	Wellsburg	WV	26070-	909
Brooke	David	Huggins	651 Colliers Way Suite 412	Weirton	WV	26062-	1975
Brooke	Jack	Koehrsen	485 Colliers Way, Suite C	Weirton	WV	26062-	1056
Brooke	Geoffrey	Rovin	501 Colliers Way	Weirton	WV	26062-	1014
Brooke	Autumn	Staszak	501 Colliers Way	Weirton	WV	26062-	2198
Brooke	Tina	Stewart	651 Colliers Way Suite 412	Weirton	WV	26062-	492
Cabell	Bonnie	Bailey	One John Marshall Drive	Huntington	WV	25755-	1750
Cabell	Keith	Beard	1 John Marshall	Huntington	WV	25755-	1620
Cabell	Rebecca	Beaver	517 9th Street	Huntington	WV	25701-	2223
Cabell	Jane	Bester	1 Bradley Foster Dr	Huntington	WV	25701-	1817
Cabell	Bethany	Blankenship	3375 US Rt 60 East	Huntington	WV	25705-	2337
Cabell	Traci	Boyle	2580 Grant Gardens Road	Ona	WV	25545-	2311
Cabell	Jeffrey	Bryson	1102 Memorial Blvd	Huntington	WV	25704-	1437
Cabell	Teena	Bryson	1230 6th Avenue	Huntington	WV	25701-	1470
Cabell	Tyler	Burns	6171 Childers Rd	Barboursville	WV	25504-	2191
Cabell	Tamara	Burrow	689 Central Avenue	Barboursville	WV	25504-	1850
Cabell	Shawn	Cade	P.O. Box 905	Barboursville	WV	25504- 0219	1487
Cabell	Benjamin	Childers	One John Marshall Dr.	Huntington	WV	25755-	2114
Cabell	Michael	Clay	401 10th Street, Suite 320	Huntington	WV	25701-	240
Cabell	Alan	Cole	103 Belmont	Huntington	WV	25705-	1984

LPC Roster 2016-2018

Cabell	Shelley	Coleman	517 9th Street, Suite 2 B	Huntington	WV	25701-	2172
Cabell	Carolyn	Collins	1340 Hal Greer	Huntington	WV	25701-	2252
Cabell	Nickandrea	Cooke	1230 6th Avenue	Huntington	WV	25701-	1158
Cabell	Richard	Corwin	220 13th St. Suite B	Huntington	WV	25701-	336
Cabell	Kimberley	Courts	625 8th Street	Huntington	WV	25701-	2169
Cabell	Natalie	Criss	2828 1st Ave, Suite 203	Huntington	WV	25702-	2171
Cabell	Tammy	Damron	2900 1st Avenue	Huntington	WV	25702-	926
Cabell	Darlene	Daneker	One John Marshall Drive	Huntington	WV	25755-	1877
Cabell	Maureen	David	3375 US Rt 60 East	Huntington	WV	25705-	1317
Cabell	Patty	Deeds	1230 6th Avenue	Huntington	WV	25701-	1125
Cabell	Christie	Eastman	1340 Hal Greer Blvd.	Huntington	WV	25701-	1848
Cabell	L.	Ellison	1 John Marshall	Huntington	WV	25755-	1839
Cabell	Kenneth	Fitzwater	3375 US Rt. 60 E	Huntington	WV	25705-	1594
Cabell	Melody	Frye	650 Central	Barboursville	WV	25504-	1299
Cabell	Kimberly	Geer	5930 Mahood	Huntington	WV	25705-	2320
Cabell	Linda	Goad	689 Central Ave	Barboursville	WV	25504-	2023
Cabell	Katheryn	Grimes	1415 Sixth Ave	Huntington	WV	25701-	761
Cabell	Jamaica	Groeneveld	3375 US Rt 60 East	Huntington	WV	25705-	2246
Cabell	Lisa	Gue	1230 Sixth Ave.	Huntington	WV	25701-	1338
Cabell	Karla	Hale	3375 US RT 60	Huntington	WV	25705-	2321
Cabell	Kerrie	Harris	One John	Huntington	WV	25755-	2093
Cabell	Charlotte	Hays	1 John Marshall Drive	Huntington	WV	25755-	290
Cabell	Jessica	Hewitt	5185 US Rt. 60 E	Huntington	WV	25705-	2146
Cabell	Daniel	Hodges	1340 Hal Greer	Huntington	WV	25701-	1721
Cabell	Sherry	Hoffman	3450 US Rt. 60	Barboursville	WV	25504-	1647
Cabell	Sara	Hughes	1230 6th Ave	Huntington	WV	25701-	1977
Cabell	Angie	Juniper	517 9th Street	Huntington	WV	25701-	1242

LPC Roster 2016-2018

Cabell	Jennifer	Kangas	1230 Third Ave.	Huntington	WV	25701-	1711
Cabell	Jessica	Kilgore	1340 Hal Greer Blvd.	Huntington	WV	25701-	2102
Cabell	Mary	Klein	One Mountwest Way	Huntington	WV	25701-	1788
Cabell	Andrea	Koutsunis-	2850 5th Avenue	Huntington	WV	25702-	2331
Cabell	Thomas	Lester	2 Bonnie Blvd.	Huntington	WV	25704-	2101
Cabell	Sarah	Long	3375 Rt. 60 East	Huntington	WV	25701-	1932
Cabell	Robin	Longstreth	1230 Sixth Avenue	Huntington	WV	25719-1875	1445
Cabell	Leah	Losh	1102 Memorial	Huntington	WV	25776-	1859
Cabell	Fannie	Loughridge	642 Brady Street	Barboursville	WV	25504-	1699
Cabell	Danny	McSweeney	P.O. Box 4100	Barboursville	WV	25504-	1213
Cabell	Sharla	Meade	1230 6th Avenue	Huntington	WV	25701-	48
Cabell	Curtis	Moore	5600 RT 60 E	Huntington	WV	25705-	170
Cabell	Victoria	Newman	5th Avenue 29th Street	Huntington	WV	25702-	1046
Cabell	Crista	Nezhni	3375 Rt. 60 E	Huntington	WV	25705-	2121
Cabell	Kaitlyn	Nida	3375 US Rt 60	Huntington	WV	25705-	2296
Cabell	Kacey	Nowlin	1 Prestera Way	Huntington	WV	25705-	2097
Cabell	Deborah	Parsons	2900 First	Huntington	WV	25702-	122
Cabell	Glennis	Peters	2 Chateau Lane	Barboursville	WV	25504-	1691
Cabell	Charles	Peters	1415 Sixth Ave	Huntington	WV	25701-	684
Cabell	Danny	Petry II	1230 6th Avenue	Huntington	WV	25701-	2183
Cabell	Tenikka	Phillips	Prichard Hall 136 John Marshall	Huntington	WV	25755-	2041
Cabell	Tiffany	Pittman	One Marshall Drive	Huntington	WV	25755-	1841
Cabell	Stephanie	Plumley	P.O. Box 490	Barboursville	WV	25504-	1965
Cabell	Clinton	Poston	2699 Park Avenue, Suite	Huntington	WV	25704-	1493
Cabell	Charles	Prince	824 Cross Lanes	Cross Lanes	WV	25313-	2158
Cabell	Micca	Ratliff	300 B 8th Street, Suite 201	Huntington	WV	25701-	2288

LPC Roster 2016-2018

Cabell	Lisa	Rich	1230 Sixth	Huntington	WV	25701-	1758
Cabell	Wanda	Riffe	919 6th Avenue	Huntington	WV	25701-	2048
Cabell	Shawna	Rocknich	1 Highlander Way	Huntington	WV	25504-	1645
Cabell	Lugene	Saunders	1230 6th Ave.	Huntington	WV	25701-	2027
Cabell	Carolyn	Scarberry	3377 US RT 60	Huntington	WV	25705-	1815
Cabell	Kelly	Sergent	64 W 6th Avenue	Huntington	WV	25701-	1912
Cabell	Christina	Shy	1415 Sixth	Huntington	WV	25701-	2084
Cabell	Mary	Smith	3375 US Rt. 60 East	Huntington	WV	25705-	1948
Cabell	Ben	Smith	3135 16th Street Rd. Suite 11	Huntington	WV	25701-	2346
Cabell	Debra	Spencer	One Mountwest Way	Huntington	WV	25701-	1174
Cabell	Amie	Stamper	2900 First Avenue	Huntington	WV	25702-	2230
Cabell	Sherri	Steele	3377 Rt. 60 E	Huntington	WV	25705-	1973
Cabell	Rex	Stickler	135 Fourth Avenue	Huntington	WV	25701-	1143
Cabell	Christopher	Surber	P.O. Box 490	Huntington	WV	25504-	1717
Cabell	Jean	Sutton	701 Main St.	Barboursville	WV	25504-	1529
Cabell	Carol	Taylor	1102 Memorial Blvd West	Huntington	WV	25701-	1899
Cabell	Tracy	Urian	2330 Rt 60E	Ona	WV	25545-	1108
Cabell	Terry	Vance	3377 US Route 60	Huntington	WV	25705-	2222
Cabell	Rita	Vaughn	5600 US Rt. 60 East	Huntington	WV	25705-	2182
Cabell	Nichole	Webb	727 3rd Avenue	Huntington	WV	25701-	1822
Cabell	Florence	Wilburn	3375 Rt. 60 East	Huntington	WV	25705-	1329
Cabell	Laura	Wiley	2585 3rd Avenue	Huntington	WV	25703-	2272
Cabell	Jessica	Williams	3450 US Rt. 60	Barboursville	WV	25504-	2094
Cabell	Melissa	Wolfe	1230 6th Ave.	Huntington	WV	25705-	1921

LPC Roster 2016-2018

Cabell	Ladoska	Yeager	2400 Johnstown Road	Huntington	WV	25701-	1456
Cabell	Karen	Yost	5600 Rt. 60E	Huntington	WV	25705-	1092
Cabell	Lisa	Zappia	5600 US Rt. 60 East	Huntington	WV	25705-	1053
Doddridge	Ramona	Mayle	103 Sistersville Pike	West Union	WV	26456-	1827
Fayette	Tamara	Banks	111 Fayette Avenue	Fayetteville	WV	25840-	1642
Fayette	Tanya	Ford	152 Saddleshop Road	Hilltop	WV	25855-	1725
Fayette	Michelle	Harvey	111 Fayette Avenue	Fayetteville	WV	25840-	1960
Fayette	April	Martin	106 Martin Lane	Mt. Hope	WV	25880-	1589
Fayette	Saundra	Taylor	262 Oyler Avenue	Oak Hill	WV	25901-	796
Fayette	Wendy	Young	209 West Maple Avenue	Fayetteville	WV	25840-	2173
Gilmer	Timothy	Underwood	200 High Street	Glenville	WV	26351-	1670
Grant	Travis	Alt	P.O. Box 1119	Petersburg	WV	26847-	2152
Grant	Kathy	Murphy	P.O. Box 1119, 7 Mt. View St.	Petersburg	WV	26847-	283
Greenbrier	Carol	Ackermann	Not Reported	Not Reported	NR	Not Reporte	1682
Greenbrier	Stewart	Anderson	163 Cottage Drive	Lewisburg	WV	24901-	1223
Greenbrier	Brad	Ball	103 W. Randolph Street	Lewisburg	WV	24901-	1641
Greenbrier	Adrienne	Biesemeyer	400 North Lee Street	Lewisburg	WV	24901-	473
Greenbrier	Ginger	Conley	400 North Lee St.	Lewisburg	WV	24901-	2038
Greenbrier	John	Gore	414 Industrial Park Rd.	Maxwelton	WV	24957-	656
Greenbrier	Brigid	Hundley	112 JD Park Road	Lewisburg	WV	24901-	1976
Greenbrier	Erin	Justice	197 Chestnut St	Lewisburg	WV	24901-	2232
Greenbrier	Carolyn	Knapp	176 Medical Center Drive	Rainelle	WV	25962-	1519
Greenbrier	Carol	Lewis	163 Cottage Drive	Lewisburg	WV	29401-	1925

LPC Roster 2016-2018

Greenbrier	Terry	Lusher	734 Maplewood Ave,P.O.Box	Lewisburg	WV	24901-	1078
Greenbrier	Deborah	McClintic	273 Spartan Lane	Lewisburg	WV	24901-	1303
Greenbrier	Shari	Modlin	804 Industrial Park Road	Maxwelton	WV	24957-	2179
Greenbrier	Christy	Obermeyer	239 Spartan Lane	Lewisburg	WV	24901-	2239
Greenbrier	Julianna	Quick	400 North Lee Street	Lewisburg	WV	24901-	2176
Greenbrier	Debra	Sizemore	815 Alderson Street	Williamson	WV	25661-	589
Greenbrier	Michael	Vincent	273 Spartan Lane	Lewisburg	WV	24901-	1952
Greenbrier	Jo	Weisbrod	128 W. Washington St.,	Lewisburg	WV	24901-	850
Hampshire	Heidi	Fields	285 West Birch Lane	Romney	WV	26757-	1764
Hampshire	Randy	Henderson	52 Rosemary Lane Suite 1	Romney	WV	26757-	45
Hampshire	Mary	Jacobson	111 School Street	Romney	WV	26757-	1016
Hampshire	Sharon	Loar	301 East Main Street	Romney	WV	26757-	943
Hancock	Angelina	Allen	125 Sinclair Avenue	Weirton	WV	26062-	2163
Hancock	Brandie	Dodd	3200 Main Street	Weirton	WV	26062-	2293
Hancock	Jennifer	Hess	2919 Pennsylvania	Weirton	WV	26062-	1940
Hancock	Donald	Kissinger	3366 Main Street	Weirton	WV	26062-	1910
Hancock	Mary	Petrelle	104 North Court Street	New Cumberland	WV	26047-	1044
Hancock	Jacquelyn	Pickett	501 Colliers Way	Weirton	WV	26062-	2308
Hancock	Carole	Robison	501 Colliers Way	Weirton	WV	26062-	1906
Hancock	Patricia	Schultz	P.O. Box 1300	New Cumberland	WV	26047-	1643
Hancock	Kathleen	Viglianco	3366 Main St.	Weirton	WV	26062-	205
Hardy	Wendy	Treadway	P.O. Box 58	Baker	WV	26801-	947
Harrison	Jennifer	Adams	PO Box 490	Lost Creek	WV	26385-	1923

LPC Roster 2016-2018

Harrison	Paula	Altman	251 Marietta Street	Clarksburg	WV	26301-	253
Harrison	Denise	Ammons	4579 Buckhannon	Mt. Clare	WV	26408-	1777
Harrison	Gary	Ammons	327 Medical Park Drive	Bridgeport	WV	26330-	1648
Harrison	Molly	Barberio	243 W. Main Street	Bridgeport	WV	26330-	2166
Harrison	Robert	Benson	Post Office Box 154	West Milford	WV	26451-	265
Harrison	Julie	Bozarth	3 Hospital Plaza	Clarksburg	WV	26301-	2161
Harrison	Heather	Brown	1 Medical Center Dr.	Clarksburg	WV	26301-	1137
Harrison	Nancy	Cain	223 W. Main Street	Salem	WV	26426-	1591
Harrison	Christopher	Campbell	113 State Street	Bridgeport	WV	26330-	2262
Harrison	Cheryl	Cornwell	6 Hospital Plaza	Clarksburg	WV	26301-	1077
Harrison	Annette	Crislip	113 State Street	Bridgeport	WV	26330-	1760
Harrison	Matthew	DeLuca	2413 E. Pike St. Suite 121	Clarksburg	WV	26301-	1540
Harrison	Rebecca	Fiest	103 E. Main Street, Suite 3	Bridgeport	WV	26330-	1491
Harrison	Kevin	Frick	42 S. Streetcar Way	Lost Creek	WV	26385-	2231
Harrison	Guy	Gage	1506 Briarwood Rd	Bridgeport	WV	26330-	707
Harrison	Susan	Hammond	301 Scott Avenue	Morgantown	WV	26508-	1870
Harrison	Michael	Harper	1000 Custer Hollow Rd. C-1	Clarksburg	WV	26306-	1434
Harrison	Sarah	Hartman	120 Medical Park Drive	Bridgeport	WV	26330-	2284
Harrison	A.	Haws	515 W. Main	Bridgeport	WV	26330-	1902
Harrison	Valerie	Hutson	3 Hospital Plaza	Clarksburg	WV	26301-	2141
Harrison	Wendy	Imperial	408 E.B. Saunders Way	Clarksburg	WV	26301-	1403
Harrison	Leesa	Jackson	3 Hospital Plaza	Clarksburg	WV	26301-	2174
Harrison	Sandra	Jones	#6 Hospital Plaza	Clarksburg	WV	26301-	1446
Harrison	Antoinette	Kelley	406 Woodstock Drive	Lost Creek	WV	26385-	1992

LPC Roster 2016-2018

Harrison	Elizabeth	Kirby	1370 Johnson Avenue	Bridgeport	WV	26330-	143
Harrison	Catherine	Love	6 Hospital Plaza	Clarksburg	WV	26301-	55
Harrison	Heather	McDonnell-Stalnaker	P.O. Box 1370	Clarksburg	WV	26302-1370	1931
Harrison	Aaron	Medina	120 Medical Park Drive, Suite 402	Bridgeport	WV	26330-	2064
Harrison	Laura	Meighen	1302 Buckhannon Pike	Clarksburg	WV	26301-	1576
Harrison	Raelynn	Michael	3073 Hawk Hwy	Lost Creek	WV	26385-	1831
Harrison	Kimberly	Miller	1 Eagle Way	Clarksburg	WV	26301-	1746
Harrison	Briony	Poe	1000 Custer Hollow Road	Clarksburg	WV	26306-	1450
Harrison	Valerie	Post	2143 East Pike Street - Colonial	Clarksburg	WV	26301-	1680
Harrison	Danielle	Price	591 Pressley Ridge Rd	Clarksburg	WV	26301-	2221
Harrison	Don	Queen	182 School	West Milford	WV	26451-	1791
Harrison	Richard	Renquest	591 Pressley Ridge Road	Clarksburg	WV	26301-	1296
Harrison	Jamie	Rickard	591 Pressley Ridge Rd	Clarksburg	WV	26301-	2360
Harrison	Alexa	Rinschler	408 EB Saunders Way	Clarksburg	WV	26302-	1782
Harrison	Kristina	Robinson	408 E. B. Saunders Way	Clarksburg	WV	26301-	1751
Harrison	Michael	Runner	445 West Main Street	Clarksburg	WV	26301-	2053
Harrison	Nancy	Rush	245 West Main Street	Bridgeport	WV	26330-	513
Harrison	Charles	Scott	301 West Main Street	Clarksburg	WV	26301-	1260
Harrison	Richard	Southall	215 South 3rd Street	Clarksburg	WV	26301-	1796
Harrison	Mitzi	Sprigg	284 Factory Street, Suite 102	Clarksburg	WV	26301-	1883

LPC Roster 2016-2018

Harrison	Melanie	St. Clair	591 Pressley Ridge Road	Clarksburg	WV	26301-	1924
Harrison	Lauren	Swann	917 W. Main St. Ste. 203	Bridgeport	WV	26330-	2142
Harrison	Timothy	Young	223 W. Main Street	Salem	WV	26426-	1610
Jackson	Eric	Hupp	1 School Street	Ripley	WV	25271-	2019
Jackson	Susan	Jones	1 School Street	Ripley	WV	25271-	1478
Jackson	Leshia	McClure	3066 Charleston Rd.	Ripley	WV	25271-	2253
Jackson	Debora	Wells	256 S. Church Street	Ripley	WV	25271-	927
Jefferson	Sarah	Anderson	107 W. Washington	Charles Town	WV	25414-	2207
Jefferson	Joanne	Bario	224 East Liberty St.	Charles Town	WV	25414-	1302
Jefferson	Mary	Brittingham	110 Mordington Ave.	Charles Town	WV	25414-	1371
Jefferson	Denise	Burns	113 West Liberty	Charles Town	WV	25414-	1800
Jefferson	Jack	Childers	207 S. Princess St., #69	Shepherdstown	WV	25443-	1686
Jefferson	Eileen	Elliott	PO Box 56	Shepherdstown	WV	25443-	1726
Jefferson	Leah	Graham	127 E 2nd Avenue	Ranson	WV	25438-	1856
Jefferson	Sara	Green	235 S. Water St.	Martinsburg	WV	25401-	2242
Jefferson	Robyn	Harrison-Taft	112 Congress	Charles Town	WV	25414-	2010
Jefferson	April	Lehman	150 E. Burr Blvd., Washington	Kearneysville	WV	25430-	2195
Jefferson	Donna	LeMaster	121 W. Third Ave.	Ranson	WV	25438-	632
Jefferson	Donna	Maciorowski	107 W. Washington St	Charles Town	WV	25414-	1795
Jefferson	Kathleen	Morotti	129 E. German Street	Shepherdstown	WV	25443-	1569
Jefferson	J.	Myers	Post Office Box 3373	Shepherdstown	WV	25443-	1548
Jefferson	Giselle	Perry	171 Taylor Street	Harpers Ferry	WV	25425-	2125
Jefferson	Lisa	Rainey	150 E. Burr Blvd	Kearneysville	WV	25530-	2301
Jefferson	Theobald	Rowgh	106 S. Duke Street	Sheperdstown	WV	25443-	1845

LPC Roster 2016-2018

Jefferson	Belinda	Smith	150 E. Blvd.	Kearneysville	WV	25430-	2170
Jefferson	Karen	Stefano	25 Homewood Court	Charles Town	WV	25414-	1319
Jefferson	John	Streeter	63 Hackberry Circle	Shepherdstown	WV	25443-	1568
Jefferson	Melissa	Swartz	150 E Burr Blvd	Kearneysville	WV	25430-	2036
Jefferson	Dorothy	Watson	235 S. Water Street	Martinsburg	WV	25401-	1864
Kanawha	Donna	Arey	808 B Street	St. Albans	WV	25177-	1566
Kanawha	Carl	Ashley	497 1st Ave	Nitro	WV	25143-	438
Kanawha	Sandra	Ashley	497 First Avenue South	Nitro	WV	25143-	754
Kanawha	Jessica	Belcher	4825 MacCorkle Avenue SW	South Charleston	WV	25309-	2130
Kanawha	Rance	Berry, II	1219 Ohio Avenue	Dunbar	WV	25064-	2132
Kanawha	Kathryn	Black	300 56th Street	Charleston	WV	25304-	2245
Kanawha	Laura	Blake	400 Division St.	South	WV	25309-	1590
Kanawha	Pamela	Blue	1204 Virginia	Charleston	WV	25301-	2057
Kanawha	Shawwna	Bowles	1215-A Stewart Plaza	Dunbar	WV	25064-	839
Kanawha	Barbara	Brady	1900 Kanawha Blvd.	Charleston	WV	25030-5	319
Kanawha	Denise	Burgess	400 Association Drive	Charleston	WV	25311-	1813
Kanawha	Carolyn	Burton	1514 Kanawha Blvd. East	Charleston	WV	25311-	908
Kanawha	Lisa	Burton	100 Angus E. Peyton Dr.- GC	South Charleston	WV	25303-	1407
Kanawha	Cary	Butler	1632 Kanawha Blvd.	Charleston	WV	25611-	1428
Kanawha	Lora	Carpenter	300 56th St. SE	Charleston	WV	25364-	1234
Kanawha	Kathryn	Casdorph	200 Elizabeth Street	Charleston	WV	25311-	256

LPC Roster 2016-2018

Kanawha	Marilyn	Cassis	1514 Kanawha Blvd. E.	Charleston	WV	25311-	125
Kanawha	Randall	Clifford	4501 MacCorkle Avenue, SW Ste	South Charleston	WV	25309-	94
Kanawha	Keith	Cole	1021 Quarrier Street, Suite 414	Charleston	WV	25301-	2213
Kanawha	Marla	Coleman	1606 Kanawha Blvd. West	Charleston	WV	25387-	1712
Kanawha	Walter	Counts	16 Leon Sullivan Way	Charleston	WV	25301-	879
Kanawha	Lara	Courrier	161 Hope Lane	Burlington	WV	26710-	1806
Kanawha	Laurie	Covington	717 Lee Street Suite 407	Charleston	WV	25301-	1971
Kanawha	Melissa	Cowan	16 Leon Sullivan Way	Charleston	WV	25301-	2190
Kanawha	Margaret	Cuadra	511 Morris St.	Charleston	WV	25311-	1798
Kanawha	Patty	Deutsch	1113B Jefferson Rd. Plaza	S. Charleston	WV	25309-	1805
Kanawha	Lisa	Dorsey	4799 Midland	Charleston	WV	25306-	1716
Kanawha	Buddy	Dunkley, Jr.	2157 Greenbrier Street	Charleston	WV	25311-	2105
Kanawha	Michael	Dupay	1606 Kanawha Blvd. West	Charleston	WV	25312-	1552
Kanawha	Elizabeth	Earles	415 Morris Street, Suite 100	Charleston	WV	25301-1840	453
Kanawha	Michalene	Ebbert	1215 A Stewart Plaza	Dunbar	WV	25064-	836
Kanawha	Joumana	Elkhansa	511 Morris	Charleston	WV	25301-	1853
Kanawha	Lori	Ellison	100 Angus E. Peyton Drive	So. Charleston	WV	25303-	1970
Kanawha	Elizabeth	Fizer	P.O. Box 4554	Charleston	WV	25364-	1222
Kanawha	Karen	Flynn	PO Box 9569	South Charleston	WV	25309-0569	1779
Kanawha	Wendy	Francke	2015	Charleston	WV	25311-	1855
Kanawha	Deborah	Frost	179 Summers St., Suite 607	Charleston	WV	25301-	1534
Kanawha	Derrick	Gibson	2 Chateau Lane	Barboursville	WV	25504-1626	1618

LPC Roster 2016-2018

Kanawha	Justin	Gibson	511 Morris	Charleston	WV	25301-	1914
Kanawha	Mark	Goldman	1516 Washington	Charleston	WV	25311-	1235
Kanawha	Stacy	Gooden	218 D St.	So. Charleston	WV	25303-	2189
Kanawha	Mary	Greene	3718 Staunton Avenue, SE	Charleston	WV	25304-	1401
Kanawha	Cheri	Grimm	300 56th Street SE	Charleston	WV	25304-	1051
Kanawha	Guidon	Grundlehner	1215A Stewart Plaza	Dunbar	WV	25064-	2226
Kanawha	Stephanie	Gustafson	400 Division Street, Suite 3	South Charleston	WV	25309-	2087
Kanawha	Goldie	Gwinn	1632 Kanawha Blvd	Charleston	WV	25311-	2159
Kanawha	Eric	Hardison	3810 Venable Avenue	Charleston	WV	25301-	1830
Kanawha	Yvonne	Hargrow	511 Morris Street	Charleston	WV	25301-	2224
Kanawha	Janet	Harman	900 Washington St. E.	Charleston	WV	25301-	380
Kanawha	Shelly	Harper	1215A Stewart Plaza	Dunbar	WV	25064-	1655
Kanawha	Cheryl	Harris	200 Association Drive, Suite 200	Charleston	WV	25311-	1263
Kanawha	Hope	Hartz	808 B Street	St. Albans	WV	25177-	1698
Kanawha	Allyson	Hedges	3400 US District Courthouse, 300	Charleston	WV	25301-	1422
Kanawha	Rose Ann	Hefner	16 Leon Sullivan Way, Suite 300	Charleston	WV	25301-	1547
Kanawha	Carey	Herdman	1021 Quarrier St. Suite 414	Charleston	WV	25301-	1979
Kanawha	Jeane	Herscher	200 Elizabeth Street	Charleston	WV	25311-	1323
Kanawha	Frederick	Hufford	815 Quarrier Street, Suite 200-	Charleston	WV	25301-	57
Kanawha	Lynn	Hunt	200 Elizabeth	Charleston	WV	25311-	1164
Kanawha	Ravi	Isaiah	8 Pinnacle Place	Charleston	WV	25311-	1290

LPC Roster 2016-2018

Kanawha	Tonia	Jones	300 56th ST. E.	Charleston	WV	25304-	1915
Kanawha	Jeanne	Jones	1215-A Stewart Plaza	Dunbar	WV	25064-	1781
Kanawha	Paulette	Justice	2428 Kanawha Blvd.	Charleston	WV	25311-	194
Kanawha	Sarah	Kendall	220 Rutledge Road	Charleston	WV	25311-	1086
Kanawha	Amy	Kennedy-Rickman	824 Cross Lanes Dr	Cross Lanes	WV	25313-	2144
Kanawha	Gregory	Kenney	144 Jerry Lane	Augusta	WV	26704-	1761
Kanawha	Skyler	Kershner	16 Leon Sullivan Way	Charleston	WV	25301-	888
Kanawha	Doris	King	200 Association Drive, Suite 200	Charleston	WV	25311-	1879
Kanawha	Julie	Kirk	200 Elizabeth Street	Charleston	WV	25311-	486
Kanawha	Stephanie	Knight Clarke	200 Elizabeth Street	Charleston	WV	25311-	2020
Kanawha	Arica	Knowlton	90 MacCorkle Ave SW, Suite	South Charleston	WV	25303-	2016
Kanawha	Vanessa	Landgrave	1021 Quarrier St Suite 414	Charleston	WV	25301-	2322
Kanawha	Candace	Layne	2300 MacCorkle	SE Charleston	WV	25304-	1929
Kanawha	Wendy	Lewis	3200 McCorkle Avenue	Charleston	WV	25304-	2312
Kanawha	William	Light	4857 Mccorkle	South	WV	25309-	1226
Kanawha	Kerri	Linton	202 Glass Drive	Cross Lanes	WV	25313-	1521
Kanawha	Jennifer	Logan	100 Capitol Street, Suite 600	Charleston	WV	25301-	1901
Kanawha	David	Lowe	200 Elizabeth	Charleston	WV	25311-	2039
Kanawha	Catherine	Luikart	511 Morris Street	Charleston	WV	25301-	1131
Kanawha	Melissa	Martin	400 Division Street Suite 3	South Charleston	WV	25309-	1021
Kanawha	Ann	Martin	16 Leon Sullivan Way, Suite 300	Charleston	WV	25301-	1818

LPC Roster 2016-2018

Kanawha	Regina	Martin	1215A Stewart Plaza	Dunbar	WV	25064-	1820
Kanawha	Mark	Mason	3002 Shadyside Road	St. Albans	WV	25177-	1032
Kanawha	Diana	Masso	600 Shrewsbury Street	Charleston	WV	25301-1211	1797
Kanawha	Lisa	McClung	100 Capitol Street, Suite 600	Charleston	WV	25301-	1714
Kanawha	Chelena	McCoy	200 Elizabeth	Charleston	WV	25301-	1368
Kanawha	Patricia	McFann	Post Office Box 11405	Charleston	WV	25311-	379
Kanawha	Kari	Mika-Lude	PO Box 1031	Culloden	WV	25570-	2276
Kanawha	Thomas	Miller	601 57th Street, SE suite 2	Charleston	WV	25304-	1379
Kanawha	Mindy	Mitchell	1215 A Stewart Plaza	Dunbar	WV	25064-	1836
Kanawha	Merritt	Moore	350 Capitol	Charleston	WV	25301-	1024
Kanawha	Stephanie	Moran	234 Lee Avenue	Nitro	WV	25143-	2287
Kanawha	Kelly	Mordecki	1900 Kanawha Blvd E Bldg 6	Charleston	WV	25305-	1536
Kanawha	Antoinette	Morrison	Not Reported	Not Reported	NR	Not Reported	1005
Kanawha	Susan	Mullens	1750 Woodbine Avenue	Charleston	WV	25302-	1063
Kanawha	William	Mullett	1418 MacCorkle Ave SE	Charleston	WV	25303-	789
Kanawha	Kimberly	Mundy	300 56th St. SE	Charleston	WV	25304-	1245
Kanawha	Kathy	Muscari	Route 79 5722 Cabin Creek Rd	Dawes	WV	25054-	1238
Kanawha	Jason	Newsome	1219 Ohio Avenue	Dunbar	WV	25064-	1937
Kanawha	Tina	Nibert-Myers	1002 Lee St. East	Charleston	WV	25301-	1562
Kanawha	Robert	Payne	300 56th Street SE	Charleston	WV	25304-	1527
Kanawha	Dana	Petroff	96 MacCorkle Avenue	South Charleston	WV	25303-	1543

LPC Roster 2016-2018

Kanawha	Louann	Petts	500 Virginia St E, Suite 400	Charleston	WV	25301-	1495
Kanawha	Emily	Proctor	100 Capitol Street, Suite 600	Charleston	WV	25301-	1497
Kanawha	Catherine	Rasnake	1520 Kanawha Blvd East	Charleston	WV	25311-	1498
Kanawha	Benjamin	Redmond	100 Middle School Lane	Charleston	WV	25312-	2345
Kanawha	Karen	Reid	510 Washington Street W.	Charleston	WV	25304-	1360
Kanawha	Carole	Riley	1601 Virginia St	Charleston	WV	15219-	1228
Kanawha	Sabrina	Rollins	16 Leon Sullivan Way	Charleston	WV	25301-	1523
Kanawha	Deana	Samms	16 Leon Sullivan Way, Suite 300	Charleston	WV	25301-	1972
Kanawha	Rhonda	Sarcone	Not Reported	Not Reported	NR	Not Reporte	968
Kanawha	Kathleen	Sauls	PO Box 9569	South	WV	25309-	2271
Kanawha	L.	Scaramucci- Summers	350 Capitol Street	Charleston	WV	25301-	202
Kanawha	Robert	Schacht	16 Leon Sullivan Way	Charleston	WV	25301-	1922
Kanawha	Mary	Selbe	300 56th Street SE	Charleston	WV	25304-	2333
Kanawha	Nancy	Shapero	1670 Loop Road	Charleston	WV	25303-	1432
Kanawha	Nancy	Sloan	600 Shrewsbury Street Room 320	Charleston	WV	25301-	457
Kanawha	Carol	Smith	100 Angus E Peyton Drive	South Charleston	WV	25303-	1826
Kanawha	Jane	Smith	1405 Kingston Court	Charleston	WV	25314-	159
Kanawha	Sarah	Smith	12 Kanawha	St. Albans	WV	25177-	2156
Kanawha	Michelle	Smith	325 27th Street	Dunbar	WV	25064-	2361
Kanawha	Helen	Snyder	100 Capitol St, Suite 600	Charleston	WV	25301-	560
Kanawha	Mindy	Stanley	1418-A MacCorkle Ave	Charleston	WV	25303-	1637

LPC Roster 2016-2018

Kanawha	Sherrie	Stewart	501 Morris St.	Charleston	WV	25301-	1257
Kanawha	Brent	Stover	501 Morris Street	Charleston	WV	25301-	1707
Kanawha	Racheale	Stringer	5311 Pamela Circle	Cross Lanes	WV	25313-	1579
Kanawha	Catherine	Stringfellow	2001 Carbide Drive	South Charleston	WV	25303-	1281
Kanawha	Raymond	Surber	100 Capitol Street, Suite 600	Charleston	WV	25301-	1596
Kanawha	William	Tanzev	1111 Oakhurst Drive	Charleston	WV	25314-	574
Kanawha	Richard	Tench	200 Elizabeth Street	Charleston	WV	25311-	2133
Kanawha	Diana	Thaxton	200 Elizabeth Street	Charleston	WV	25311-	1467
Kanawha	Dina	Thistlethwaite	100 Peyton Way Suite 200	Charleston	WV	25309-	1225
Kanawha	Cecilia	Thomas	Post Office Box	Charleston	WV	25364-	517
Kanawha	Amy	Thomas	1219 Ohio Avenue	Dunbar	WV	25064-	2022
Kanawha	Maria	Van Dyke	90 MacCorkle AvenueSW Suite 201	South Charleston	WV	25303-	1442
Kanawha	James	Vance	527 2nd Ave	South Charleston	WV	25303-	376
Kanawha	Allison	Vance	200 Elizabeth Street	Charleston	WV	25301-	1882
Kanawha	Terrence	Walker	511 Morris Street	Charleston	WV	25301-	2348
Kanawha	Donald	Walker	201 Brooks	Charleston	WV	25323-	933
Kanawha	Ashlee	Walls	100 Military Drive	South Charleston	WV	25309-	1963
Kanawha	Cindy	Wanamaker	100 Capitol Street, Suite 600	Charleston	WV	25301-	921
Kanawha	William	Welker	4605 MacCorkle Avenue SW	South Charleston	WV	25309-	1962
Kanawha	Jennifer	Welker	300 56th Street	Charleston	WV	25304-	1995
Kanawha	Lisa	Westfall	P.O. Box 1542	Charleston	WV	25326-	1255
Kanawha	Lauren	White	96 MacCorkle Avenue	South Charleston	WV	25303-	2286

LPC Roster 2016-2018

Kanawha	Dorothy	Whitehurst	1027 Montrose Drive	South Charleston	WV	25303-	577
Kanawha	Cassandra	Whyte	526 Wallace Hall	Institute	WV	25113-1000	316
Kanawha	Gail	Wickert	200 Elizabeth Street	Charleston	WV	25311-	1575
Kanawha	Kristina	Wiley	108 Circle Drive	Cross Lanes	WV	25313-	1844
Kanawha	Nola	Willard	5525 Big Tyler Road	Cross Lanes	WV	25313-	1988
Kanawha	Amy	Williams	303 Washington Street, W Rm.	Charleston	WV	25302-	1550
Kanawha	Mary	Wuletich	200 Elizabeth	Charleston	WV	25311-	1652
Kanawha	Michael	Yeager	713 Bigley Ave.	Charleston	WV	25302-	2238
Kanawha/Fayette	Kitty	Palausky	Fayette Pike-Old Main Rm. 304	Montgomery	WV	25136-	372
Lewis	Josie	Bush	239 Court Ave	Weston	WV	26452-	1729
Lewis	Kirsten	Coit-Fetty	239 Court Avenue	Weston	WV	26452-	1772
Lewis	Beverley	Hines	2370 US Highway 19 N.	Jane Lew	WV	26378-	137
Lewis	Karen	Randolph	5 Brown Avenue	Weston	WV	26452-	454
Lewis	Barry	Row	936 Sharpe Hospital Road	Weston	WV	26452-	431
Lewis	Nicole	Snyder	5 Brown Avenue	Weston	WV	26452-	2131
Lewis	Helen	Woodyard	5 Brown Avenue	Weston	WV	26452-	1221
Lewis	Donald	Worth	5 Brown Ave.	Weston	WV	26452-	2062
Lewis	Lucas	Ziems	359 Court	Weston	WV	26452-	2351
Lincoln	Rachael	Oiler	25 Lincoln Plaza	Branchland	WV	25506-	2270
Lincoln	Eric	Schomburg	25 Lincoln Plaza	Branch Lane	WV	25506-	2302
Logan	Rachel	Ball	313 Hudgins Street	Logan	WV	25601-	2143
Logan	Ashlee	Calandros	1831 Mudfork Road	Verduville	WV	25649-	2201
Logan	Sandra	Cox	197 Dingess Street	Logan	WV	25601-	2319
Logan	Julie	Fields	1 Washington Avenue, Suite	Logan	WV	25601-	2330

LPC Roster 2016-2018

Logan	Stephanie	Hill	One Wildcat Way	Logan	WV	25601-	1399
Logan	Sandra	Maynard	1 Wildcat Way	Logan	WV	25601-	2214
Logan	Eugene	Mazzocchi	76 Ferrel Lawson Street	Chapmanville	WV	25508-	2025
Logan	Sandra	Vance	P.O. Box 176	Logan	WV	25601-	2364
Logan	Durand	Warren	P.O. Box 176	Logan	WV	25601-	2200
Logan	Wendi	Watts	313 Hudgins Street	Logan	WV	25601-	2349
Logan	Rita	White	312 Hudgins Street	Logan	WV	25601-	2363
Marion	Debra	Amos	1228 Country Club Road	Fairmont	WV	26554-	1904
Marion	Judith	Black	Not Reported	Fairmont	WV	Not Reported	2278
Marion	Amy	Burdette	618 Fairmont Ave	Fairmont	WV	26554-	1888
Marion	Peter	Cole	701 Coleman Avenue	Fairmont	WV	26554-	2199
Marion	Stacey	Crandall	448 Leonard St.	Fairmont	WV	26554-	2072
Marion	Terry	Cunningham	1516 Mary Lou Retton Drive	Fairmont	WV	26554-	278
Marion	Richard	Gerlach	1993 Airport Road	Fairmont	WV	26554-	2145
Marion	David	Hansen	70 Middletown Road	Fairmont	WV	26554-	1147
Marion	Shawna	Hathaway	1516 Mary Lour Retton Drive	Fairmont	WV	26554-	1387
Marion	Rebecca	Hayes-Merrill	211 Adams St.	Fairmont	WV	26554-	1667
Marion	Nancy	Hoffman	112 Braddock Street	Fairmont	WV	26554-	648
Marion	Shelly	Johnson	70 Maranatha Dr	Whitehall	WV	26554-	1739
Marion	Spring	Lepak	909 Fairmont Avenue	Fairmont	WV	26554-	2275
Marion	Hallie	McLeod	21 Middletown Rd	White Hall	WV	26554-	1363
Marion	Alisa	Pelaez	1 Loop Park Drive	Fairmont	WV	26554-	1662
Marion	Mary	Roman	1516 Mary Lou Retton Drive	Fairmont	WV	26554-	573
Marion	Ann	Shaver	1201 Locust Ave.	Fairmont	WV	26554-	458
Marion	Ashley	Tasker	1201 Locust	Fairmont	WV	26554-	1996

LPC Roster 2016-2018

Marion	Cheri	Timko	215 Fairmont Ave. #2	Fairmont	WV	26554-	1917
Marion	Mark	Tipton	177 Middletown Road	Whitehall	WV	26554-	1466
Marion	Denise	Tonkin	47 Middletown Road, Suite 202	White Hall	WV	26554-	2008
Marion	Charlene	Vincent	1800 Locust Avenue	Fairmont	WV	26554-	1833
Marion	Denise	Wagner	177 Middletown Road, Suite 4	Fairmont	WV	26554-	2340
Marion	Margaret	Wolfe	1228 Country Club Rd. Suite	Fairmont	WV	26554-	1488
Marshall	Shelly	Behm	214 Middle Grove Creek Rd	Moundsville	WV	26041-	1710
Marshall	Jenna	Dompa	750 Tomlinson Ave	Moundsville	WV	26041-	2264
Marshall	Tracy	Mercer	214 Middle Grove Creek	Moundsville	WV	26041-	1966
Marshall	Jennifer	Pickett	214 Middle	Moundsville	WV	26041-	1944
Marshall	Amy	Tucker	P.O. Box 578	Moundsville	WV	26041-	1471
Marshall	Marilyn	Wehrheim	P. O. Box 578	Moundsville	WV	26041-	80
Mason	Michelle	Cremeans	710 Viand Street	Point Pleasant	WV	25550-	2217
Mason	Jenny	Kerr	710 Viand Street	Point Pleasant	WV	25550-	2148
Mason	Ava	Roush	11264 Ohio River Road	West Columbia	WV	25287-	2324
Mason	Robert	Updegrave	11264 Ohio River Road	West Columbia	WV	25287-	1542
McDowell	Perry	Blankenship	P.O. Box 480	Avondale	WV	24811-	2202
McDowell	Sarah	Koster	1212 Bath Avenue	Ashland	WV	Not Reporte	2326
Mercer	Theresa	Bishop	3997 Beckley Rd	Princeton	WV	24740-	1677
Mercer	Tina	Borich	200 12th Street Ext.	Princeton	WV	24740-	1671
Mercer	Deborah	Brown	122-12th Street	Princeton	WV	24740-	826
Mercer	Shelia	Chandler	200 12th Street	Princeton	WV	24740-	1808
Mercer	Carla	Cole	195 Davis St	Princeton	WV	24739-	1626

LPC Roster 2016-2018

Mercer	Shontae	Cox	200 12th Street Extension	Princeton	WV	24740-	2292
Mercer	Twyla	Hersman	120 shaker Lane	Princeton	WV	24739-	136
Mercer	Michael	Johnson	1333 Southview Drive	Bluefield	WV	24701-	2003
Mercer	Samantha	Mann	3997 Beckley Road	Princeton	WV	24740-	2269
Mercer	Shannon	May	200 12th Street Ext	Princeton	WV	24740-	2327
Mercer	Rachel	Miley	220 S. Walker Street, Suite A	Princeton	WV	24740-	1664
Mercer	Teresa	Paine	500 Bland Street	Bluefield	WV	24701-	251
Mercer	Antonia	Porter	200 12th St.	Princeton	WV	24740-	2032
Mercer	Jeanette	Ratcliffe	195 Davis Street	Princeton	WV	24740-	1457
Mercer	Dreama	Short	1439 1/2 East	Princeton	WV	24740-	1361
Mercer	Tammie	Smith	105 Gott Road	Princeton	WV	24740-	1364
Mercer	Kimberly	Thomason	200 12th Street Extension	Princeton	WV	24740-	2317
Mercer	Sylvia	Wright	1609 W Main St	Princeton	WV	24740-	1270
Mercer	Kathy	Wyrick	220 South Walker Street,	Princeton	WV	24740-	1868
Mineral	Maria	Bechdel	1520 Kanawha Blvd. East	Charleston	WV	25311-	2033
Mineral	Sara	Evans	9998 Frankfort Highway 2F, P.O.	Fort Ashby	WV	26719-	1720
Mineral	Gregory	George II	120 Hope Lane	Burlington	WV	26710-	2243
Mineral	Bryan	Henchey	130 North Main Street	Keyser	WV	26726-	2299
Mineral	April	House	130 Center	Keyser	WV	26726-	1232
Mineral	Bridgette	Kady	67 North Tornado Way	Keyser	WV	26726-	1840
Mineral	Kristin	Morton	101 Fort Ave	Keyser	WV	26726-	2219
Mineral	Helen	O'Neal	130 Center Street	Keyser	WV	26726-	1127
Mineral	Kristina	Richmond	130 Center Street	Keyser	WV	26726-	2006
Mineral	Sierra	Shapiro	130 Center Street	Keyser	WV	26726-	2188

LPC Roster 2016-2018

Mingo	Rebecca	Alley	1609 West 3rd Avenue	Williamson	WV	25661-	2075
Mingo	Susan	Baisden	41 West Fifth Avenue	Williamson	WV	25661-	538
Mingo	Drema	Dempsey	110 Cinderella Road	Williamson	WV	25661-	1612
Mingo	Hazel	Gillman	110 Cinderella Road	Williamson	WV	25661-	1567
Mingo	Richard	Hanson	41 W 5th Avenue	Williamson	WV	25661-	2265
Mingo	Jennifer	Lyon	101 Logan Street Memorial	Williamson	WV	25661-	2334
Monongalia	Bernadette	Alexander	Marina Towers 48 Donley St.,	Morgantown	WV	26505-	2240
Monongalia	Terri	Areford-Shaw	3647 Collins	Morgantown	WV	26505-	1295
Monongalia	Kara	Bailes	1277 Suncrest Towne Centre	Morgantown	WV	26505-	2164
Monongalia	Constance	Banta	930 Chestnut Ridge Road	Morgantown	WV	26505- 2954	2018
Monongalia	Sophia	Bienek-Cate	930 Chestnut Ridge Road	Morgantown	WV	26505-	1554
Monongalia	Kari	Blizzard	165 Scott Ave, Suite 208	Morgantown	WV	26505-	2208
Monongalia	Lindsey	Brown	1005 White Willow Way	Morgantown	WV	26505-	2304
Monongalia	Matthew	Bunner	930 Chestnut Ridge Rd	Morgantown	WV	26505-	2261
Monongalia	Regina	Burgess	504 A Allen Hall	Morgantown	WV	26506-	1578
Monongalia	Kathleen	Chiasson- Downs	WVU PO Box 9137	Morgantown	WV	26505-	2034
Monongalia	Tabitha	Coffindaffer	904 Aston Place	Morgantown	WV	26508-	1330
Monongalia	Tracie	Corder	34 Commerce Drive, Suite 101	Morgantown	WV	26501-	2058
Monongalia	Ryan	Dallatore	930 Chesnut Ridge Road	Morgantown	WV	26505-	2298
Monongalia	David	Davis	930 Chestnut Ridge Rd	Morgantown	WV	26505-	2329
Monongalia	Sara	DiSimone	3000 Coombs Farm Rd, Suite	Morgantown	WV	26508-	2085
Monongalia	Jacqueline	Dorsey	13 South High Street	Morgantown	WV	26505-	1651

LPC Roster 2016-2018

Monongalia	Esther	Ervin	50 Clay St. Ste. 3	Morgantown	WV	26501-	2203
Monongalia	Joan	Evans	293 Willey Street	Morgantown	WV	26505-	38
Monongalia	Brenda	Everett	34 Commerce Dr. Suite 101	Morgantown	WV	26501-	2294
Monongalia	Robin	Falor	930 Chestnut Ridge Road	Morgantown	WV	26505-	1968
Monongalia	Laurel	Faulkenberry	930 Chestnut	Morgantown	WV	26505-	1854
Monongalia	Robert	Freedlander	930 Chestnut Ridge Road	Morgantown	WV	26505-	2165
Monongalia	JoAnn	Frey	1277 Suncrest Towne Center	Morgantown	WV	26505-	2088
Monongalia	Stacy	Garcia	235 High Street, Ste. 810	Morgantown	WV	26505-6891	2040
Monongalia	Jerry	Gibson	125 Brookdale Drive	Morgantown	WV	26508-	2318
Monongalia	Christina	Giles	3000 Coombs Farm Dr. Suite	Morgantown	WV	26508-	2139
Monongalia	Cathy	Gross	P.O. Box 4594	Morgantown	WV	26504-	1607
Monongalia	Audra	Hamrick	13 High Street	Morgantown	WV	26501-	2167
Monongalia	Caitlin	Hanna	930 Chestnut Ridge Road	Morgantown	WV	26405-	2127
Monongalia	Karen	Hedges	909 Greenbag Rd	Morgantown	WV	26508-	405
Monongalia	Susan	Henigin	1085 Van Voorhis Road,	Morgantown	WV	26506-6423	1658
Monongalia	Layne	Hitchcock	PO Box 6422 390 Birch St	Morgantown	WV	26506-	2267
Monongalia	Vickie	Hoffman	930 Chestnut Ridge Road	Morgantown	WV	26505-	1967
Monongalia	Samantha	Host	2000 Coombs Farm Rd Bld B	Morgantown	WV	26508-	2237
Monongalia	Kimberly	Hotlosz	1005 White Willow Way	Morgantown	WV	26505-	2076
Monongalia	Mark	Husk	301 Scott Avenue	Morgantown	WV	26505-	1634
Monongalia	Edward	Jacobs	502 Allen Hall WVU	Morgantown	WV	26506-6122	650
Monongalia	Jamie	Jacobs	235 High Street Suite 407	Morgantown	WV	26505-	1978
Monongalia	Kristin	Johnson-	1277 Suncrecrest	Morgantown	WV	26505-	2052

LPC Roster 2016-2018

Monongalia	Toni	Jones	P.O. Box 6008	Morgantown	WV	26506-	1949
Monongalia	Terry	Kelly	Not Reported	Not Reported	NR	Not Reporte	620
Monongalia	Sharon	Kennedy	131 Bakers Ridge	Morgantown	WV	26501-	1581
Monongalia	Mikee	Krieg	3000 Coombs	Morgantown	WV	26508-	2099
Monongalia	Erika	Laurenson	1277 Suncrest Towne Centre	Morgantown	WV	26505-	2136
Monongalia	Ginny	Lemley	6040 University Town Centre	Morgantown	WV	26501-	2149
Monongalia	B.	Leon	1553 Stewartstown	Morgantown	WV	26501-	459
Monongalia	Amanda	Lewis	930 Chestnut	Morgantown	WV	26505-	2268
Monongalia	Elva	Lynch	South High Street	Morgantown	WV	26505-	7
Monongalia	Dennis	Lynch	930 Chestnut Ridge Road	Morgantown	WV	26505-	897
Monongalia	Rebekah	Lynch-Kantes	301 Scott Ave	Morgantown	WV	26508-	1022
Monongalia	Gloria	Mahin	6 Canyon Rd, Suite 150	Morgantown	WV	26508-	2248
Monongalia	Ellen	McBride	1062 Maple Drive, Suite 1	Morgantown	WV	26505-	1383
Monongalia	Heather	Milam	1005 White Willow Way	Morgantown	WV	26505-	2108
Monongalia	Tamara	Miller	2000 Coombs Farms Road, Bldg 13	Morgantown	WV	26508-	2109
Monongalia	Ashleigh	Mills	50 Clay St. Ste. 3	Morgantown	WV	26501-	2215
Monongalia	Lora	Morehead	18 Durham Lane	Morgantown	WV	26508-	1793
Monongalia	Melody	Morgan	11 Commerce Drive, Suite 200	Morgantown	WV	26501-	2028
Monongalia	George	Moses	1062 Maple Drive Suite 1	Morgantown	WV	26505-2815	558
Monongalia	Kayla	Mullin	3000 Coombs Farm Drive	Morgantown	WV	26508-	2129
Monongalia	Claudia	Neely	P.O. Box 197	Morgantown	WV	26507-	2233

LPC Roster 2016-2018

Monongalia	Nicole	O'Barto Trainer	1277 Suncrest Towne Centre	Morgantown	WV	26505-	1998
Monongalia	Laurel	O'Neal Thornton	235 High Street, Suite 606	Morgantown	WV	26505-	2107
Monongalia	Anthony	Onorato	1553 Stewartstown	Morgantown	WV	26505-	1033
Monongalia	Heidi	O'Toole	235 High Street Suite 720	Morgantown	WV	26505-	2260
Monongalia	Bethany	Owen	3000 Coombs Farm Drive, Suite	Morgantown	WV	26508-	2162
Monongalia	Sandra	Perine	907 Brunswick Apts.	Morgantown	WV	26508-	848
Monongalia	Jonathan	Pishner	160 Fayette St., Suite 206	Morgantown	WV	26505-	2059
Monongalia	Jennifer	Randall Reyes	1277 Suncrest Towne Center	Morgantown	WV	26505-	2115
Monongalia	Jacob	Raymond	6 Canyon Road, Suite 150	Morgantown	WV	26508-	2126
Monongalia	Melanie	Rogers	874 Fairmont Road, Suite C	Morgantown	WV	26501-	1179
Monongalia	Erika	Rucker	930 Chestnut Ridge Center	Morgantown	WV	26505-	2332
Monongalia	Brian	Ruehle	109 Wilson Ave	Morgantown	WV	26501-	2228
Monongalia	Jodie	Russell	930 Chestnut Ridge Road	Morgantown	WV	26505-	2074
Monongalia	Mary	Schaffer	390 Birch Street	Morgantown	WV	26508-	1514
Monongalia	Christine	Schimmel	502-G Allen Hall	Morgantown	WV	26506-	1479
Monongalia	Gerard	Schmidt	301 Scott	Morgantown	WV	26508-	330
Monongalia	Kathleen	Servian	930 Chestnut Ridge Road	Morgantown	WV	26506-	1919
Monongalia	Carol	Shaub	1120 K HSC North/P.O. Box	Morgantown	WV	26506-	2001
Monongalia	Linda	Shreve	Mountaineer Mall 5000	Morgantown	WV	26501-	1896
Monongalia	Anna	Simmons	13 South High Street	Morgantown	WV	26501-	2255
Monongalia	Scott	Slaughter II	930 Chestnut Ridge Road	Morgantown	WV	26505-	2077

LPC Roster 2016-2018

Monongalia	Amber	Smith	109 Wilson Avenue	Morgantown	WV	26501-	2315
Monongalia	Marilyn	Smith	PO Box 9240 One Medical Center	Morgantown	WV	26506-9640	1553
Monongalia	Teresa	Spraggins	40 Linden Street	Westover	WV	26501-	1535
Monongalia	Valerie	Stansberry	709 Beechurst Ave., Suite 14 B	Morgantown	WV	26505-	2054
Monongalia	Dawn	Staub	6 Canyon Rd	Morgantown	WV	26508-	2249
Monongalia	Ashlee	Stevens	930 Chestnut Ridge Road	Morgantown	WV	26505-	2316
Monongalia	Rachel	Streets	930 Chestnut Ridge Rd	Morgantown	WV	26505-	2256
Monongalia	Nancy	Taylor	1062 Maple Drive #1	Morgantown	WV	26505-	1807
Monongalia	Matthew	Tolliver	688 River Road	Morgantown	WV	26501-	2204
Monongalia	Jack	Torsney	536 Monongalia Ave	Morgantown	WV	26505-	550
Monongalia	Jennifer	Walker	3000 Coombs Farm Rd Suite	Morgantown	WV	26508-	2119
Monongalia	Laura	Walls	160 Fayette Street, Suite 206	Morgantown	WV	26505-	2184
Monongalia	Brittany	Walters	930 Chestnut Ridge Rd	Morgantown	WV	26505-	2234
Monongalia	Deborah	Wanzer	886 Chestnut Ridge Road, Suite	Morgantown	WV	26506-	114
Monongalia	Courtney	Whitehead	13 South High Street	Morgantown	WV	26501-	1994
Monongalia	Theresa	Williams	816 Somerset Street	Morgantown	WV	26505-	1449
Monongalia	Robert	Wilson	235 High Street, Suite 708	Morgantown	WV	26505-	2044
Monongalia	Nancy	Wolfe-Dilgard	1533 Fairmont	Morgantown	WV	26501-	959
Monongalia	Jessica	Woodfork	P.O. Box 6116	Morgantown	WV	26505-	1480

LPC Roster 2016-2018

Morgan	Jamie	Cramer	783 Winchester Street	Paw Paw	WV	25434-	2216
Morgan	Sandra	Kaye	PO Box 323, 181 Sylvia Lane	Berkeley Springs	WV	25411-	1719
Morgan	Linda	Parkhill	48 Bradley Brook Lane	Hedgesville	WV	25427-	1544
Morgan	Gail	Shade	Post Office Box 903	Berkeley Springs	WV	25411-	1001
NA	James	Bruner	2800 South Shiulington Road, Suite 350	Arlington	VA	22206-	1300
Not Reported	Beverly	Acree-Patton	Retired	Not Reported	NR	Not Reporte	1321
Not Reported	Donna	Borders	Not Reported	Not Reported	NR	Not Reporte	966
Not Reported	Victoria	Carovillano	Not Reported	Not Reported	NR	Not Reporte	1695
Not Reported	Kelly	Carter	Not Reported	Not Reported	NR	Not Reporte	1461
Not Reported	Nicole	Clark	None Reported	Not Reported	NR	Not Reporte	2104
Not Reported	Amy	Connelly	Not Reported	Not Reported	NR	Not Reporte	2138
Not Reported	Debra	Cook	Not Reported	Not Reported	NR	Not Reporte	1851
Not Reported	Mary	Dean	Not Reported	Not Reported	NR	Not Reporte	1871
Not Reported	Allan	Embrey	Not Reported	Not Reported	NR	Not Reporte	1183
Not Reported	Lori	Fedorczyk	Not Reported	Not Reported	WV	Not Reporte	2273
Not Reported	Christi	Flynn	Not Reported	Not Reported	NR	Not Reporte	1632
Not Reported	James	Gano	Not Reported	Not Reported	NR	Not Reporte	930
Not Reported	Donna	Hardy	Not Reported	Not Reported	NR	Not Reporte	1532
Not Reported	Charles	Hasse	Not Reported	Not Reported	NR	Not Reporte	671
Not Reported	Edward	Hinson	Not Reported	Not Reported	WV	Not Reporte	2300
Not Reported	Debora	Jacks	Not Reported	Not Reported	NR	Not Reporte	1448
Not Reported	Susan	Jones	Not Reported	Not Reported	NR	Not Reporte	305

LPC Roster 2016-2018

Not Reported	Teresa	Key-Piciucco	Not Reported	Not Reported	NR	Not Reporte	1291
Not Reported	Robert	Kiser	Not Reported	Not Reported	NR	Not Reporte	2068
Not Reported	Jean	Klemm	Not Reported	Not Reported	NR	Not Reporte	1732
Not Reported	Kathie	Kommor	Not Reported	Not Reported	NR	Not Reporte	1811
Not Reported	James	Kowalski	Not Reported	Not Reported	NR	Not Reporte	2066
Not Reported	Teresa	Light	Not Reported	Not Reported	NR	Not Reporte	1328
Not Reported	Linda	Lutman	Not Reported	Not Reported	NR	Not Reporte	352
Not Reported	Deatra	Markham	Not Reported	Not Reported	NR	Not Reporte	735
Not Reported	Susan	McCollum	Not Reported	Not Reported	NR	Not Reporte	2015
Not Reported	Pernell	McCoy	Not Reported	Not Reported	NR	Not Reporte	623
Not Reported	Regina	Norum	Not Reported	Not Reported	NR	Not Reporte	1072
Not Reported	Andrea	Paolo	Not Reported	Not Reported	NR	Not Reporte	991
Not Reported	Bonnie	Preece	Not Reported	Not Reported	NR	Not Reporte	1393
Not Reported	Thomas	Price	Not Reported	Not Reported	NR	Not Reporte	1539
Not Reported	John	Rector	Not Reported	Not Reported	NR	Not Reporte	667
Not Reported	Lynne	Roderick	Not Reported	Not Reported	NR	Not Reporte	1133
Not Reported	Marilyn	Smith	Not Reported	Not Reported	NR	Not Reporte	1524
Not Reported	Karl	Underwood	Not Reported	Not Reported	NR	Not Reporte	1476
Not Reported	Teresa	Vaughan	Not Reported	Not Reported	NR	Not Reporte	2303
Not Reported	Cheryl	Vineyard	Not Reported	Not Reported	NR	Not Reporte	1149
Not Reported	Sheri	Warden-Harmon	Not Reported	Not Reported	WV	Not Reporte	2362
Not Reported	Travis	Watson	Not Reported	Not Reported	WV	Not Reporte	2310
Not Reported	Judith	Wilkinson	Not Reported	Not Reported	NR	Not Reporte	1096

LPC Roster 2016-2018

Not Reported	Elaine	Wine	Retired	Not Reported	NR	Not Reporte	1395
Not Reported	Linda	Workman	Not Reported	Not Reported	NR	Not Reporte	1526
Ohio	Jane	Amons	2101 Jacob Street	Wheeling	WV	26003-	1685
Ohio	Patricia	Bailey	80-12th Street, Suite 206	Wheeling	WV	26003-	1508
Ohio	Joni	Blum	1025 Main	Wheeling	WV	26003-	1752
Ohio	Leslie	Bolock	2606 National	Wheeling	WV	26003-	2289
Ohio	Demetra	Bowman	2001 Eoff Street	Wheeling	WV	26003-	2106
Ohio	Giulio	Cappelletti	1025 Main Street, Suite 510	Wheeling	WV	26003-	598
Ohio	Margaret	Cartus	69 16th St.	Wheeling	WV	26003-	523
Ohio	William	Coburn	1025 Main Street STE 317	Wheeling	WV	26003-	1683
Ohio	Karen	Coffield	141 Key Ave	Wheeling	WV	26041-	1203
Ohio	Yukiko	Comstock	2606 National Road	Wheeling	WV	26003-	2291
Ohio	Beth	Dague	2204 Eoff Street	Wheeling	WV	26003-	314
Ohio	Jamie	Davis	1025 Main	Wheeling	WV	26003-	1849
Ohio	Christine	Denbow	2000 Eoff Street	Wheeling	WV	26003-	1934
Ohio	Megan	Ferda	2000 Eoff Street Suite 704	Wheeling	WV	26003-	2061
Ohio	Nancy	Georges	1250 Main St. Mull Center	Wheeling	WV	26003-	1279
Ohio	Josalyn	Ice	2606 National Road	Wheeling	WV	26003-	1802
Ohio	Allyson	Kangisser	2203 National	Wheeling	WV	26003-	2257
Ohio	Erin	Krusec	99 North Sugar Street	ST. Clairsville	OH	43950-	1889
Ohio	Jean	Kurtz	111 Park View Lane, Suite 201	Wheeling	WV	26003-	1821
Ohio	Andrea	Lefebvre	2121 Eoff Street	Wheeling	WV	26003-	2258
Ohio	V.	Loew-Shelhammer	1025 Main Street, Suite 507	Wheeling	WV	26003-	1282
Ohio	Megan	Lucas	40 Orrs Ln	Triadelphia	WV	26059-	2344

LPC Roster 2016-2018

Ohio	Jill	Maloney	1976 Park View Road	Wheeling	WV	26003-	1862
Ohio	Cecelia	Marchisio	2606 National	Wheeling	WV	26003-	2065
Ohio	Erin	McFarland	Not Reported	Wheeling	WV	26003-	1629
Ohio	Sandra	McMahon	80 12 th Street, Suite 600	Wheeling	WV	26003-	1633
Ohio	Donald	Miller	1500 Chapline Street	Wheeling	WV	26003-	1928
Ohio	Dixie	Myers	2100 Jacob Street	Wheeling	WV	26003-	1964
Ohio	Dee	Nazzaro	76-14th Street	Wheeling	WV	26003-	1384
Ohio	Jimmy	Pickett	136 30th Street	Wheeling	WV	26003-	1139
Ohio	Nancy	Reed	40 -12th Street, McLain Bldg,	Wheeling	WV	26003-	1980
Ohio	Ronald	Rielly	2121 Eoff Street	Wheeling	WV	26003-	2175
Ohio	Heather	Ryan	1031 National Road	Wheeling	WV	26003-	2235
Ohio	Orlando	Sacco	2204 Eoff Street	Wheeling	WV	26003-	866
Ohio	Dorothy	Shanley	1025 Main Street, Suite 502	Wheeling	WV	26003-	1828
Ohio	Laura	Smith	2606 National Road	Wheeling	WV	26003-	2285
Ohio	George	Smoulder	51-11th Street	Wheeling	WV	26003-	773
Ohio	Daniel	Steiniger	PO Box 3004	Wheeling	WV	26003-	940
Ohio	Sandra	Street	1025 Main Street	Wheeling	WV	26003-	1135
Ohio	Kathleen	Szafran	2616 National Road	Wheeling	WV	26003-	1148
Ohio	Pamela	Thomas	579 Middle Creek Road	Triadelphia	WV	26059-	1650
Ohio	Oksana	Thomas	2000 Eoff Street Suite 704	Wheeling	WV	26003-	2225
Ohio	Amy	Wade	PO Box 6710, 2204 Eoff Street	Wheeling	WV	26003-	1938
Ohio	Liz	Watkins	76 14th Street	Wheeling	WV	26003-	1095
Ohio	Jessica	Watt	2203 National Road	Wheeling	WV	26003-	1892

LPC Roster 2016-2018

Ohio	Paul	Weigel	58 16th Street	Wheeling	WV	26003-	997
Ohio	Jan	Worthington	Not Reported	Not Reported	NR	Not	1097
Pendleton	Carmen	Bell	Not Reported	Not Reported	NR	Not	950
Pendleton	Marsha	Keller	108 Walnut Street	Franklin	WV	26807-	103
Pendleton	Jennifer	Taylor-Ide	82 Pine St	Franklin	WV	26807-	1696
Pleasants	Tammy	Haight	202 Fairview Drive	Saint Marys	WV	26170-	1846
Pleasants	N	Hayes	210 Second Street	St. Marys	WV	26170-	2030
Pocahontas	Ira	Brown	5917 Potomac Highlands Trail	Green Bank	WV	24944-	1545
Pocahontas	Lynette	Otto	1536 Sunset Road	Marlinton	WV	24954-	2150
Preston	Leah	Bailey	1001 Army Road-Camp Dawson	Kingwood	WV	26537-	2017
Preston	Charles	Graham	301 Scott Avenue	Morgantown	WV	26508-	1755
Preston	Shelly	Pyles	400 Knight Drive	Kingwood	WV	26537-	1416
Putnam	Fred	Clark	1401 Hospital Drive, Suite 205	Hurricane	WV	25526-	1704
Putnam	Harry	Dyer	77 Courthouse Drive	Winfield	WV	25213-	1541
Putnam	Tamara	Lewis	3729 Teays Valley Rd, Suite	Hurricane	WV	25526-	1438
Putnam	Leigh	Page	9 Courthouse Drive	Winfield	WV	25213-	1347
Putnam	Kelli	Randan-Pennington	9 Courthouse Drive	Winfield	WV	25513-	1355
Putnam	Carla	Rice Payne	3676 Teays Valley Road	Hurricane	WV	25526-	1254
Putnam	Laberta	Salamacha	4031 Teays Valley Road	Scott Depot	WV	25560-	624
Putnam	Rhea	Varian	9 Courthouse Drive	Winfield	WV	25213-	1907
Raleigh	Frances	Allen-Henderson	252 Rural Acres Drive	Beckley	WV	25801-	1690
Raleigh	Marcia	Beller	1014 Johnstown	Beckley	WV	25801-	1154

LPC Roster 2016-2018

Raleigh	Elizabeth	Brooke	Box 6, 130 George St. Ste. E- F	Beckley	WV	25801-	2290
Raleigh	Frankie	Cappellari	115 Adair Street	Beckley	WV	25801-	493
Raleigh	William	Catus	120 Harper Ct	Beckley	WV	25801-	2338
Raleigh	Shannon	Cipoletti	3049 Robert C. Byrd Dr., Suite	Beckley	WV	25801-	2056
Raleigh	Tiffani	Dale	4700 Robert C. Byrd Drive	Beckley	WV	25801-	2157
Raleigh	Donna	Eleo	1802 Harper Road, Suite 202	Beckley	WV	25801-	2305
Raleigh	Sara	Frost	550 N Eisenhower Dr.	Beckley	WV	25801-	2155
Raleigh	Chelsea	Gunther	101 S. Eisenhower	Beckley	WV	25801-	2024
Raleigh	Angela	Hamilton	P.O. Box 1202	Crab Orchard	WV	25827-	1754
Raleigh	Cormie	Hildebrand	101 S. Eisenhower Dr.	Beckley	WV	25801-	978
Raleigh	Gina	Jarrell	339 N. Eisenhower Drive	Beckley	WV	25801-	1475
Raleigh	Charles	Kuhn, Jr.	105 Adair St	Beckley	WV	25801-	232
Raleigh	Katherine	Lynch	200 Veterans Avenue	Beckley	WV	25801-	1639
Raleigh	Dwayne	Masters	130 George St. Box 6	Beckley	WV	25801-	1622
Raleigh	Cynthia	McCall	200 Veterans Ave.	Beckley	WV	25801-	412
Raleigh	Martha	McGlothlin	1000 Johnstown	Beckley	WV	25801-	354
Raleigh	Lori	Meredith	3875 Robert C. Byrd Drive	Beckley	WV	25801-	2070
Raleigh	Richard	Metrick	3049 Robert C. Byrd Drive Suite	Beckley	WV	25801-	1440
Raleigh	Daniel	Mink	1014 Johnstown Road	Beckley	WV	25801-	1262
Raleigh	Cathy	Moore	390 Stanaford Road	Beckley	WV	25801-	1767

LPC Roster 2016-2018

Raleigh	Margaret	Newcomb-Lewis	306 Stanaford Road	Beckley	WV	25801-	851
Raleigh	Emily	Reel	101 South Eisenhower	Beckley	WV	25918-	2100
Raleigh	Bill	Short	552 Cherry Creek Circle	Shady Spring	WV	25918-	1045
Raleigh	Binicki	Shrewsbury	101 S. Eisenhower	Beckley	WV	25801-	1809
Raleigh	Nancy	Sotak	1014 Johnstown Rd	Beckley	WV	25801-	436
Raleigh	Steven	Sturgill	117 W Prince Street	Beckley	WV	25801-	1753
Raleigh	Scott	Thompson	101 South Eisenhower	Beckley	WV	25801-	920
Raleigh	Beverly	Winter	304 Circle Street	Beckley	WV	25801-	487
Raleigh	Carolyn	Wood	3049 Robert C. Byrd Dr. Suite	Beckley	WV	25801-	1832
Randolph	Judith	Bertenthal-	1 Randolph	Elkins	WV	26241-	524
Randolph	Beth	Bragg	P.O. Box 247	Mill Creek	WV	26280-	1327
Randolph	Valerie	Corley	#5 Randolph Avenue, Suite 2	Elkins	WV	26241-	1920
Randolph	Brandy	English	971 Harrison Ave	Elkins	WV	26241-	2259
Randolph	Margaret	Falletta	100 Campus	Elkins	WV	26241-	2339
Randolph	Teresa	George	971 Harrison Avenue	Elkins	WV	26241-	1385
Randolph	Patricia	Haddix	105 Nathan Street	Elkins	WV	26241-	1565
Randolph	Andrea	Hansen-Ford	971 Harrison Ave	Elkins	WV	26241-	2250
Randolph	Roohi	Khan	200 11th Street	Elkins	WV	26241-	1857
Randolph	Judy	Kittle	40 11th Street	Elkins	WV	26241-	570
Randolph	Michael	McCauley	202 S. Randolph Ave	Elkins	WV	26241-	1177
Randolph	Joy	Messenger	725 Yokum Street	Elkins	WV	26241-	150
Randolph	Carolyn	Pingley	1677 Files Creek Rd	Beverly	WV	26241-	849
Randolph	Cynthia	Randall	202 Randolph Avenue	Elkins	WV	26241-	1237
Randolph	Thomas	Singleton	725 Yokum Street	Elkins	WV	26241-	1757

LPC Roster 2016-2018

Randolph	Christina	Storrick	11th Street	Elkins	WV	26241-	1376
Randolph	Connie	Townsend	PO Box 1 US-250	Huttonsville	WV	26273-	2347
Randolph	Abbie	Williams	971 Harrison	Elkins	WV	26241-	2350
Summers	Glendy	Africano	198 Pleasant Street	Hinton	WV	25951-	1981
Summers	Eva	Beeker	158 Academy Drive	Pence Springs	WV	24962-	2154
Summers	Sonya	Murrell	121 Park Avenue	Hinton	WV	25951-	1640
Summers	Carolyn	Stephens	624 Tallery Mt. Rd.	True	WV	25951-	1246
Taylor	Judith	Acree	P.O. Box 159, 2006 Trap	Grafton	WV	26354-	1366
Taylor	Pamela	Gibson	403 N. Pike St	Grafton	WV	26354-	2295
Taylor	Phyllis	Neer	#1 Hospital Plaza	Grafton	WV	26354-	1059
Taylor	Floyd	Spatafore	8908 Carriage Lane	Fairmont	WV	26554-	1372
Tucker	Amy	Cummings	8591 Holly Meadows Road	Parsons	WV	26287-	1738
Tucker	Kimberly	Johnson	116 Mountain Lion Way	Davis	WV	26269-	1945
Upshur	Elizabeth	Bohman	102 Smithfield Street	Buckhannon	WV	26201-	1692
Upshur	Amanda	Craig	102 Smithfield Street	Buckhannon	WV	26201-	1273
Upshur	Shawn	Kuba	59 College Ave.	Buckhannon	WV	26201-	660
Upshur	Sara	Lewis-Stankus	481 Heavener Grove	Buckhannon	WV	26201-	1315
Upshur	Catherine	McCauley	102 Smithfield Street	Buckhannon	WV	26201-	1874
Upshur	Timothy	McCoy	59 College Avenue	Buckhannon	WV	26201-	1584
Upshur	Erika	Morris	40 W. Main St. P.O. Box 737	Buckhannon	WV	26452-	2263
Upshur	Deborah	Thompson	99 Edmiston Way, Suite 204	Buckhannon	WV	26201-	1145
Upshur	Lori	Thompson	59 College Ave	Buckhannon	WV	26201-	1983
Upshur	Linda	Tyson	4 Northridge	Buckhannon	WV	26201-	1198
Wayne	Colleen	Caldwell-McComas	71 Wayne Street	Fort Gay	WV	25514-	2220

LPC Roster 2016-2018

Wayne	Susan	Fry	Post Office Box	Lavalette	WV	25535-	1275
Wayne	Michael	Goldman	42 McGinnis	Wayne	WV	25570-	242
Wayne	Leah	Harrison	P.O. Box 876	Ceredo	WV	25507-	1020
Wayne	Beth	Kutcher	999 B Street	Ceredo	WV	25704-	1858
Wayne	Raymona	Preston	Post Office Box 539	Lavalette	WV	25535-	1274
Wayne	Hewlett	Trogdon	145 Kenova Ave	Wayne	WV	25570-	1592
Webster	Therese	Brackett	315 South Main St.	Webster Springs	WV	26288-	1285
Webster	Karen	Dotson	#70 Box 71 Parcoal Road	Webster Springs	WV	26288-	468
Wetzel	Sherry	Croasmun	333 Foundry Street	New Martinsville	WV	26155-	1130
Wirt	Sarah	Casseday	483 Court Street	Elizabeth	WV	26143-	2049
Wood	LeAnn	Bates	936 Market	Parkersburg	WV	26101-	1954
Wood	Gary	Battin	936 Market Street	Parkersburg	WV	26101-	208
Wood	William	Bauer	3705 Emerson Avenue	Parkersburg	WV	26104-	2336
Wood	Pamela	Bauman	907 Mission Drive	Parkersburg	WV	26180-	1705
Wood	Kristen	Bolian	2121 7th Street, E	Parkersburg	WV	26101-	2073
Wood	Clarissa	Coleman	601 Avery Street	Parkersburg	WV	26101-	2116
Wood	Jennifer	Cozart	3199 Core Road	Parkersburg	WV	26101-	1794
Wood	Marvin	Crane	3194 Core Road	Parkersburg	WV	26104-	186
Wood	Rachel	Criss	601 Avery Street	Parkersburg	WV	26101-	1861
Wood	Natalie	Doughty	103 Euclid Drive	Parkersburg	WV	26104-	2124
Wood	Linda	Empfield	6250 Grand Central Ave	Parkersburg	WV	26105-	1506
Wood	Hernando	Escandon	1531 Garfield	Parkersburg	WV	26101-	1700
Wood	Angela	Evans	1210 13th Street	Parkersburg	WV	26101-	1790
Wood	April	Fetty	2026 National Rd	Wheeling	WV	26003-	1386
Wood	Michele	Fling	1210 13th Street	Parkersburg	WV	26101-	1484
Wood	Stephen	Givens	936 Market	Parkersburg	WV	26101-	2168

LPC Roster 2016-2018

Wood	Cathy	Grewe	1210 13th Street	Parkersburg	WV	26101-	1551
Wood	Patricia	Groom	911 Emerson Avenue	Parkersburg	WV	26104-	1169
Wood	Mollie	Haught	936 Market Street	Parkersburg	WV	26101-	1774
Wood	Mary	Hendershot	Not Reported	Not Reported	NR	Not Reporte	1419
Wood	Christina	Hill	936 Market Street	Parkersburg	WV	26101-	2135
Wood	Kelli	Holmes	1210 13th Street	Parkersburg	WV	26101-	1743
Wood	Marla	Hull	936 Market Street	Parkersburg	WV	26101-	1942
Wood	Curtis	Hull Jr.	3194 Cure Road	Parkersburg	WV	26104-	1941
Wood	Christina	Jackson	2121 7th St.	Parkersburg	WV	26101-	2147
Wood	Kathryn	Kelly	2880 North Pleasants Hwy	St. Mary's	WV	26120-	1373
Wood	Vivian	King	Not Reported	Not Reported	NR	Not	1069
Wood	Michael	Kodrich	3501 Emerson Ave., Suite 2-B	Parkersburg	WV	26104-	1197
Wood	Priscilla	Leavitt	936 Market Street	Parkersburg	WV	26101-	54
Wood	Eric	Limegrover	2121 Seventh St.	Parkersburg	WV	26101-	2236
Wood	Nicole	Martin	936 Market Street	Parkersburg	WV	26101-	2069
Wood	Carla	McCay	2101 13th Street	Parkersburg	WV	26101-	1469
Wood	Carolyn	Mitchell	1210 13th Street	Parkersburg	WV	26101-	1345
Wood	Christine	Myers	800 Garfield Ave	Parkersburg	WV	26101-	2241
Wood	Kelli	Nay	2121 Seventh St.	Parkersburg	WV	26101-	2323
Wood	Melissa	Nelson	2121 7th Street	Parkersburg	WV	26101-	2227
Wood	Gina	Ogwude	214 8th Street	Parkersburg	WV	26101-	2026
Wood	Sarah	O'Neill	2121 7th Street	Parkersburg	WV	26101-	2113
Wood	Sheryl	Osborn	2121 Seventh	Parkersburg	WV	26101-	1332
Wood	Marilyn	Pasquarelli	2121 7th Street	Parkersburg	WV	26101-	946
Wood	Russell	Philpott	911 Emerson Ave	Parkersburg	WV	26104-	1598

LPC Roster 2016-2018

Wood	Meagan	Powers	936 Market Street	Parkersburg	WV	26101-	2117
Wood	Dianna	Quick	911 Emerson Avenue	Parkersburg	WV	26104-	1284
Wood	Christa	Raitz	2121 Seventh	Parkersburg	WV	26101-	2080
Wood	Samuel	Rake	601 Avery Street Suite 201	Parkersburg	WV	26101-	2205
Wood	Rebecca	Riales	3199 Core Road	Parkersburg	WV	26104-	1209
Wood	Heather	Smith	2121 7th St.	Parkersburg	WV	26101-	2002
Wood	Richard	Stanley	936 Market Street	Parkersburg	WV	26101-	948
Wood	Alicia	Stellwagen	2121 Seventh St.	Parkersburg	WV	26101-	1951
Wood	Darby	Stevens	2121 7th Street	Parkersburg	WV	26101-	1609
Wood	Gregory	Syner	1210 13th Street	Parkersburg	WV	26101-	1252
Wood	Roberta	Thompson	723 Summers Street	Parkersburg	WV	26101-	113
Wood	Lynn	VanFossen	1210 13th Street	Parkersburg	WV	26101-	1400
Wood	Aaron	Vann	3017 Emerson Avenue	Parkersburg	WV	26104-	2083
Wood	Shelly	Villers	1809 Dupont Rd., Suite 3	Parkersburg	WV	26101-	1398
Wood	James	Ward	3705 Emerson Ave	Parkersburg	WV	26104-	1723
Wood	Robert	Wiseman	2121 E. 7th	Parkersburg	WV	26101-	2341
Wood	Harmon	Young	300 Campus Drive	Parkersburg	WV	26104-	491
Wyoming	Bobby	Griffith	217 A Moron Ave	Mullens	WV	25882-	2244
Wyoming	Terri	Muscari	P O Box 69	Pineville	WV	24874-	382

LMFT Roster 2016-2018

County of Practice	First Name	Last Name	Business Address Street	Business Address City	State	Zip Code	License #
*State-KY	Harold	Tokle	102 B Agriculture Way	Stanford	KY	40484-	8
*State-NM	Lori	Holloway	Cannon AFB	Clovis	NM	88101-	6
*State-PA	Kayla	Siefert	59 East Strawberry	Washington	PA	15301-	9
Kanawha	Marilyn	Cassis, Ph.D.	1514 Kanawha Blvd. East	Charleston	WV	25311-	2
Kanawha	Michael	Rucker II	1514 Kanawha Blvd East	Charleston	WV	25311-	7
Not Reported	Carol	Yates	Not Reported	Not Reported	WV		5
Wood	Patrick	Ward	3705 Emerson Ave	Parkersburg	WV	26104-	1

**LPC Roster - RETIREMENT STATUS (Per 27CSR1-16)
2016-2018**

County	First Name	Last Name	Address Street	City	State	ZipCode	License #
**State-Germany	Michelle	Bruner	Not Reported	Not Reported	NR	Not Reported	1392
*State-FL	Harold	Petry	Not Reported	Not Reported	NR	Not Reported	1816
*State-FL	Susane	Erickson	1400 Old Dixie Hwy.	St. Augustine	FL	32084-	2000
*State-KY	Vicci	Phillips	1000 Ashland Drive	Ashland	KY	41105-	2197
*State-OH	Theodore	Williams	506 Margaret Street	South Point	OH	45680-	641
*State-SC	Marsha	Morgan	7 Plantation Park Drive	Bluffton	SC		1365
*State-VA	Wendy	Werner	124 Amherst	St. Wichester	VA	22601-	1689
Barbour	Donna	Smith	109 Wabash Ave.	Philippi	WV	26416-	1144
Cabell	Lori	Newlon	Not Reported	Not Report	NR	Not Reported	1381
Harrison	Julie	Rea	Not Reported	Not Reported	NR	Not Reported	1093
Kanawha	Nancy	Burkhammer	PO Box 9551	South Charleston	WV	25309-	941
Kanawha	Joshua	Cross	500 Lee Street E Suite 1100	Charleston	WV	25301-	2177
Mercer	Sonnee	Stanley	200 12th Street	Princeton	WV	24740-	2035
Monongalia	Zedah	Russell	1299 Pineview Dr. Suite 300	Morgantown	WV	26505-	1867
Not Reported	Lois	Pierce	Not Reported	Not Reported	NR	Not Reported	1624
Not Reported	Barbara	Heasley	Not Reported	Not Reported	NR	Not Reported	530
Not Reported	Sara	Hupp	Not Reported	Not Reported	NR	Not Reported	536
Not Reported	Lorraine	Hall	Not Reported	Not Reported	NR	Not Reported	497
Not Reported	Keitha	Graham	Not Reported	Not Reported	NR	Not Reported	739
Not Reported	Boyd	Purcell	Not Reported	Not Reported	NR	Not Reported	896
Not Reported	Raymond	Pawson	Not Reported	Not Reported	NR	Not Reported	1570
Not Reported	Brian	Bailey	Not Reported	Not Reported	NR	Not Reported	263

**LPC Roster - RETIREMENT STATUS (Per 27CSR1-16)
2016-2018**

Not Reported	Helen	Lindsay	Not Reported	Not Reported	NR	Not Reported	410
Not Reported	Martha	Jarrell	Not Reported	Not Reported	NR	Not Reported	347
Not Reported	Lucia	James	Not Reported	Not Reported	NR	Not Reported	1294
Not Reported	Jane	Riffe	Not Reported	Not Reported	NR	Not Reported	529
Not Reported	Sarah	Eaton-Kyle	Not Reported	Not Reported	NR	Not Reported	1619
Not Reported	Stephanie	Burks	Not Reported	Not Reported	NR	Not Reported	1253
Not Reported	Christine	McKeand	Not Reported	Not Reported	NR	Not Reported	1473
Not Reported	Mark	Spangler	Not Reported	Not Reported	NR	Not Reported	1351
Not Reported	Lisa	Walters	Not Reported	Not Reported	NR	Not Reported	2153
Not Reported	Kimberly	Yingling	Not Reported	Not Reported	NR	Not Reported	2051
Not Reported	Joan	Fernandes	Not Reported	Not Reported	NR	Not Reported	1611
Not Reported	Sandra	Rexrode	Not Reported	Not Reported	NR	Not Reported	1414
Not Reported	Barbara	Martin	Not Reported	Not Reported	NR	Not Reported	1630
Not Reported	Loretta	Demko	Not Reported	Not Reported	NR	Not Reported	1785
Not Reported	Waynnie	Mok	Not Reported	Not Reported	NR	Not Reported	1768
Not Reported	James	French	Not Reported	Not Reported	NR	Not Reported	1501
Not Reported	Jacqueline	Myers	Not Reported	Not Reported	NR	Not Reported	2274
Not Reported	Lynn	Lewis	Not Reported	Not Reported	NR	Not Reported	1455
Not Reported	Lori	Nida	Not Reported	Not Reported	NR	Not Reported	2071
Preston	Nancy	Gwilliam	Not Reported	Kingwood	WV	26537-	657
Wayne	Marlene	Bocook	Not Reported	Not Reported	NR		1713



West Virginia Board of Examiners in Counseling Board

815 Quarrier Street, Suite 212

Charleston, WV 25301

Telephone: (304) 558-5494 Fax: (304) 558-5496

Agenda

Teleconference

FRIDAY, August 26, 2016 @ 10:00 AM – 11:00 AM

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment Period**
- IV. **Credentialing Committee**
- V. **Executive Session**
 - A. Case # 02-16
 - B. Non-licensed counselor
- VI. **Proposed Legislative Rules**
 - A. Public Comments
 - B. Finance Committee proposal for renewal cards
- VII. **Adjourn**



West Virginia Board of Examiners in Counseling Board

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Meeting Minutes

FRIDAY, AUGUST 26, 2016

The WV Board of Examiners in Counseling held a telephone board meeting on August 26, 2016. The meeting was called to order at 10:06 AM.

Board Members Present:

Lori Ellison, Chair

Beth Wright Bragg, Secretary

Chris Schimmel

Lisa Westfall

Marilyn Cassis

Guy Gage

Jeff Jones

Others Present:

Roxanne Clay, Executive Director

Kate Campbell, Attorney General Representative

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Credentialing:

The follow applicants were presented for approval of their LPC credential:

Sara Green

Gregory George II

Bobby Griffith

Kathryn Black

Jamaica Groeneveld

Jason Hessler

Gloria Mahin

Dawn Staub

Andrea Hansen-Ford

Gerald Simmons

Carolyn Collins



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Meeting Minutes

FRIDAY, AUGUST 26, 2016

Four candidates were present for ALPS credentialing:

Andrea Hansen-Ford

Giselle Perry

Rachel Ball

Beth Wright Bragg

A motion was made to approve all new credentials. M/S/P: (Schimmel/Cassis/Bragg Abstain)

Executive Session:

Motion was made to move in to Executive Session at 10:09 AM.

M/S/P: (Bragg/Cassis)

Case # 02-16:

Board discussed the recommendations that were made and detailed in the psychological evaluation. Board also discussed an appropriate counselor and supervisor for the licensee.

Non-licensed counselor and agency concerns:

Board discussed the information received by a concerned individual regarding a non-licensed counselor practicing at agency.

Exit Executive Session:

Motion was made to exit Executive Session at 10:38 AM

M/S/P: (Cassis/Jones)

Case # 02-16:

The board voted to follow all the recommendations made by the psychologist and that are outlined in the psychological evaluation.

M/S/P: (Schimmel/Cassis)

The board voted to seek recommendations by a member of the investigative committee for a therapist and board chair will make final approval on the appropriate therapist.

M/S/P: (Schimmel/Cassis)



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Meeting Minutes

FRIDAY, AUGUST 26, 2016

The board voted to approve the ALPS that will be providing ongoing supervision during the one year probation period.

M/S/P: (Cassis/Westfall)

Non-licensed counselor and agency concerns:

Board voted to send an educational letter to non-licensed counselor explaining the licensure requirements.

M/S/P: (Bragg/Westfall)

Board voted to send a copy of the educational letter to DHHR/OHFLAC.

M/S/P: (Westfall/Gage)

Proposed Legislative Rules:

Public Comments: Board reviewed all public comments and questions that were received. Board determined to keep the language as originally proposed and gave ED approval to file the 'Agency Approved' rules with the Secretary of State's office.

Finance Committee Proposal for Renewal Cards:

Board moved to accept the recommendation made by the Finance Committee to issue renewal cards in place of the renewal stickers. This approval is pending final approval by the legislature of the license renewal fee increase.

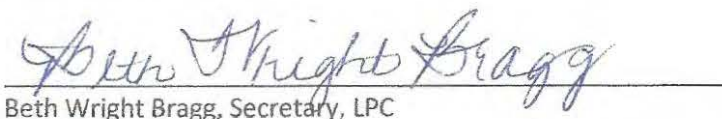
M/S/P: Jones/Westfall

Meeting Adjourned:

The meeting was adjourned at 11:18 AM.

M/S/P: Cassis/Bragg

Respectfully Submitted,


Beth Wright Bragg, Secretary, LPC



West Virginia Board of Examiners in Counseling Board

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Agenda

FRIDAY, NOVEMBER 4, 2016 @ 10:00 AM – 4:30 PM

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment Period**
- IV. **Travel**
- V. **Approval of Minutes**
June 24 and August 26, 2016
- VI. **Executive Session**
 - A. Case # 02-15
 - B. Anonymous complaint for board consideration
 - C. Follow up - Non licensed Counselor & Agency concerns
 - D. Case # 03-16
- VII. **Credentialing Committee**
- VIII. **Finance Committee**
 - A. Purchasing Card Review: June, July, August & September 2016
 - B. YTD Summary of Revenue & Expenditures
- IX. **Personnel Committee**
 - A. Administrative Assistant Position
- X. **Old Business**
 - A. SB-619 (Kate)
 - B. Legislature update
- XI. **New Business**
 - A. NECCO proposal
 - B. WVCBAPP Letter
 - C. Medicated Assisted Treatment Program – Counselor qualifications
 - D. DHHR-Bureau for Public Health Letter
 - E. Neurofeedback
- XII. **Executive Director's Report**
 - A. Licensee Update
 - B. Record Retention Policy
 - C. Trainings & Conferences – Attended & Upcoming
 - D. FY2016 Purchasing Division Audit
- XIII. **Adjourn**



West Virginia Board of Examiners in Counseling Board

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Meeting Minutes

FRIDAY, NOVEMBER 4, 2016

The WV Board of Examiners in Counseling held a telephone board meeting on November 4, 2016. The meeting was called to order at 10:06 AM.

Board Members Present:

Lori Ellison, Chair

Beth Wright Bragg, Secretary

Marilyn Cassis

Lisa Westfall

Jeff Jones

Christine Schimmel

Guy Gage

Others Present:

Roxanne Clay, Executive Director

Kate Campbell, Attorney General Representative

Amy Rickman, Director, NECCO

Dr. Andrew Burke, President, WVLPCA

Quorum Established:

A quorum was established.

Public Comment:

Amy Rickman addressed the Board requesting a twelve month waiver of the licensure application so that for profit organizations like hers could hire people who had just graduated with their master's degree. NECCO is already working with a lobbyist and has spoken with specific legislators. After discussion, the Board agreed to meet to make a decision on how to proceed with this request.

Travel:

Travel Approved

Approval of Minutes:

Minutes for the meetings held on June 24, 2016 and August 26, 2016 were approved. M/S/P:
Westfall/Gage



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Meeting Minutes
FRIDAY, NOVEMBER 4, 2016

Executive Session:

Board moved in to Executive Session at 10:57 AM. M/S/P: Schimmel, Cassis

- A. Anonymous Complaint for Board Consideration: The WV Board of Examiners in Counseling does not accept anonymous complaints and therefore does not act on them.
- B. Case #02-15: The Board was updated on this case. A letter will be sent to acknowledge our continued monitoring and the continuation of the consent order. M/S/P: Schimmel, Cassis
- C. Non licensed Counselor and Agency concerns: A letter will be sent that gives specifics on the application process.
- D. Case #03-16: Letter sent stating the procedures were taken seriously and all process followed and a dismissal was recommended.

Motion was made to exit Executive Session at 11:37 AM. M/S/P: Schimmel, Gage

Credentialing Committee:

The following applicants were presented for approval of their LPC credential:

Leshia McClure
Lauren Allen
Anna Simmons
Rachel Streets
Allyson Kangisser

The following applicants were present for approval of their ALPS credential:

Tenikka Phillips
Laurel Thornton
Joselyn Ice
Sarah Henderson

A motion was made to approve all new credentials. M/S/P: Cassis, Jones

Finance Committee:

The Finance Committee presented the Year to Date summary of revenue and expenditures. Monthly reports will continue to be generated.

Purchasing Card Review was done for June, July, August and September 2016. M/S/P: Gage, Bragg



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Meeting Minutes

FRIDAY, NOVEMBER 4, 2016

Personnel Committee:

Roxanne reported that advertising had been done for the Administrative Assistant Position. Roxanne has a list of responsibilities and duties for the position and will choose her top candidate resumes to set up interviews. The Personnel Committee members will try to be available for the interviews but will review resumes as well.

Old Business:

1. SB-619: Kate Campbell discussed the changes made to the rule making process. All Boards are to review to determine if rules are more stringent than federal rules. A report needs to be drafted in 2017 to list rules that we may have in our WV law that are more severe than those federally. The determination of no changes or modifications must be compiled by November 1, 2017. Additionally, Kate also discussed that every agency has to review every rule and justify why it is a rule. This will need to be done by 2020.
2. Legislative Update: Roxanne will continue to keep the Board updated on any reported situations impacting our Board.

New Business:

1. A complaint was received by Roxanne regarding counselor qualifications for Medicated Assisted Treatment Program. Board instructed Roxanne to update WVLPCA as to the complaint.
2. We discussed the use of 'Neurofeedback' and if counselors can claim that they are qualified to offer 'Neurofeedback'. It was determined that this was not within our scope to credential.
3. It was decided that we would assign a committee tasked with addressing the request from NECCO. They will meet and present to the full Board their recommendations.
4. A letter was received from the West Virginia Board for Addiction and Prevention Professionals to make us aware that they felt disappointed that we did not include them in our recent meeting with WV Attorney General Morrissey's office doing the development of practices regarding opioid medications in WV. A letter of response will go to WVCBAPP explaining that we were not in a position to invite anyone to this meeting as we were only invited guests.
5. A letter was received from DHHR-Bureau for Public Health requesting that all health related boards consider requiring annual tobacco cessation continuing education as part of our licensure process. The Board felt at this time that we could not include this in our application process.



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Meeting Minutes

FRIDAY, NOVEMBER 4, 2016

Executive Director's Report:

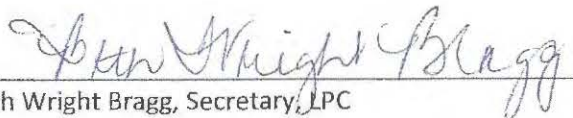
1. Licensee Update: We currently have 952 LPCs, 26 LPCs that are listed as Retired, 133 Provisional LPCs, 229 ALPS, 93 LPCs that are expired but can reinstate, 6 MFTs, 4 Provisional MFTs and 1 MFT that is expired but can reinstate.
2. A Records Retention and Disposal Schedule was outlined for implementation within the office.
3. The American Association of State Counseling Boards will hold their yearly conference in New Orleans will be held January 11-13, 2017. Roxanne and Beth will attend.
4. The National Board of Certified Counselors Symposium will be held August 9-11, 2017 in Greensboro, NC.
5. Roxanne, Beth and Guy will attend the state's training for Board members on November 29, 2016.
6. The FY 2016 Purchasing Division Audit scored WVBECC at 79.5%. Though the number may seem low, there were actually only two findings associated with one of the selected transactions.

Meeting Adjourned:

The meeting was adjourned at 4:15 PM.

M/S/P: Schimmel, Bragg

Respectfully Submitted,


Beth Wright Bragg, Secretary, LPC



West Virginia Board of Examiners in Counseling Board

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Agenda

Teleconference

FRIDAY, December 9, 2016 @ 10:00 AM – 12:00 PM

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment**
- IV. **Record Retention Policy**
- V. **Credentialing Committee**
- VI. **Finance Committee**
 - A. **Renewal of Lease – May 31, 2017**
- VII. **Status of Proposed Legislative Rules**
- VIII. **Schedule 2017 Board Meeting Dates**
- IX. **Adjourn**



West Virginia Board of Examiners in Counseling Board

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Meeting Minutes

FRIDAY, DECEMBER 9, 2016

The WV Board of Examiners in Counseling held a telephone board meeting on December 9, 2016. The meeting was called to order at 10:06 AM.

Board Members Present:

Lori Ellison, Chair

Beth Wright Bragg, Secretary

Chris Schimmel

Lisa Westfall

Marilyn Cassis

Guy Gage

Jeff Jones

Others Present:

Roxanne Clay, Executive Director

Kate Campbell, Attorney General Representative

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Records Retention Policy:

ED established and presented to the Board a Records Retention Policy. ED previously presented the policy to AG Representative, Kate Campbell, for her review and approval. The Board motioned to accept the policy. Next, the policy will be sent to the WV Department of Administration and WV Culture and History for final approval before the policy can be implemented by the Board.

M/S/P: Gage/Cassis

Credentialing Committee:

Brandy M. English

Heidi O'Toole

Matthew W. Bunner



West Virginia Board of Examiners in Counseling Board

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Meeting Minutes

FRIDAY, DECEMBER 9, 2016

Christopher E. Campbell

Erika A. Morris

Jenna Lu Domp

Andrea Lefebvre - Endorsement from OH

M/S/P: Gage/Cassis

Financial Committee:

Committee submitted financial report for full board review.

Renewal of Lease:

May 31, 2017 the Board's lease will expire. The Finance Committee is examining a possible reconfiguration of the space and the lease.

There has been consideration with regards to moving to a new place in order to save money. ED has explored space in the Daniel Boone Building and at least one other space. Compared to these other places, our rent is cheaper. Additionally, the space where the Social Work Board is reasonable, but we would be required to lease more space than we actually need and would therefore increase our monthly cost.

The Finance Committee will make a recommendation to the Board at the February 2017 meeting for full discussion.

Status of Proposed Legislative Rules:

ED and Board Chair met with the Co-Chairs and the attorney for the Legislative Rule Making Review Committee (LRMRC). They felt the meeting went well and that there was a general understanding of our needs to increase fees.

Later that day the Board's proposed rule changes were presented to the entire LRMRC. There were two members that spoke in opposition of a fee increase. A motion was made by one of the members to hold the proposed rule changes over until the committee meets again in January to allow the Board to meet with the committee's staff for further discussion of the proposed fee increase.

The Finance committee is recommending that we attempt to move forward with our fee increase as proposed. The Financial Committee feels strongly that much thought and consideration was given to the



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Meeting Minutes

FRIDAY, DECEMBER 9, 2016

proposed amount and it was determined that this was the amount needed to support the functioning of the Board. The Board's driving issue over the last 12 months has been fiduciary responsibility and this amount is a result of those conversations.

Based on the discussion regarding this issue, the Board agreed to move forward with the proposed fee increase.

2017 Meeting Dates:

February 10 – 10AM (Live)

April 21 – 1pm (telephone)

June 2 – 10AM (Live)

August 25 – 10AM (Telephone)

October 20 – 10AM (Live)

December 1 – 10AM (Telephone)

Meeting Adjourned:

The meeting was adjourned at 10:50AM

M/S/P: Schimmel/Jones

Respectively Submitted,

A handwritten signature in cursive script that reads "Beth Wright Bragg".

Beth Wright Bragg, MA, LPC, NCC



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Agenda

Teleconference

Thursday, January 5, 2017 @ 10:00 AM – 11:00 AM

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment**
- IV. **Old Business**
 - A. NECCO proposal
- V. **Adjourn**



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Meeting Minutes

THURSDAY, JANUARY 5, 2017

The WV Board of Examiners in Counseling held a telephone board meeting on January 5, 2017. The meeting was called to order at 10:10 AM.

Board Members Present:

Lori Ellison, Chair

Beth Wright Bragg, Secretary

Lisa Westfall

Jeff Jones

Guy Gage

Others Present:

Roxanne Clay, Executive Director

Kate Campbell, Attorney General Representative

Jason Newsome, President, WVCA

Quorum Established:

A quorum was established.

Public Comment:

Jason Newsome, President of the West Virginia Counseling Association, addressed the Board regarding the recent request by NECCO, Inc. to add a temporary permit so that for profit agencies could hire master's level unlicensed counselors. The WVCA Executive Committee is in support of a temporary permit for six months while newly graduated students could begin work while taking their NCE. Mr. Newsome stated that WVCA wanted to ensure the standards and ethics structure would not change. The Board thanked Mr. Newsome and the WVCA for their input.

Old Business:

A committee will meet to draft an outline of a Temporary Permit certification. Members of that committee are Jeff Jones, Lisa Westfall, Lori Ellison, Beth Wright Bragg and Roxanne Clay. They will bring their draft to the Board at a future scheduled meeting.



West Virginia Board of Examiners in Counseling Board
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Meeting Minutes
THURSDAY, JANUARY 5, 2017

Meeting Adjourned:

The meeting was adjourned at 11:04 AM.
M/S/P: Jones, Bragg

Respectfully Submitted,

A handwritten signature in cursive script that reads "Beth Wright Bragg".

Beth Wright Bragg, Secretary, LPC



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Agenda

Teleconference

Friday, January 20, 2017 @ 10:00 AM – 11:00 AM

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment**
- IV. **Personnel Committee**
 - A. Administrative Assistant Position
- V. **Old Business**
 - A. NECCO proposal
- VI. **Adjourn**



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Meeting Minutes

FRIDAY, JANUARY 20, 2017

The WV Board of Examiners in Counseling held a telephone board meeting on January 20, 2017. The meeting was called to order at 10:11 AM.

Board Members Present:

Lori Ellison, Chair

Beth Wright Bragg, Secretary

Marilyn Cassis

Lisa Westfall

Jeff Jones

Christine Schimmel

Guy Gage—Absent

Others Present:

Roxanne Clay, Executive Director

Kate Campbell, Attorney General Representative

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Personnel Committee

Administrative Assistant Position

Roxanne discussed with the Board the selection of Amber Shawver as the new Administrative Assistant. She will begin on January 23, 2017 and will be paid \$24,500 during her six month probationary period.

Old Business:

NECCO Proposal:

Discussion regarding Temporary Permits was presented by the Committee. Recommendations are as follows:



West Virginia Board of Examiners in Counseling Board

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Meeting Minutes

FRIDAY, JANUARY 20, 2017

The WV Board of Examiners in Counseling held a telephone board meeting on January 20, 2017. The meeting was called to order at 10:11 AM.

Board Members Present:

Lori Ellison, Chair

Beth Wright Bragg, Secretary

Marilyn Cassis

Lisa Westfall

Jeff Jones

Christine Schimmel

Guy Gage—Absent

Others Present:

Roxanne Clay, Executive Director

Kate Campbell, Attorney General Representative

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Personnel Committee

Administrative Assistant Position

Roxanne discussed with the Board the selection of Amber Shawver as the new Administrative Assistant. She will begin on January 23, 2017 and will be paid \$24,500 during her six month probationary period.

Old Business:

NECCO Proposal:

Discussion regarding Temporary Permits was presented by the Committee. Recommendations are as follows:



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Meeting Minutes

FRIDAY, JANUARY 20, 2017

Eligibility Requirements:

1. Complete the standard applicant for licensure and pay the \$200 application fee.
2. A section on the standard application will be provided for the applicant to indicate if they will be requesting the Temporary Permit.
3. As determined by the Credential Committee, the applicant must meet the application and degree/coursework requirements in order to be approved to take the required exam and receive the Temporary Permit certificate.

The duration of the Temporary Permit is six months with a renewal opportunity one time. If the applicant fails the initial examination and then fails two subsequent examinations, they will be disqualified from retaking the exam until satisfactory documentation of additional education and experience has been completed as determined by the Board has been received and approved.

The cost will be \$50 for each renewal.

Supervision will be required by an ALPS during the time that they are working under a Temporary Permit, but these hours will not count toward the 3000 hours required toward full licensure.

Motion was made to send the information regarding Temporary Permits to the WV Legislature for approval.

M/S/P: Schimmel, Bragg

Meeting Adjourned:

The meeting was adjourned at 11:06 AM.

M/S/P: Schimmel, Cassis

Respectfully Submitted,

A handwritten signature in cursive script that reads "Beth Wright Bragg".

Beth Wright Bragg, Secretary, LPC



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Agenda

FRIDAY, FEBRUARY 10, 2017 @ 10:00 AM – 3:00 PM

- I. Call to Order**
- II. Attendance**
- III. Public Comment Period**
- IV. Travel**
- V. Approval of Minutes**
 - 2016 - November 4, December 4
 - 2017 - January 5 & 20
- VI. Complaints**
 - A. Case # 02-15
 - B. Case # 02-16
- VII. Credentialing Committee**
- VIII. Finance Committee**
 - A. Purchasing Card Review: October, November & December 2016
 - B. YTD Summary of Revenue & Expenditures
 - C. Renewal of Lease
 - D. License Renewal Cards
- IX. Old Business**
 - A. NECCO-Temporary Permit – draft bill
 - B. Status of Proposed Legislative Rule changes
 - C. 2017 Legislative Session update
- X. New Business**
 - A. WVCA Proposal
 - B. 2 Hr. Veterans CE requirement beginning 7/1/2017
 - C. Acupuncture Detox Specialist/NADA Certified
 - D. ALPS supervision via video conference
- XI. Executive Director's Report**
 - A. Licensee Update
 - B. Trainings & Conferences – Attended & Upcoming
 - C. Annual Report
- XII. Board Appointments**
- XIII. Elections**
- XIV. Adjourn**



West Virginia Board of Examiners in Counseling Board

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Meeting Minutes

FRIDAY, FEBRUARY 10, 2017

The WV Board of Examiners in Counseling held a board meeting on February 10, 2017. The meeting was called to order at 10:12 AM.

Board Members Present:

Lori Ellison, Chair

Beth Wright Bragg, Secretary (absent)

Chris Schimmel

Lisa Westfall

Marilyn Cassis

Guy Gage

Jeff Jones

Others Present:

Roxanne Clay, Executive Director

Kate Campbell, Attorney General Representative

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Travel - Members completed travel expense account settlement forms

Approval of Minutes –

Minutes were reviewed and approved for November 4, 2016 (M/S/P: Westfall/Cassis)

Minutes were reviewed and approved for December 9, 2016 (M/S/P: Gage/Jones)

Minutes were reviewed and approved for January 5, 2017 (M/S/P: Cassis/Jones)

Minutes were reviewed and approved for January 20, 2017 (M/S/P: Jones/Gage)

Complaints – Update on current active complaints:

Case 02-15: Robert Wilson consent period ends February 25, 2017. Board requests a final supervision report in reference to the consent order.



West Virginia Board of Examiners in Counseling Board

815 Quarrier Street, Suite 212

Charleston, WV 25301

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Meeting Minutes

FRIDAY, FEBRUARY 10, 2017

Case 02-16: Jennifer Young; received quarterly summary report and report from therapist. Ms. Young is complying with all elements of the consent agreement with the exception of the paying of fees required. ED is following up on required payment. Consent period is scheduled to end September 30, 2017.

Credentialing Committee – The following individuals were approved for licensure:

LPC:

Nicole Rae Buffington-Demarco

Richard Hanson

Layne M. Hitchcock

Amanda Lewis

Samantha A. Mann

Rachel M. Oiler

Kathleen S. Sauls

Laura Wiley

Lori A. Fesorczyk

Jacqueline A. Hood

Spring A. Lepak

Marie Kari Mika

Timothy J. Teague

MFT:

Tamara Ruth Royer – Reciprocity from MD

ALPS:

Elizabeth Boham – Upshur County

Jane Dufourny – Berkeley County

A motion was made to accept the above list LPCs, ALPS, and MFTs. (M/S/P: Gage/Jones)

Financial Committee:

P-Cards: Purchasing Card review was completed and approved for October, November, and December, 2016. (M/S/P: Jones/Gage)



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Meeting Minutes

FRIDAY, FEBRUARY 10, 2017

YTD Summary of Revenue & Expenditure

Ending Cash balance of January 31, 2017 is \$127,442.00.

No remarkable items on financial spreadsheets. We will finish in the black for the fiscal year. A motion was made to accept the financial report as offered. (M/S/P: Cassis/Westfall)

Renewal of Lease – Current file room is suite 211; ED is recommending, based on discussion with financial committee, move file room to 213. In the future, it is hoped that the transition to electronic filing will eliminate the need for a file room. The Board will move files to 213 and eliminate the need for room 211. This will allow for better work space. The lease expires May 31, 2017 and the request to change rooms would occur then. The projected lease amount would remain constant. A motion was made to renew the lease with the change from Room 211 to 213. (M/S/P: Schimmel/Cassis)

License Renewal Cards – The Board has previously approved a move to license renewal cards as opposed to the old stickers. The cost would increase by \$1200 beyond the old strategy of sending out the renewal sticker for this, the first cycle that would use the cards. A motion was made to move forward with implementation of moving to the new, card issuing system. (M/S/P: Westfall/Cassis)

Old Business

NECCO Proposal: NECCO (Temporary Permit) Draft Bill – Language has been added that the permitted person must pass the exam to be allowed to progress in the licensure process. The Board feels a strong need to be present at the legislature when this bill is introduced and considered. The Board feels strongly that the “provisional license” language that currently exists needs to remain in place with the specific stipulation that supervision hours NOT count until the exam is passed and the applicant meets all requirements for the provisional licensure. A motion was made to accept the draft bill as written (M/S/P: Jones/Westfall)

Status of Proposed Legislative Rule Changes: Our draft legislation is moving through both the Senate and the House. House Government Org. committee schedule indicates that on Feb. 8 a subcommittee on Anti-Competitive Rules will consider said rule changes. We understand that all rules being proposed are going through this subcommittee.

Guy Gage reported that WVLPAC has hired a lobbyist to address certain concerns that the legislature may have.



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Meeting Minutes

FRIDAY, FEBRUARY 10, 2017

2017 Legislative Session Update

Request by Sen. Blair- The Board has provided a breakdown to Senator Blair's office of all legal services related to legal fees, costs and administration fees paid to the WV Attorney General. The Board did not have amounts to report for fees paid to outside private counsel nor fees and expenses for publication or posting of required legal notices/ads. The request was made to all state boards and perhaps also all state agencies.

Senate Bill 181 – Our Code would be impacted by the striking of the elimination of RESA's as providers of professional development.

New Business

WVCA Proposal – The WVCA submitted a letter to the Board requesting several changes to the current licensing rule and WV Code related to Licensed Professional Counselors. Those requested changes include eliminating the exemption of licensure for non-profit organizations, requiring all individuals providing professional counseling be required to maintain an active license, and eliminate the use of the word "psychoanalyst" from all wording as it is not a recognized profession separate from the practice of counseling, psychology, clinical social work, or psychiatry. At this point, it is too late to make any legislative changes for this (2017) Legislative session. The Board would like for representatives from WVCA to attend the next, live Board meeting to discuss these requests moving forward. A motion was made to table the discussion. (M/S/P: Jones/Cassis)

2 Hour Veterans CE requirement Begins 7/1/2017 – The ED clarified what the Board will accept for the Veterans CE requirement. The Board discussed the Board's interpretation of when CEU hours can be counted towards the next renewal cycle. The Board will be sending out a notice to all LPCs regarding the timeframe in which CEUs can be obtained.

Acupuncture Detox Specialist/NADA Certified – An LPC is seeking permission to conduct this practice under their LPC status. The Board is hesitant to grant permission as there already exists a licensing body in WV to oversee Acupuncture. The Board agreed to table the discussion until a time when we have more information from ACA. A motion was made to table the discussion (M/S/P: Jones/ Gage)



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Meeting Minutes

FRIDAY, FEBRUARY 10, 2017

ALPS Supervision via Video Conference – Historically, the Board has allowed 50% of the required supervision to occur using secured and encrypted video conferencing. The Board is going to send this issue to the Distance Counseling Committee for further review.

Executive Director Report

Licensee Update –

LPC: 972 current

LPC-Retirement Status: 26

Provisionally Licensed Counselor: 135

LMFT: 7

Provisionally Licensed Marriage & Family Therapists: 3

ALPS: 230

We will now more about our numbers after the renewal cycle begins, but as of right now, the numbers appear slightly low.

Trainings & Conferences – ED attended required P-Card training coordinators conference on Oct. 26, 2016. On Nov. 29th, ED, Lori, and Guy attended the Required Auditor's Seminar for Boards and Commissions. Next year's conference will be held November 29, 2017.

In January, Lori and Beth attended the AASCB annual conference.

ED completed a webinar on Jan. 11, 2017 held by the State Purchasing Division titled Public Procurement Basics Training. (Per state code, all Agency Procurement Designees must complete 10 hours of purchasing training on an annual basis.)

April 24-26, ED will attend the State's Treasurer's Cash Handling conference.

NBCC symposium is Aug. 9-11, ED will attend meeting specific to Boards. One member will be attending with the ED, but that Board member is not yet identified.

AAMFTRB conference is Oct. 3-4 in Atlanta. This is a regulatory board for boards that oversee MFT. Given that this is a new conference, the financial committee will review the finances to see if the Board can provide financial support for a member to attend.



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Meeting Minutes

FRIDAY, FEBRUARY 10, 2017

Annual Report – ED reported the FY 2016 Annual Report has been submitted to the required parties. The Board also reviewed the report.

Board Appointments

Discussion was held regarding which Board members will soon be up for either reappointment or replacement. A motion was made to recommend Jeff Jones for reappointment. (M/S/P: Cassis/Schimmel)

Board Elections


A motion was made to retain the current leadership of the Board with Lori Ellison as Chair and Beth Wright-Bragg as Secretary. (M/S/P: Schimmel/Jones)

Adjourn

A motion to adjourn was made at 3:06PM. (M/S/P: Schimmel/Westfall)

M/S/P: Chris/Jeff

Respectfully Submitted,



Dr. Christine Schimmel, LPC



West Virginia Board of Examiners in Counseling Board

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Agenda

TELECONFERENCE - FRIDAY, APRIL 21, 2017 @ 1:00 PM – 2:00 PM

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment Period**
- IV. **Complaints**
 - A. Case # 02-15
- V. **Credentialing Committee**
- VI. **Finance Committee**
 - A. YTD Summary of Revenue & Expenditures
 - B. Renewal of Lease
- VII. **Old Business**
 - A. Status of Proposed Legislative Rule changes
- VIII. **Adjourn**



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Meeting Minutes

FRIDAY, APRIL 21, 2017

The WV Board of Examiners in Counseling held a telephone board meeting on April 21, 2017. The meeting was called to order at 1:03 PM.

Board Members Present:

Lori Ellison, Chair

Beth Wright Bragg, Secretary

Chris Schimmel

Lisa Westfall

Marilyn Cassis

Guy Gage

Jeff Jones

Others Present:

Roxanne Clay, Executive Director

Kate Campbell, Attorney General Representative

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

COMPLAINTS:

Case 02-15: ED reported, as of March 29, 2017, Robert Wilson has fulfilled all obligations as set forth in his Consent Agreement and Order. Mr. Wilson is now an LPC in good standing with this Board.

CREDENTIALING COMMITTEE: The following individuals were approved for licensure:

LPC:

Stephanie Moran

Lauren White

Laura Smith

Sara Hartman

Judith Black

Deborah Olbert



West Virginia Board of Examiners in Counseling Board

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Meeting Minutes

FRIDAY, APRIL 21, 2017

Melissa Lowther
James Burton, II
Steven Mininberg
Janice Allen
Micca Ratliff

The following applicants have been approved for the **ALPS** credential:

Arica Knowlton
Charles Prince
Michael Yeager
Raymona Preston
Micca Ratliff

A motion was made to approve all new credentials. M/S/P: (Bragg/Jones)

FINANCE COMMITTEE:

YTD Summary of Revenue & Expenditure-

Guy gave an overview of the recent meetings of the Finance Committee.

1. Ending Cash balance of March 31, 2017 is \$137,878.00.
2. Fees from renewals will begin to come in which will continue to keep the budget stable.

Renewal of Lease – A motion was made to renew the office space lease for a five (5) year term. The current lease expires May 31, 2017. (M/S/P: Schimmel/Cassis)

OLD BUSINESS:

Status of Proposed Legislative Rule Changes: The Board's proposed rule changes have been included in a bundle bill, HB2219. The bill advanced through the House and Senate sides (including numerous committees). We are currently awaiting the Governor's signature.

SB350 (Temporary Permit): Discussion was held regarding the passage of Senate bill 350 which was passed and signed by the Governor on April 4 and will be effective on July 4, 2017. This bill allows the Board to issue a temporary permit to qualifying applicants. The new information and requirements for this temporary permit will be added to the Board's website.



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Meeting Minutes

FRIDAY, APRIL 21, 2017

MEETING ADJOURNED:

The meeting was adjourned at 1:39 PM.

M/S/P: Westfall/Schimmel

Respectfully Submitted,

A handwritten signature in blue ink that reads "Beth Wright Bragg". The signature is written over a horizontal line.

Beth Wright Bragg, Secretary



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Agenda

FRIDAY, JUNE 9, 2017 @ 10:00 AM – 3:00 PM

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment Period**
- IV. **Travel**
- V. **Approval of Minutes**
2017 – February 10 & April 21
- VI. **Licensee Complaints**
 - A. Case # 02-16 (Original complaint received 8/21/15 – currently under consent agreement)
 - B. Case # 01-17 (Original complaint received 11/15/16: 18 month mark - 5/14/18)
- VII. **Credentialing Committee**
- VIII. **Distance Counseling Ad-Hoc Committee**
- IX. **Finance Committee**
 - A. Purchasing Card Review: January, February, March, April, 2017
 - B. YTD Financial Summary
 - C. FY2018 Proposed Expenditure Schedule
 - D. Per Diem Pay – proposed payment schedule
- X. **Personnel Committee**
 - A. Consideration of employee evaluations and salaries
- XI. **Old Business**
 - A. Temporary Permit - procedures
 - B. 2017 Legislative Session- update
- XII. **New Business**
 - A. The Renovo Center
 - B. Joint Statement on a National Counselor Licensure Endorsement Process
 - C. Procedures for closing out complaint cases
 - D. WVCBAPP Inquiry
- XIII. **Executive Director's Report**
 - A. Board Rules – Final Filed
 - B. Licensee Update
 - C. Trainings & Conferences – Attended & Upcoming
- XIV. **Adjourn**



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Meeting Minutes

FRIDAY, JUNE 9, 2017

The WV Board of Examiners in Counseling held a board meeting on June 9, 2017 at the Braxton Tech Center, Sutton, WV. The meeting was called to order at 10:23 AM.

Board Members Present:

Lori Ellison, Chair

Chris Schimmel

Lisa Westfall

Marilyn Cassis (via telephone)

Guy Gage

Jeff Jones

Beth Wright Bragg (absent)

Others Present:

Roxanne Clay, Executive Director

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Travel - Members completed travel expense account settlement forms

Approval of Minutes –

Minutes were reviewed and approved for February 10, 2017 (M/S/P: Schimmel/Gage)

Minutes were reviewed and approved for April 21, 2017 (M/S/P: Schimmel/Gage)

Motion was made to enter Executive Session (M/S/P: Gage/Jones)

Complaints – Update on current active complaints:

Case 02-16: Board received update from therapist in Ms. Young's consent agreement. Ms. Young continues to cooperate with the therapist as well as an outside consultant on development of her informed consent. Ms. Young will technically complete her consent agreement in September, however, the initial evaluator requested that she be reevaluated in July/August 2017 which will occur.



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Meeting Minutes

FRIDAY, JUNE 9, 2017

Case 01-17: This case was viewed by the committee as fairly straight forward with no recommendations for sanction against the LPC. The view of the committee is that the client remains unstable and the accusations were probably a result of the client's instability. The committee felt there was no wrong doing on the part of the LPC. The committee noted the thoroughness with which the LPC had completed case notes on the relationship and how those notes assisted in reviewing the case.

Exit Executive session (10:35AM) (M/S/P: Gage/Jones)

01-17: Motion was made to dismiss case against LPC with no further action required (M/S/P: Jones/Gage)

Credentialing Committee – The following individuals were approved for licensure:

LPC:

Leslie Erin Bolock
Elizabeth Antoinette Brooke
Yukiko Comstock
Alexis Shontae Cox
Brandie Nicole Dodd
Brenda Renee Everett
Pamela Roberts Gibson
Kaitlyn Ruth Nida
Michael G. Burns
Ryan Jeffrey Dallatore
Bryan e. Henchey
Edward S. Hinson
Lisa M. Rainey
Eric David Schomburg
Teresa N. Vaughan

MFT:

N/A

ALPS:

Valerie L. Hutson – Harrison
Andrea D. Lefebvre – Brooke
Lori S. Stewart – Wyoming



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**Meeting Minutes
FRIDAY, JUNE 9, 2017**

Warren Watts - Berkeley

A motion was made to accept the above list LPCs, ALPS, and MFTs. (M/S/P: Gage/Jones)

Distance Counseling Ad-Hoc Committee:

The committee has examined the literature on the issue of distance counseling. Many entities have developed either position statements or guidelines on the issue of technology and several are making strong statements about how we proceed on the issue. The committee needs more time to examine the differences between practice of state boards and agencies. The committee continues to work towards some recommendation on how this board should approach distance counseling. The committee is hoping to make a more formal presentation at the October 2017 Board meeting with regards to specific recommendations.

Financial Committee:

P-Cards: Purchasing Card review was completed and approved for January, February, March, and April 2017. (M/S/P: Schimmel/Cassis)

YTD Summary of Revenue & Expenditure

Ending Cash balance of 6-7-17 is \$219,914.57.

Currently the financial health of the Board is solid. The Board is getting a better understanding of the fees outgoing to the Attorney General's office and it's all around expenses.

A motion was made to eliminate the fee charged for application CD and the fee associated with pre- and post- approval of CEU offerings. (M/S/P: Schimmel/Jones)

The Board considered a new per diem schedule for 2017-2018. The one objection to the proposed per diem schedule was the reimbursement of any Board member who is an LPC who attends a conference where they accumulate CE credit. It was felt that LPCs attending a conference on the finances of the Board should not receive a per diem for attendance. A note will be made that Board members who are LPCs are strongly encouraged to refuse receiving reimbursement for attendance at conferences where they receive continuing education. A motion was made to accept the proposed per diem schedule (M/S/P: Westfall/Cassis)



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Meeting Minutes

FRIDAY, JUNE 9, 2017

Renewal of Lease – The lease renewal is underway. The current owner of the building is working with the State of WV to resolve some issues of their “vendor status” with the state, therefore, there will be several months’ rent carried over to FY2018 and will be paid once the issue is resolved and once the new lease, signed by all needed parties, is received by the Board. This will cause a larger rent to come out of the finances in the next few months and from the FY2018 budget.

A motion was made to accept, as printed, the current financial report. (M/S/P: Cassis/Schimmel)

Personnel Committee

The Board as a whole felt that in order to consider an increase in pay for employees, a recommendation for said increase must come from the personnel committee to the finance committee for consideration. Currently, the Board is only in possession of an evaluation for the Administrative Assistant. The Board would like to see an evaluation on the Executive Director before considering a pay increase. The personnel committee did make a recommendation to the finance committee at this meeting to act on a pay increase for the Administrative Assistant.

A motion was made to increase the current Administrative Assistant’s salary to \$27,000 as of August 1, 2017. (M/S/P: Schimmel/Westfall).

The personnel committee will convene within the next 30 days to complete an annual review of the current ED and recommend a pay increase to the finance committee once the annual review is complete.

Old Business

Temporary Permit Procedures

The board discussed how to handle applications for temporary permits for the time between a university semester ending and the “rolling” of transcripts by the registrar’s office. Two solutions were to accept an “unofficial transcript” from the applicant and/or request a letter of completion from a department representative that is familiar with the student’s progress in or completion of the program. The Board then discussed requiring both items from the applicant. A motion was made to allow temporary permit applicants to submit an unofficial transcript AND a letter from a department representative as proof of program completion (M/S/P: Jones/ Westfall)



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Meeting Minutes

FRIDAY, JUNE 9, 2017

The ED requested the use of e-signature for both provisional licenses and the temporary permits. A motion was made to allow this process. (M/S/P: Westfall/Jones)

2017 Legislative Session Update

House Bill 2839 – The legislature is updating the schedule for PERD Audit. The next PERD Audit for the WVBE is 2019. There are some improvements that can take place prior to the audit that will allow the Board to be more in compliance with regulations (most improvements involve issues of technology). The ED will begin working on some of those issues in the early fall of 2017.

House Bill 2631 – This bill deals with the timeliness of complaints. This bill outlines that if a delay occurs that prevents the complaint from being completed within 18 months and that delay is due to action of the accused or their representative, the complaint cannot be automatically dismissed.

New Business

The Renovo Center

Board decided that the discussion was moot at this time.

Joint Statement on National Counselor Licensure Endorsement Process

Chairwoman, Ellison presented the recent announcement regarding licensure portability. AASCB and ACA have released position statements/proposals for endorsements. The Board discussed and expressed concerns over the proposal by ACA and instructed the ED to send Catherine Roland of ACA a note that expresses our concern over the educational requirements (or lack thereof) in the ACA proposal.

Procedures for Closing out Complaint Cases

The ED requested permission to close out complaints (where no complicating circumstances exist) upon completion of the consent agreement without having to return to the Board for permission to close out the case. (M/S/P: Jones/Schimmel)

WVCBAPP Inquiry

AG Rep Campbell recommends sending a note in response to the inquiry.



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Meeting Minutes

FRIDAY, JUNE 9, 2017

Executive Director Report

Board Rules

Rules have been filed with Secretary of State's office. All rules go into effect July 1, 2017.

Licensee Update –

LPC: 998 current

LPC-Retirement Status: 27

Provisionally Licensed Counselor: 106

LMFT: 6

Provisionally Licensed Marriage & Family Therapists: 0

ALPS: 243

Trainings & Conferences – The ED completed additional training on purchasing and she attended a cash handling conference on April 24-26, 2017.

The ED and one Board member will attend the 2017 NBCC/CCE State Licensure Board's meeting on August 9-11, 2017. The ED will attend the purchasing conference on August 23-25. Board member Cassis will attend the AMFTRB in October in order to keep the Board abreast of MFT issues. The AASCB will take place next January in TX. Board members need to be thinking about who might want to attend. Auditor's Seminar will be November 29, 2017.

FARB will be held in January 25-28, 2018. The ED would like to be able to attend. CLEAR will be held September 13-16, 2017. The ED will approach CLEAR about conducting a training in WV (in conjunction with other boards) as this would be beneficial to our Ethics Investigative Team.

The next formal board meeting will be October 20, 2017 in Charleston.

Adjourn

A motion to adjourn was made at 2:20PM. (M/S/P: Schimmel/Westfall)

Respectfully Submitted,

A handwritten signature in blue ink that reads "Christine Schimmel".

Dr. Christine Schimmel, LPC



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Agenda

TELECONFERENCE - MONDAY, JULY 10, 2017 @ 2:00 PM – 2:30 PM

- I. Call to Order**
- II. Attendance**
- III. Public Comment Period**
- IV. Personnel Committee**
 - A. Consideration of Executive Director's performance evaluation and salary increase.
- V. Adjourn**



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Meeting Minutes

MONDAY, JULY 10, 2017 @ 2:00 pm - TELECONFERENCE

The WV Board of Examiners in Counseling held a telephone board meeting on July 10, 2017. The meeting was called to order at 2:00 PM.

Board Members Present:

Lori Ellison, Chair

Beth Wright Bragg, Secretary

Chris Schimmel

Lisa Westfall

Guy Gage

Marilyn Cassis (absent)

Jeff Jones (absent)

Others Present:

Roxanne Clay, Executive Director

Quorum Established: A quorum was established.

Public Comment: No one appeared before the board for public comment.

Personnel Committee –

Consideration of Executive Director's performance evaluation and salary increase.

After discussion took place in executive session, a motion was made to approve a 10% salary increase and after six months (January 2018) the board will revisit in consideration of the ED's degree completion, another evaluation and possibly another pay raise. (M/S/P: Ellison/Gage)

Adjourn

A motion to adjourn was made at 3:06PM. (M/S/P: Schimmel/Westfall)

Respectfully Submitted,

A handwritten signature in blue ink that reads "Beth Wright Bragg".

Beth Wright Bragg, LPC



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Agenda

TELECONFERENCE - FRIDAY, AUGUST 25, 2017 @ 10:00 AM – 12:00 PM

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment Period**
- IV. **Complaints**
 - A. Case # 02-16
 - B. Case # 02-17
 - C. Case # 03-18: Recommendation for Board initiated complaint against Provisionally Licensed Counselor
- V. **Credentialing Committee**
- VI. **Finance Committee**
 - A. YTD Summary of Revenue & Expenditures
- VII. **Adjourn**



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Meeting Minutes

FRIDAY, AUGUST 25, 2017 @ 10:00 am - TELECONFERENCE

The WV Board of Examiners in Counseling held a telephone board meeting on August 25, 2017. The meeting was called to order at 10:03 AM.

Board Members Present:

Lori Ellison, Chair

Beth Wright Bragg, Secretary

Chris Schimmel

Lisa Westfall

Marilyn Cassis

Guy Gage

Jeff Jones

Others Present:

Roxanne Clay, Executive Director

Kate Campbell, Attorney General Representative

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Complaints:

The Board entered executive session at 10:06 am.

Case 02-16: It was reported that the time of consent will end on 9/30/17. The initial evaluator requested that licensee be reevaluated before the terms of the consent agreement ends. That evaluation is taking place and the Board is awaiting a copy of the report.

Case 02-17: No violation was found against the counselor due to this complaint.

Case 03-18: The Board discussed issuing a Board Initiated Complaint.

The Board left Executive Session at 10:45 AM.



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Meeting Minutes

FRIDAY, AUGUST 25, 2017 @ 10:00 am - TELECONFERENCE

Case 02-16: The probationary period ends on 9/30/2017. Once the follow up evaluation is received ED will send to Board chair for review and recommendations will be discussed at the October 20 Board meeting. A motion was made to approve. M/S/P: (Jones/Cassis)

Case 02-17: With there being no probable cause, the Board will not move forward at this time. A motion was made to approve. M/S/P: (Gage/Cassis/Schimmel Abstained)

Case 03-18: Motion was made for the Board to initiate a complaint against licensee for alleged ethical violations of the ACA code section A.5.. A motion was made to approve. M/S/P: (Jones/Schimmel)

The Credentialing Committee submitted the following for licensure:

LPC:

Lindsey Brown – Reciprocity (KY)
Donna Eleo – Reciprocity (OH)
Kelli Chapman-Reciprocity (KY)
Annette Hyslop – Reciprocity (MD)
Jacquelyn Picket-Reciprocity (NY)
Tammy Star -Reciprocity (MD)
Travis Watson – Reciprocity (PA)
Traci Boyle
Wendy Lewis
Marjorie Lynch
Vicki Schmidt
Amber Smith
Ashlee Stevens
Kimberly Thomason

ALPS:

Eva Beeker
Linda Goad
Kari Mika
Antonia Porter
Lisa Shepard



West Virginia Board of Examiners in Counseling Board

815 Quarrier Street, Suite 212

Charleston, WV 25301

Telephone: (304) 558-5494 Fax: (304) 558-5496

Meeting Minutes

FRIDAY, AUGUST 25, 2017 @ 10:00 am - TELECONFERENCE

Rex Stickler

MFT:

NA

A motion was made to approve. M/S/P: (Gage/Cassis)

Provisionally Licensed Counselor: Credentialing Committee brought to the Board's attention a Supervisor's Verification and Assessment Form (SVA) that was received on behalf of a provisionally licensed counselor. The form included documentation of completed supervision hours, however, there were a substantial number of below average ratings given by the ALPS. The committee is concerned about the low ratings and recommends the committee be given approval to speak to the ALPS in order to gain more information.

The Board gave the Credentialing Committee the charge of speaking with the ALPS and report their findings to the Board. A motion was made to approve. M/S/P: (Jones/Gage)

Finance Committee:

Guy gave an overview of the continued work of the Finance Committee and reported that the ending cash balance as of July 31, 2017 is \$288,578.44

Meeting Adjourned:

The meeting was adjourned at 11:08 AM.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Beth Wright Bragg".

Beth Wright Bragg, LPC



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Agenda

TELECONFERENCE - FRIDAY, SEPTEMBER 22, 2017 @ 10:00 AM

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment Period**
- IV. **Credentialing Committee**
 - A. Consideration of LPC licensure for a Provisionally License Counselor
- V. **Adjourn**



West Virginia Board of Examiners in Counseling Board

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Meeting Minutes

FRIDAY, SEPTEMBER 22, 2017 @ 10:00 am - TELECONFERENCE

The WV Board of Examiners in Counseling held a telephone board meeting on September 22, 2017. The meeting was called to order at 10:04 AM.

Board Members Present:

Lori Ellison, Chair

Beth Wright Bragg, Secretary

Lisa Westfall

Marilyn Cassis

Guy Gage

Jeff Jones

Chris Schimmel (absent)

Others Present:

Roxanne Clay, Executive Director

Kate Campbell, Attorney General Representative

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Credentialing Committee –

Consideration of LPC licensure for a Provisionally Licensed Counselor

The Board authorized the Credentialing Committee at the August 25, 2017 meeting to investigate the application of a Provisionally Licensed Counselor and the reports that were submitted by the Approved Licensed Professional Supervisor due to discrepancies. The Board believed that prior to moving forward with licensure, there was a need for specific clarification. After an investigation was completed by the committee, along with support from the Attorney General Representative for the Board, the Credentialing Committee felt there was substantial information that supported the licensure for the provisional counselor. A motion was made to approve licensure. M/S/P: (Jones/Westfall)



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Meeting Minutes

FRIDAY, SEPTEMBER 22, 2017 @ 10:00 am - TELECONFERENCE

The Board discussed and made recommendations that additional education needed to be implemented for ALPS. This issue will be placed on the agenda for the next Board meeting scheduled for October 20, 2017.

Adjourn

Being no further business, the meeting was adjourned at 10:37 AM

Respectfully Submitted,

A handwritten signature in blue ink that reads "Beth Wright Bragg".

Beth Wright Bragg, LPC



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Agenda

FRIDAY, OCTOBER 20, 2017 @ 10:00 AM – 3:00 PM

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment Period**
- IV. **Travel**
- V. **Approval of Minutes**
2017 – June 9, July 10, August 25, & September 22
- VI. **Licensee Complaints**
 - A. Case # 02-16 (Original complaint received 8/21/15 – currently under consent agreement)
 - B. Case # 03-17 (Complaint received 2/22/2017)
 - C. Case # 04-17 (Complaint received 3/23/2017)
- VII. **Credentialing Committee**
- VIII. **Finance Committee**
 - A. Purchasing Card Review: May, June, July, August, September 2017
 - B. YTD Financial Summary
- IX. **Distance Counseling Ad-Hoc Committee**
- X. **AMFTRB Conference update**
- XI. **Old Business**
 - A. Temporary Permit -title
 - B. WV Code 30-31-11 Persons Exempt from licensure
- XII. **New Business**
 - A. Inactive status
 - B. Endorsement licensure for Counselor Educators
 - C. Question from CACREP-ACES Competency Based Education Task Force
 - D. Highmark
- XIII. **Executive Director's Report**
 - A. Licensee Update
 - Note regarding LPC-Retirement Status
 - B. Trainings & Conferences – Attended & Upcoming
- XIV. **Board Appointments**
- XV. **Adjourn**



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Meeting Minutes

FRIDAY, OCTOBER 20, 2017

The WV Board of Examiners in Counseling held a board meeting on October 20, 2017 at the WV Board of Examiners in Counseling conference room, Charleston, WV. The meeting was called to order at 10:07 AM.

Board Members Present:

Lori Ellison, Chair

Beth Wright Bragg, Secretary (present via telephone for the Complaint Committee portion of the meeting)

Lisa Westfall

Marilyn Cassis

Guy Gage

Jeff Jones

Chris Schimmel - absent

Others Present:

Roxanne Clay, Executive Director

Katherine Campbell, Attorney General Representative

Quorum Established:

A quorum was established.

Public Comment:

Jason Newsome, Ph.D. & LPC attended as a representative of the WV Counseling Association (WVCA) to discuss the WV Code section: 30-31-11. Persons exempted from licensure. Dr. Newsome shared with the Board the WVCA's position and their request that the standards of licensure should be applied in all settings, e.g. state and federal agencies, and not for profit agencies. The Board concluded that more research and further discussion will need to take place.

Travel - Members completed travel expense account settlement forms

Approval of Minutes –

Minutes for the following meeting were reviewed and approved: June 9, July 10, August 25, and September 22, 2017 (M/S/P: Jones/Cassis)



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Meeting Minutes

FRIDAY, OCTOBER 20, 2017

Motion was made to enter Executive Session (11:12AM) (M/S/P: Westfall/Cassis)

Licensee Complaints –

Update on active complaints that are currently being monitored:

Case 02-16: (Jennifer Young entered into a Consent Agreement and Order on 6/1/2016.) As recommended by Ms. Young's evaluator, the licensee completed a follow up psychological evaluation in which the Board received the report. The evaluator noted significant improvements by the licensee over the last year. Additionally, Ms. Young expressed a desire to continue supervision and the evaluator agreed.

New Complaint case(s):

Case 03-17 (Original Complaint received 03/22/2017: 18-month mark 9/22/2018): The nature of this complaint involves claims of unprofessional conduct by the licensee.

Case 04-17 (Original Complaint received 03/23/2017: 18-month mark 9/23/2018): The nature of this complaint involves claims of breach of confidentiality, unethical practice and false accusations made by the licensee.

Exit Executive session (11:35AM) (M/S/P: Ellison/Gage)

Case 02-16: The terms outlined in Ms. Young's Consent Order and Agreement ended on September 20, 2017. A motion was made to send a letter to Ms. Young to close the complaint, recognizing her willingness to continue supervision per the evaluator's report and recommendation. (M/S/P: Cassis/Westfall)

Case 03-17: Board found no probable cause and a motion was made to dismiss case against LPC with no further action required (M/S/P: Cassis/Jones)

Case 04-17: Board found no probable cause and a motion was made to dismiss case against LPC with no further action required (M/S/P: Gage/Westfall)

Credentialing Committee – The following individuals were approved for licensure:



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Meeting Minutes

FRIDAY, OCTOBER 20, 2017

Licensed Professional Counselors (LPC):

Sandra L. Cox

Kimberly A. Geer

Karla M. Hale

Vanessa S. Landgrave

Kelli A. Nay

Ava L. Roush

Christina R. DeMary – Reciprocity NC

Sarah K. Koster – Reciprocity KY

Shannon R. May – Reciprocity VA

Nichole C. Sakmar – Reciprocity PA

Licensed Marriage and Family Therapist: (LMFT):

N/A

Approved Licensed Professional Supervisors (ALPS):

Nancy A. Adkin's – *State - Ohio

Leah M. Losh – Cabell County

A motion was made to accept the above list LPCs, ALPS, and MFTs. (M/S/P: Jones/Gage)

Discussion took place regarding the release of names and contact information of those approved for licensure to the WVLP. The information is considered public information therefore may be provided.

A discussion took place regarding the Supervisor's Verification and Assessment form (SVA) in which the form will be revised to include a request for additional information relative to ratings of below average or lower, and an attestation will be added to the end of the form to be signed by both the ALPS and supervisee acknowledging they both have reviewed the ratings and recommendations included on the form.

Financial Committee:

P-Cards: Purchasing Card review was completed and approved for May, June, July, August and September 2017. (M/S/P: Gage/Cassis)

YTD Summary of Revenue & Expenditure



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Meeting Minutes

FRIDAY, OCTOBER 20, 2017

Finance committee reviewed the YTD summary report and reported out the Ending Cash balance of 10/19/2017 is \$266,887 (includes revenue from the LPC license renewal ending 6.30.2017).

Distance Counseling Ad-Hoc Committee:

A discussion was led by M. Cassis regarding AMFTRB's and AAMFT's efforts in establishing and adopting guidelines for the delivery of therapy services via Telehealth. She noted that guidelines are being established on a national level and reported to the Board that the committee will continue to track those efforts made by AASCB, NBCC, ACA and AMFTRB.

AMFTRB Conference update:

M. Cassis continued the discussion of AMFTRB by providing an update of her attendance to the annual AMFTRB meeting. This was the first year a WVBEC representative attended this annual meeting in which Regulatory Trends, Teletherapy and The Credential Engine were among the topics covered at the meeting.

Old Business

A. Temporary Permit – title

ED reported to the Board the title for the permittee will be "Temporary Permit Counselor", and "Temporary Permit Marriage and Family Therapist".

B. WV Code 30-31-11 Persons Exempt from licensure

More research and further discussion will need to take place on this section of the WV Code.

New Business

A. Inactive Status

The ED shared with the Board a few requests received for "Inactive Status". Discussion took place that the LPC-Retirement Status currently serves as a form of "inactive status" for the licensee, however, requires the completion of continuing education. In order to add this status, a rule change would be required. The Board concluded more research and information will be needed in order to determine if an "inactive" status is warranted.



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Meeting Minutes

FRIDAY, OCTOBER 20, 2017

B. Endorsement licensure for Counselor Educators

Discussion took place regarding endorsement licensure for the applicant that works in a Counselor Educator position. Current language in the WVBE rules requires the endorsement applicant to have "actively practiced mental health counseling as a licensed professional counselor by maintaining an ongoing caseload for at least five of the last seven years in another jurisdiction, immediately preceding application". The Board hopes to gain more information at the AASCB conference in which this topic will be discussed.

C. Questions from CACREP-ACES Competency Based Education Task Force

Discussion took place regarding the questions included in the survey from CACREP-ACES. ED will respond to the questions with the answers provided by the Board.

D. Highmark

The ED was asked to share a letter an LPC recently received from Highmark. Discussion took place by the Board.

Executive Director Report

Licensee Update –

LPC: 902 current

LPC-Retirement Status: 43

Provisionally Licensed Counselor: 124

LMFT: 6

Provisionally Licensed Marriage & Family Therapists: 2

ALPS: 230

- Note regarding LPC – Retirement Status. ED reported out to the Board, the application and renewal fee for the LPC – Retirement Status is \$72.50, effective July 1, 2017. This renewal will remain on a biennial basis.



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Meeting Minutes

FRIDAY, OCTOBER 20, 2017

Trainings & Conferences –

Attended:

- 2017 NBCC/CCE State Licensure Board's meeting on August 9-11, 2017 – attended by L. Ellison, and R. Clay, ED.
- WV State Purchasing Division on August 23-25, 2017 – ED attended and completed 8 of 10 required hours in purchasing training.
- AMFTRB Annual Meeting on October 2-4, 2017 attended by M. Cassis, LMFT Board representative.

Upcoming:

- 2017 WVCA Fall Conference, Sutton, WV. - L. Ellison, C. Schimmel and R. Clay will present at the conference and give an overview of the 2017 Legislative Rule changes.
- CSI Chapter at MU – R. Clay will give a presentation on the steps for application and licensure to MA Counseling students at MU at the Huntington campus.
- 2017 Required Annual Auditor's Seminar for Chapter 30 Boards will be held on November 29, 2017 in Charleston - L. Ellison and R. Clay are registered to attend.
- 2018 AACSB Conference will take place in January 2018 in San Antonio, TX. L. Ellison, Board Chair and R. Clay, ED will be attending.
- FARB Conference will be held on January 25-28, 2018. The ED reported to the Board the FARB training will be a beneficial conference for the Board to attend and would like to participate in 2019.
- Required Annual Purchasing Card Coordinator Training – the formal training typically offered annually has been canceled, therefore, the online training will be completed by R. Clay ED and A. Shawver, Administrative Assistant.
- CLEAR – NCIT Investigator training - ED will reach out to the Association of WV Licensing Boards to determine the number of other Boards that are interested sending participants to complete



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Meeting Minutes

FRIDAY, OCTOBER 20, 2017

the Investigator's training in Charleston, WV. ED will keep the Board updated and work with Finance Committee on estimated costs.

- o CLEAR Conference – M. Cassis reported the fall 2018 AMFTRB meeting will be held back to back with the 2018 CLEAR conference.

Board Appointments:

Lisa Westfall's appointment will expire on 6/30/2018 and she is eligible to be re-appointed. Lisa reported to the Board she is willing to serve an additional term. ED will send letter to the Governor's office requesting her reappointment.

Chris Schimmel's appointment will expire on 6/30/2018. She is completing her second full term and is not eligible to be re-appointed. Further discussion regarding this seat will take place at the next formal Board meeting.

Adjourn

A motion to adjourn was made at 3:05PM. (M/S/P: Cassis/Westfall)

Respectfully Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, MA – Executive Director



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Agenda

TELECONFERENCE - FRIDAY, DECEMBER 1, 2017 @ 10:00 AM

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment Period**
- IV. **Licensee Complaints**
 - A. Case # 01-18 (Original complaint received 7/6/2017: 18 months - 1/6/2019)
- V. **Credentialing Committee**
- VI. **Finance Committee**
 - A. YTD Summary of Revenue & Expenditures
- VII. **Schedule 2018 Board Meetings**
- VIII. **Adjourn**



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Meeting Minutes

FRIDAY, DECEMBER 1, 2017

The WV Board of Examiners in Counseling held a board meeting on December 1, 2017. The meeting was called to order at 10:04 AM.

Board Members Present:

Lori Ellison, Chair

Beth Wright Bragg, Secretary

Chris Schimmel

Lisa Westfall

Marilyn Cassis

Jeff Jones

Guy Gage (absent)

Others Present:

Roxanne Clay, Executive Director

Kate Campbell, Attorney General Representative

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Licensee Complaints –

New Complaint Case(s):

Case #01-18- (Received 7/6/2017: 18-month mark 1/6/2019) Committee reported to the Board that more time is needed to compile additional information and the case will be presented at the next meeting.

Credentialing Committee – The following individuals were approved for licensure:

LPC:

David Davis

Julie Fields

Andrea Koutsunis-Hicks



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Meeting Minutes

FRIDAY, DECEMBER 1, 2017

Erika Rucker

Mary Seibe

Jennifer Lyon – Reciprocity from KY

Jenna Shoemaker – Reciprocity from MD

MFT:

NA

ALPS:

Kathleen Servian – Marion County

A motion was made to accept the above list LPCs, ALPS, and MFTs. (M/S/P: Cassis/Jones)

Financial Committee:

- A. **YTD Summary of Revenue & Expenditures:** J. Jones presented the Board with a review of the YTD financial report. The Board approved the budget as presented. (M/S/P: Schimmel/Cassis)

Schedule 2018 Board Meetings:

Formal Board Meeting in Charleston	February 16, 2018
Formal Board Meeting in Flatwoods	June 1, 2018
Telephone Board Meeting	August 10, 2018
Formal Board Meeting in Charleston	October 26, 2018
Telephone Board Meeting	December 7, 2018

Adjourn

A motion to adjourn was made at 10:18AM. (M/S/P: Schimmel/Westfall)

Respectfully Submitted,


Beth Wright Bragg, LPC



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Agenda

FRIDAY, FEBRUARY 15, 2018 @ 10:00 AM – 3:00 PM

- I. Call to Order**
- II. Attendance**
- III. Public Comment Period**
- IV. Travel**
- V. Approval of Minutes**
2017 – October 20 & December 1
- VI. Licensee Complaints**
 - A. New Complaint Cases:**
 - 1. # 01-18 (Received 7/6/2017, 18-month mark – 1/6/2019)
 - 2. # 02-18 (Received 8/10/2017, 18-month mark – 2/10/2019)
 - 3. # 03-18 (Received 8/21/2017, 18-month mark – 2/21/2019)
 - 4. # 04-18 (Received 8/31/2017, 18-month mark – 3/1/2019)
 - 5. # 06-18 (Received 9/11/2017, 18-month mark – 3/11/2019)
 - 6. Report by ED regarding case received yet not within the jurisdiction of the Board
 - 7. Matter related to a non-licensed individual
- VII. Credentialing Committee**
- VIII. Finance Committee**
 - A.** Purchasing Card Review: October, November & December 2017
 - B.** YTD Financial Summary
 - C.** CLEAR NCIT Investigator's Training
- IX. Personnel Committee**
- X. New Business**
 - A.** CACREP Special Announcement
- XI. Executive Director's Report**
 - A.** Licensee Update
 - B.** Trainings & Conferences – Attended & Upcoming
 - C.** Annual Report
 - D.** 2018 Legislative session update
- XII. Board Appointments**
 - A.** Board Members



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Meeting Minutes

FRIDAY, FEBRUARY 15, 2018 @ 10:00 AM – 3:00 PM

The WV Board of Examiners in Counseling held a formal Board meeting on February 15, 2018 in Charleston, WV. The meeting was called to order at 10:08 AM.

Board Members Present:

Lori Ellison, Chair

Beth Wright Bragg, Secretary (Present for the first portion of the meeting and left during the executive session after the lunch break and did not return.)

Chris Schimmel

Lisa Westfall

Marilyn Cassis

Jeff Jones

Guy Gage

Others Present:

Roxanne Clay, Executive Director

Michael Bevers, Attorney General Representative

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

A motion was made to enter executive session (10:09 AM). (M/S/P: Gage/Jones)

Licensee Complaints –

New Complaint Case(s):

Case # 01-18 (Received 7/6/2017, 18-month mark – 1/6/2019) The nature of this complaint includes claims of negligence by the LPC as it relates to knowledge of and compliance with standards, practicing outside boundaries of competence, practicing in a new specialty area without proper training or education, lack of consultation on ethical obligations and a lack of respect for confidentiality.



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Meeting Minutes

FRIDAY, FEBRUARY 15, 2018 @ 10:00 AM – 3:00 PM

Case # 06-18 (Received 9/11/2017, 18-month mark – 3/11/2019) The nature of this complaint includes allegations that an LPC engaged in online blog comments in which the LPC identified as a professional counselor and proceeded to give professional advice, however, this advice and commentary was not solicited by the blogger and the blogger was offended and very upset with the comments made by the LPC.

Case # 04-18 (Received 8/31/2017, 18-month mark – 3/1/2019) The nature of this complaint includes allegations that the LPC refused to release client records to the client when requested.

Case # 03-18 (Received 8/21/2017, 18-month mark – 2/21/2019) The Board initiated a complaint against a provisionally licensed counselor after receiving information that alleged the licensee was inappropriately involved with a previous client.

Exit executive session to break for lunch (12:07PM). (M/S/P: Cassis/Jones)

Enter executive session (12:47PM). (M/S/P: Cassis/Jones)

Licensee Complaints continued:

Miscellaneous Inquiry - Report by ED regarding case that was received yet it was determined by the AG & ED representative that it was not within the jurisdiction of the Board.

Matter related to a Non-licensed individual – It was reported to the Board that an unlicensed individual was listed on the NPI registry and the listing included outdated credentials.

Case # 02-18 (Received 8/10/2017, 18-month mark – 2/10/2019) The nature of this complaint includes allegations that the LPC failed to maintain sufficient and timely documentation of client records.

Exit executive session (2:25PM) (M/S/P: Schimmel/Westfall)

Case # 01-18: Board accepted the recommendation of the Complaint Review Committee and determined there was not sufficient evidence to warrant the Board taking disciplinary action and a motion was made to dismiss the case against the LPC. Additionally, the Board voted to send a letter suggesting the licensee complete additional education and training to address the concerns included in the complaint to include the following areas: a three (3) hour CE Course in Ethics that focuses on Documentation and Protecting Client's Privacy that will address the issue of record-keeping; a three (3) hour course on LPC Scope of Practice and New Specialty Areas; completion of a three (3) hour CE course



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Meeting Minutes

FRIDAY, FEBRUARY 15, 2018 @ 10:00 AM – 3:00 PM

specific to Sex Offender Treatment if the licensee wishes to work with this population; and completion of Clinical Supervision CE in order to establish clear theoretical and pedagogical foundations for the LPC's work as an ALPS. (M/S/P: Schimmel/Westfall)

Case # 02-18: Board concluded that there was a finding of probable cause that the LPC failed to maintain sufficient and timely documentation of client records and therefore violated the ACE Code of Ethics, Section A.1.b. The Board voted to take disciplinary action against the licensee and offer a Consent Agreement to include: probationary period of three (3) months with supervision by a Board – approved supervisor of all casework; the licensee shall engage a Board-approved therapist to complete individual counseling, over a six month period, to address the importance of sufficient and timely documentation to facilitate the delivery and continuity of services and address the habitual patterns of procrastination in completing client case notes; and shall reimburse the Board for the costs associated to the investigation and disposition of the case. (M/S/P: Jones/Gage- Cassis abstains)

Case # 03-18: Board concluded that there was a finding of probable cause that the provisionally licensed counselor was inappropriately involved with a former client and therefore violated the ACA Code of Ethics, Section A.5.c... The Board voted to take disciplinary action against the licensee and offer a Consent Agreement to include; six (6) month suspension period; at the end of the suspension period the licensee shall file a new application for a provisional license and shall complete 3,000 hours of supervised experience; shall engage a Board approved counselor to complete a minimum of six months of individual counseling; and shall reimburse the Board for the costs associated to the investigation and disposition of the case. . (M/S/P: Jones/Cassis)

Case # 04-18 Board found no probable cause and a motion was made to dismiss case against LPC with no further action required. (M/S/P: Cassis/Westfall)

Case # 06-18 The Board found that there was not sufficient evidence to warrant the Board taking disciplinary action and made a motion for the complaint to be dismissed. However, the complaint and the licensee's response raised concerns by the Board and a motion was made to send a letter suggesting the LPC complete additional CE to address the specific areas of concern included in the complaint by the Investigator(s) to include the following: virtual professional presence, distance counseling, technology and social media, avoiding harm and personal values. (M/S/P: Jones/Cassis)

Miscellaneous Inquiry- It was determined by the AG & ED representative that the complaint received was not within the jurisdiction of the Board. The Board decided that a complaint number will not be assigned. For future complaint cases in which it is not clear if the Board has jurisdiction, the ED will present the case to the Board for determination on how to proceed.



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Meeting Minutes

FRIDAY, FEBRUARY 15, 2018 @ 10:00 AM – 3:00 PM

Matter related to a non-licensed individual – ED will send a letter to the individual listed on the NPI registry site.

Financial Committee:

- A. **Purchasing Card Review** – Purchasing Card review was completed and approved for October, November & December 2017. (M/S/P: Schimmel/Westfall)
- B. **YTD Financial Summary:** G. Gage presented the Board with a review of the YTD financial report to include the current cash balance of \$232,846. The Board approved the report as presented. (M/S/P: Westfall/Schimmel)
- C. **CLEAR NCIT Investigator's Training** - R. Clay is coordinating CLEAR NCIT Basic Training to be held in Charleston, WV for Spring 2018. The cost for the Board's investigative committee members to attend is estimated at \$5,700. This includes lodging, travel reimbursement and registration fees. It is anticipated that 5-6 investigators and R. Clay will attend. Monies to pay the costs will be covered by the Annual LPC License Renewal revenue for the LPCs with the 6/30/2018 expiration date.

Personnel Committee:

R. Clay completed A. Shawver's performance evaluation. Employee exceeds expectations, is an excellent employee and demonstrates a super attitude. PCard holder and coordinator training is planned for Amber over the next few months. The Board will evaluate a potential pay raise for Shawver in Summer 2018.

R Clay has completed her Master's Degree in December 2017. Personnel Committee will meet with the Finance committee to determine amount of pay raise.

New Business:

CACREP Special Announcement: On 2/9/2018 CACREP Board of Directors announced their decision to delay the implementation of the 60 Semester Credit Hour requirement from 2020 to 2023. The policy reads: "Programs that are currently accredited under the 2001, 2009, or 2016 Standards must comply with 2016 Standard by July 1, 2023. The move to 60 credit hours applies to students entering programs after July 1, 2023."

Executive Director's Report:



West Virginia Board of Examiners in Counseling Board

815 Quarrier Street, Suite 212

Charleston, WV 25301

Telephone: (304) 558-5494 Fax: (304) 558-5496

Meeting Minutes

FRIDAY, FEBRUARY 15, 2018 @ 10:00 AM – 3:00 PM

Licensee Update:

LPC: 920 current

LPC-Retirement Status: 43

Provisionally Licensed Counselor: 134

Temporary Permit Counselor: 11

LMFT: 6

Provisionally Licensed Marriage & Family Therapists: 2

ALPS: 234

Trainings & Conferences –

Attended:

- 2017 Required Annual Auditor's Seminar for Chapter 30 Boards was held on November 29, 2017 in Charleston - L. Ellison and R. Clay attended.
- 2018 AASCB Conference was held in January 2018 in San Antonio, TX. L. Ellison, Board Chair and R. Clay, ED attended. R. Clay was presented with a Distinguished Service Award for her commitment and support of AASCB. L. Ellison was elected to serve as Treasurer of AASCB. The Board congratulated both Clay and Ellison.

Upcoming:

- WV Treasurer's Office, Cash Handling Conference is scheduled for April 24-26, 2018 @ Stonewall Jackson. R. Clay will be attending.
- CLEAR – NCIT Investigator training – If a minimum of 35 attendees are confirmed to participate, the training will be held May 9, 10 & 11, 2018 in Charleston. Most members of the investigative committee & R. Clay will be attending.
- NBCC 2018 State Licensing Boards Mtg. is scheduled for September 19-21, 2018 in Minneapolis, MN. R. Clay will attend and L. Ellison is also willing to attend.



West Virginia Board of Examiners in Counseling Board

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Meeting Minutes

FRIDAY, FEBRUARY 15, 2018 @ 10:00 AM – 3:00 PM

- 2018 AMFTRB Meeting will be held back to back with the 2018 CLEAR Conference in Philadelphia, PA. – M. Cassis and R. Clay will plan to attend the AMFTRB Meeting.

- 2018 Required Auditor's Seminar for Chapter 30 Boards – Date and location TBD.

Annual Report: R. Clay presented to the Board the Annual Report. The report was submitted to the required parties in December 2017.

2018 Legislative Update: The Board reviewed a long list of bills that have been introduced this legislative session. R. Clay will give further updates at the next formal meeting.

Board Appointments:

Board Members:

The Board will request the re-appointment of Lisa Westfall. Chris Schimmel's appointment will expire on 6/30/2018 and is not eligible for re-appointment. The Board will request Jennifer Randall Reyes as the WVU representative to replace C. Schimmel's Counselor Educator seat.

Investigative Committee Members:

After many years of dedicated service on the committee, Jean Sutton decided to take a break from conducting investigations for the Board. Also, Warren Watts will continue to assist the committee but does not plan to take the lead in future complaint cases. Discussion took place regarding the need for additional investigative committee members. Suggestions included Tony Onorato and Lisa Zappia. Board will revisit at the next meeting.

Credentialing Committee – The following individuals were approved for licensure:

LPC:

William M. Bauer

Bethany I. Blankenship

William A. Catus



West Virginia Board of Examiners in Counseling Board
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Meeting Minutes

FRIDAY, FEBRUARY 15, 2018 @ 10:00 AM – 3:00 PM

Margaret E. Falletta
Denise Wagner
Robert Wiseman
Joseph W. Bretz, IV – Reciprocity from OK
Deborah L. Smith – Reciprocity from VA

MFT:
NA

ALPS:
Stewart L. Anderson – Greenbrier County
Buddy A. Dunkley, Jr. – Kanawha
Regina M. Martin – Putnam
Shannon R. May – Mercer
Kathy D. Wyrick – Mercer

Motion to accept. M/S/P (Westfall/Jones)

Board Elections – tabled until next formal meeting.

Board meeting date for April 20 & October 26, 2018 – Board will keep both dates on the schedule. The Board added an additional meeting for March 29, 2018 to review licensee complaint case(s).

Adjourn

A motion to adjourn was made at 4:11PM. (M/S/P: Schimmel/Westfall)

Respectfully Submitted,

Christine Schimmel, LPC

-And-

Roxanne Clay, MA



West Virginia Board of Examiners in Counseling Board

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Meeting Minutes

THURSDAY, MARCH 29, 2018 9:00 AM – 10:15 AM – Telephone mtg

The WV Board of Examiners in Counseling held a telephone Board meeting on March 29, 2018. The meeting was called to order at 9:04 AM.

Board Members Present:

Members present in WVBE Office:

Lori Ellison, Chair

Guy Gage

Members present on Telephone:

Christine Schimmel

Lisa Westfall

Marilyn Cassis

Members absent:

Jeff Jones – illness

Others Present:

Roxanne Clay, Executive Director

Michael Bevers, Attorney General Representative

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Motion to enter executive session at 9:03AM. M/S/P (Gage/Cassis)

Licensee Complaints –

New Complaint Case(s):

Case #07-18: (Received 9/21/2017, 18-month mark – 3/21/2019) – There was not a quorum of board members available to hear this case. Case tabled until 04/20/18 meeting.

B. Investigative Committee Members

XIII. Board Elections

XIV. Board meeting date for April 20 & October 26, 2018

XV. Adjourn



West Virginia Board of Examiners in Counseling Board

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Meeting Minutes

THURSDAY, MARCH 29, 2018 9:00 AM – 10:15 AM – Telephone mtg

Case # 10-18: (Received 12/18/2017, 18-month mark – 6/17/2019) – The case involves an LPC that is working with a minor client and parents. The complainant alleges the LPC is causing problems between the parties involved in counseling, is showing bias against the complainant, and alleges the LPC is continuing treatment of minor child to make money when it is believed treatment is not needed.

Motion to exit executive session at 9:19AM. M/S/P (Cassis/Schimmel)

Case #10-18: The Board found that there was not sufficient evidence to warrant the Board taking disciplinary action and made a motion for the complaint to be dismissed. M/S/P (Cassis/Westfall)

New Business

SUD Training : The board received an email from Susie Mullens regarding any requests for advanced training/post graduate certificates for addictions work. Discussion centered around the Board's role in advising institutions on any offerings including post graduate certificates, etc. The Board discussed institutions need to make decisions about offerings.

Board Appointments

Board Members

Board member Beth Wright-Bragg has resigned from the Board.

Motion made to accept resignation. M/S/P (Gage/Westfall)

Discussion held regarding nominations for replacements. Two names were discussed as potential recommendations to be made to the Governor's office. Tony Onorato will be sent to the Governor's office as the Board's recommendation. Lisa Kaplan will be also be held in que as a recommendation.

Investigative Committee Members

The Board discussed making additions to the investigative committee. ED Clay recommended adding Curtis (Cam) Moore to the committee. Discussion was held regarding other options as well. Motion made to accept the recommendation of Curtis (Cam) Moore to the committee. M/S/P (Gage/Westfall)



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Meeting Minutes

THURSDAY, MARCH 29, 2018 9:00 AM – 10:15 AM – Telephone mtg

Board Elections

Formal elections will take place in June at the formal meeting. Motion was made to have Chris Schimmel fill in as interim secretary until that time. M/S/P (Cassis/Westfall)

Executive Session

Motion made to re-enter executive session at 10:00AM. M/S/P (Cassis/Westfall)

Board considered question posed by LPC currently under consent agreement regarding ability to supervise while under consent. The Board did not restrict the LPC from providing supervision in the consent agreement.

Motion exit executive was made at 10:14AM. M/S/P (Westfall/Cassis)

Adjourn

Motion to adjourn meeting at 10:15AM. M/S/P (Westfall/Schimmel)

Respectfully Submitted,

A handwritten signature in blue ink that reads "Christine Schimmel".

Christine Schimmel, LPC



West Virginia Board of Examiners in Counseling Board

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Agenda

FRIDAY, APRIL 20, 2018 @ 10:00 AM – 12:00 PM (Teleconference)

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment Period**
- IV. **Licensee Complaints**
 - A. **New Complaint Cases:**
 1. # 07-18 (Received 9/21/2017, 18-month mark – 3/20/2019)
 2. # 08-18 (Received 11/14/2017, 18-month mark – 5/13/2019)
- V. **Credentialing Committee**
- VI. **Finance Committee**
 - A. YTD Financial Summary
- VII. **Personnel Committee**
- VIII. **Executive Director's Report**
 - A. NBCC – Renewal of Licensure Testing Contract, effective May 1, 2018
 - B. Investigative Committee
- IX. **Adjourn**



West Virginia Board of Examiners in Counseling Board

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Meeting Minutes

FRIDAY, APRIL 20, 2018 @ 10:00 AM – 12:00 PM

The WV Board of Examiners in Counseling held a telephone board meeting on April 20, 2018. The meeting was called to order at 10:02 AM.

Board Members Present:

Members present in WVBEC Office:

Lori Ellison, Chair

Guy Gage

Members present on Telephone:

Christine Schimmel, Secretary

Lisa Westfall

Marilyn Cassis (joined call following complaint discussions at 11:30AM)

Jeff Jones

Others Present:

Roxanne Clay, Executive Director

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Motion to enter executive session 10:03 AM (M/S/P: Jones/Gage)

Licensee Complaints –

New Complaint Cases:

Case #07-18: The case involves an LMFT that is working with a minor client who was in the middle of a custody issue. Complaint alleges the licensee would not release report and was not acting as a neutral party.

Case #08-18: Complaint case includes allegations that the LPC was working with client and used the client's phone to send text messages to the client's partner and alleges the LPC used questionable judgment when working with client and estranged partner.



West Virginia Board of Examiners in Counseling Board

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Meeting Minutes

FRIDAY, APRIL 20, 2018 @ 10:00 AM – 12:00 PM

Exit executive session 11:22AM. (M/S/P: Gage/Jones)

Case #07-18 – The Board found that there was not sufficient evidence to warrant the Board taking disciplinary action and made a motion for the complaint to be dismissed. (M/S/P: Gage/Jones)

Case #08-18 – Board concluded that there was a finding of probable cause that the LPC violated the ACA Code of Ethics, Section C.2.e. when the LPC failed to seek consultation on ethical obligations. The Board voted to take disciplinary action against the licensee and offer a Consent Agreement to include six (6) months of supervision with Board approved ALPS. (M/S/P: Schimmel/Gage)

Credentialing Committee

LPC:

Lucas	Megan	Mary
Redmond	Benjamin	Elon
Smith	Ben	H.
Townsend	Connie	S.
Walker	Terrence	
Watts	Wendi	
Williams	Abbie	D.
Ziems	Lucas	
Bair	Renee	Lynne
Pickett	Joan	Alden
Smith	Gregory	Stephen



West Virginia Board of Examiners in Counseling Board

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Meeting Minutes

FRIDAY, APRIL 20, 2018 @ 10:00 AM – 12:00 PM

Staub Ricky L.

Theodorides Erika

Zirkle Maria E.

ALPS:

Ervin Esther S.

Rainey Lisa M.

Warren Durand L.

Motion to accept. (M/S/P: Westfall/Jones)

Finance Committee

Year to Date Financial Summary: The finance committee provided an updated report on the financial status of the WVBE.

Committee explained travel expenditure has been paid out of object code #3211 whereas the monies was budgeted in object code #3243. The committee explained that there is no over expenditure in that line. Money just needs shifted to the correct line in the budget.

Motion to accept the financial committee report. (M/S/P: Cassis/Schimmel)

Personnel Committee

The Board discussed pay increases for WVBE staff including Executive Director and staff. Previous meeting minutes will support the Board's position on providing the ED a raise following her completion of a Master's degree. ED completed MA degree in December 2017.

Motion made to increase ED salary to \$54,000. This amount includes the Governor's 5% Across the Board (ATB) Salary Increase for all state employees. (M/S/P: Jones/Gage)



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Meeting Minutes

FRIDAY, APRIL 20, 2018 @ 10:00 AM – 12:00 PM

Motion made to increase staff (Amber Shawver) raise in the amount of \$2,160 in accordance with the Governor's 5% Across the Board (ATB) Salary increase, effective July 1, 2018. (M/S/P: Gage/Jones)

Executive Director's Report

NBCC – Renewal of Licensure Testing Contract: NBCC has extended a renewal of licensure testing agreement to include an increase of the NCE registration fee to \$275, whereas the current fee is \$195. ED requested that WV be allowed to delay the increased that was to go into effect last Fall. The extension time is now up and the new agreement to include the new fee will go into effect May 1, 2018. The ED is working with NBCC to rework the language in the agreement as it currently reads and includes "In no event will the Examination Fee increase by more than twenty percent (20%) *each year.*" Whereas, NBCC has indicated they will agree to the following revision: "In no event will the Examination Fee increase by more than twenty percent (20%) *in the first three years.* NBCC will provide the State Board with at least ninety (90) days' notice of an Examination fee change."

Investigative Committee Members: A current member of the investigative committee has highly recommended the Board consider adding Richard Stanley, LPC to the committee. A motion was made to add Richard Stanley as investigative committee member. M/S/P (Cassis/Westfall)

A discussion was held by the Board in which they would like to see more direction given to the Investigative Committee on the formatting and the contents to be included in the investigation reports. They are asking the ED to work closely with the committee members in accomplishing more beneficial investigative reports.

Adjourn

Motion to adjourn meeting at 12:03PM. (M/S/P: Schimmel/Jones)

Respectfully Submitted,

A handwritten signature in blue ink that reads "Christine Schimmel".

Christine Schimmel, LPC



West Virginia Board of Examiners in Counseling Board

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Agenda

FRIDAY, MAY 4, 2018 @ 10:00 AM – 10:30 AM – SPECIAL Telephone mtg.

- I. Call to Order
- II. Attendance
- III. Public Comment Period
- IV. Personnel Committee
- V. Adjourn



West Virginia Board of Examiners in Counseling Board
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Meeting Minutes
FRIDAY, MAY 4, 2018 @ 10:00 AM

The WV Board of Examiners in Counseling held a Special Board meeting on May 4, 2018 via telephone. The meeting was called to order at 10:09 AM.

Board Members Present via telephone:

Lori Ellison, Chair
Chris Schimmel
Lisa Westfall
Marilyn Cassis
Jeff Jones
Guy Gage (absent)

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Executive Director Pay Increase

The purpose of this special meeting was to rectify an issue that was mishandled during the last meeting. At the last meeting, the ED, Roxanne Clay, was provided a raise based on her current salary at the time. However, the current salary at the time of the last meeting was incorrectly reported by the finance team. The raise provided at the last meeting would only have amounted to approximately \$104 dollars which is not commensurate with the promise of a raise following Ms. Clay's completion of her MA degree.

A motion was made to raise the ED salary to \$60,000. M/S/P (Schimmel/Westfall)

Adjourn

Motion to adjourn meeting at 10:17AM. M/S/P (Cassis/Schimmel)

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Christine Schimmel".

Christine Schimmel, LPC



West Virginia Board of Examiners in Counseling Board

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Agenda

FRIDAY, JUNE 1, 2018 @ 10:00 AM – 3:00 PM

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment Period**
- IV. **Travel**
- V. **Approval of Minutes**
2018 – February 15, March 29, April 20 & May 4
- VI. **Complaint Committee**
 1. # 02-18 – Beth Wright Bragg, LPC. (Received 8/10/2017)
 - Consent Agreement and Order signed March 29, 2018 – currently monitoring.
 2. # 03-18 (Received 8/21/2017, 18-month mark – 2/21/2019)
 - Pending Consent Agreement
 3. #08-18 (Received 11/14/2018 – 18-month mark – 5/13/2019)
 - Pending Consent Agreement
 4. # 05-18 (Received 9/5/2017 – 18-month mark – 3/4/2019)
- VII. **Credentialing Committee**
 - A. New Licensees and ALPS
 - B. PCLE Exam
- VIII. **Finance Committee**
 - A. Purchasing Card Review: 2018 – January, February, March and April
 - B. YTD Financial Summary
 - C. FY2019 Expenditure Schedule
- IX. **New Business**
 - A. Society of Counseling Psychology – letter
 - B. Neurofeedback and neurostimulation inquiry
- X. **Executive Director's Report**
 - A. Licensee Update
 - B. LPC & LMFT License Renewal notices
 - C. Trainings & Conferences – Attended & Upcoming
 - D. 2018 Legislative session and Interim sessions – update
 - E. Investigative Committee
 - F. Staff training update
- XI. **AMFTRB (M. Cassis)**
- XII. **Board Elections**
- XIII. **Adjourn**



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Meeting Minutes

FRIDAY, JUNE 1, 2018 @ 10:00 AM – 3:00 PM

The WV Board of Examiners in Counseling held a board meeting on June 1, 2018. The meeting was called to order at 10:10 AM.

PERMISSION TO RECORD MEETING with the exception of executive session.

Board Members Present:

Lori Ellison, Chair
Chris Schimmel, Secretary
Lisa Westfall
Marilyn Cassis
Guy Gage
Jeff Jones (absent)

Others Present:

Roxanne Clay, Executive Director
Anthony Onorato – guest
Jennifer Randall Reyes - guest

Quorum Established: A quorum was established.

Public Comment: No one appeared before the board for public comment.

Travel - Members completed travel expense account settlement forms

Approval of Minutes:

Minutes for the following meetings were reviewed and approved: February 15, March 29, April 20 & May 4, 2018. (M/S/P: Westfall/Gage)

Enter Executive Session: (M/S/P: Schimmel/Cassis) 10:30 am

Complaint Committee –

Currently Monitored or Pending Cases:

Case #02-18- Beth Wright Bragg, LPC # 1327, entered into a Consent Agreement and Order on March 29, 2018. Currently monitoring.



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Meeting Minutes

FRIDAY, JUNE 1, 2018 @ 10:00 AM – 3:00 PM

Case #03-18 – (Received 8/25/2017, 18-month mark – 2/24/2019) Pending Consent Agreement.

Case #08-18 – (Received 11/14/2017, 18-month mark – 5/13/2019) Pending Consent Agreement.

New Complaint Case #05-18 – (Received 9/5/2017 – 18 month mark – 3/4/2019) Complaint against licensee alleging violations of the ACA Code of Ethics.

Exit Executive Session: (M/S/P: Westfall/Schimmel) 10:44 am

New Complaint Case #05-18 – (Received 9/5/2017 – 18 month mark – 3/4/2019) Board found no probable cause and a motion was made to dismiss case against LPC with no further action required (M/S/P: Cassis/Jones)

Credentialing Committee – The following individuals were approved for licensure:

LPC:

Samantha Ann Foose – Reciprocity OH
Judith Brown Stewart – Reciprocity NC
Jamie L. Rickard
Michelle Koren Smith
Sheri Warden-Harmon
Rita Faye White
Sandra Bernadine Vance

MFT:

Kayla M. Siefert – Reciprocity from PA

ALPS:

Lindsey M. Brown – Marion County
Natalie A. Daughy - *State- OH
Donna L. Eleo – Raleigh County
Melanie D. St. Clair – Upshur County
Maria E. Zirkle - *State-VA

A motion was made to accept the above list LPCs, ALPS, and MFTs. (M/S/P: Gage/Jones)



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Meeting Minutes

FRIDAY, JUNE 1, 2018 @ 10:00 AM – 3:00 PM

PCLE Exam: After review and discussion of the PCLE exam, a motion was made to accept the PCLE exam to fulfill the exam requirement for LPC licensure. (M/S/P: Schimmel/Cassis)

Financial Committee:

Purchasing Card Review: Review was completed and approved for January, February, March and April 2018. (M/S/P: Gage/Westfall)

YTD Financial Summary: G. Gage reported out the year to date financial summary.

FY2019 Expenditure Schedule: G. Gage presented to the Board the budget for FY2019. The budget was approved as presented. (M/S/P: Schimmel/Cassis)

New Business:

Society of Counseling Psychology: Discussion took place regarding the letter received.

Neurofeedback and neurostimulation Inquiry: Discussion took place and a letter will be drafted in response.

Executive Director Report

Licensee Update --

LPC: 942 current

LPC-Retirement Status: 43

Provisionally Licensed Counselor: 145

Temporary Permit Counselor: 16

LMFT: 6

Provisionally Licensed Marriage & Family Therapists: 2

ALPS: 243

LPC & LMFT License Renewal Notices: Annual Renewal notices have been sent to the LPC whose license expires 6/30/2018 (approximately 70) and the LMFT licensees (6). The remaining LPCs expire 6/30/2019 in which the reporting of CE will be included in the renewal requirement during the next cycle. Thereafter, all LPCs will renew annually and report the completion of CE biennially, every odd numbered renewal year.

Trainings & Conferences --



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Meeting Minutes

FRIDAY, JUNE 1, 2018 @ 10:00 AM – 3:00 PM

Attended:

- Required Annual Purchasing Card Coordinator Training – R. Clay and A. Shawver attended the training in Charleston WV on April 9, 2018. This training is required annually in order to maintain PCard Coordinator status and will also fulfill the requirement for PCard Holder. A. Shawver will be completing additional training and the exams to gain both roles.
- WV Treasurer's Office – Cash Handling Conference – R. Clay attended the training in Roanoke, WV on April 24-26, 2018.
- CLEAR NCIT Investigator Training – In addition to the ED, R. Clay, the following investigators that serve on the committee attended the training in Charleston, WV on May 9, 10 & 11, 2018: Molly Greene, Jean Anne Herscher, Patrick Ward, Curtis Ann Moore, Richard Stanley and Gary Patton. The ED, and all investigators that have served on the committee for at least one year earned CLEAR Certified Investigator/Inspector designation. The remaining investigators may apply for certification at their one-year mark.
- Purchasing Training – Solicitation Process: From Pre-Planning to Award – R. Clay completed this 3 hour webinar on May 16, 2018. She has completed a total of 10 hours of training that is required each fiscal year for all Designated Procurement officers.

Upcoming:

- Purchasing Division – Upcoming Changes to Procurement Law and Procedures (SB 283) will be conducted via webinar on June 8, 2018. R. Clay is registered.
- Writing for Results course offered by the WV Division of Personnel is being held June 27 & 28, 2018 in Charleston, WV. There is no fee to attend. R. Clay and A. Shawver are registered to attend.
- 2018 NBCC State Licensing Boards Mtg. – Will be held September 19-21, 2018 in Minneapolis, MN. R. Clay and one Board member will attend.
- 2018 Required Auditors Seminar for Chapter 30 Boards – date and location TBD. The ED and Chair will need to attend. All Board members are required to attend at least one meeting within their 5 year term.



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Meeting Minutes

FRIDAY, JUNE 1, 2018 @ 10:00 AM – 3:00 PM

- AMFTRB Annual Meeting – will be held in Philadelphia, PA on September 25-26, 2018. M. Cassis will attend and R. Clay will likely join her.
- CLEAR Training – will be held back to back with AMFTRB meeting in PA on September 26-29, 2018.
- Purchasing Division Conference – will be held at Camp Dawson on October 2-5, 2018. A. Shawver will be attending.

Investigative Committee – Members of the investigative committee will be invited to attend the October formal Board meeting in Charleston.

Staff Training Update- A. Shawver will acquire the designation of PCard Co-Coordinator and PCard holder once additional training is complete. ED anticipates her to complete the training in the next 60 days. Additionally, A. Shawver will be designated as the Backup Procurement Officer for the Board which requires the completion of 10 hours of purchasing training per fiscal year.

AMFTRB: M. Cassis provided the Board an update regarding her attendance at the AMFTRB mtg.

Board Elections

A motion was made to nominate Guy Gage as Chair and Marilyn Cassis as Secretary (M/S/P: Westfall/Schimmel)

Adjourn

A motion to adjourn was made at 1:47 PM. (M/S/P: Cassis/Westfall)

Respectfully Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, MA
Executive Director



West Virginia Board of Examiners in Counseling Board

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Agenda

Credentialing Committee

August 16, 2016 @ 2:00pm

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment**
- IV. **Review of Applications**
- V. **Adjourn**



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Credentialing Committee Meeting Minutes

AUGUST 16, 2016 @ 2PM.

A Credentialing Committee meeting was held August 16, 2016. The meeting was called to order at 2pm.

Members Present:

Lori Ellison

Chris Schimmel

Others Present:

Roxanne Clay, Executive Director

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Review of Applications:

Approved to take the NCE Exam:

Allycia	Stennett
Austin	Haley
Jason	Batten
Josephine	Hensley
Laura	Viars
Taylor	Wells
Amanda	Huffman
Jamie	Rickard
Jenny	Barbour
Justin	Lehman



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Telephone: (304) 558-5494 Fax: (304) 558-5496

Credentialing Committee Meeting Minutes

AUGUST 16, 2016 @ 2PM.

Kelley	Sills
Krista	Neophytou
Stephanie	Roush

Approved for the Provisional License

Nellie	Humphreys-Lowry
Kristina	Clark
Megan	Lucas
Roselyn	Turak
Abbie	Williams
Michelle	Smith
Sarah	Baumgardner
Sarah	Haag

Provisionally Licensed Counselors – SVAs received and approved / will be recommended for LPC at next BM

Jamaica	Groeneveld
Kathryn	Black
Bobby	Griffith
Gregory	George II
Sara	Green
Carolyn	Collins



West Virginia Board of Examiners in Counseling Board

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Credentialing Committee Meeting Minutes

AUGUST 16, 2016 @ 2PM.

Endorsement Applicants Approved - will be recommended for LPC at next BM

Andrea	Hansen-Ford	PA
Gerald	Simmons	KY & TN
Dawn	Staub	PA
Gloria	Mahin	GA & NC
Jason	Hessler	MD

Meeting Adjourned:

The meeting was adjourned 3:00 pm

M/S/P: Ellison/Schimmel

Respectfully Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, Executive Director



West Virginia Board of Examiners in Counseling Board

815 Quarrier Street, Suite 212

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Agenda

Credentialing Committee

October 21, 2016 @ 10:00am

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment**
- IV. **Review of Applications**
- V. **Adjourn**



West Virginia Board of Examiners in Counseling Board

815 Quarrier Street, Suite 212

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Credentialing Committee Meeting Minutes

OCTOBER 21, 2016 @ 10AM

A Credentialing Committee meeting was held October 21, 2016. The meeting was called to order at 10am

Members Present:

Lori Ellison

Chris Schimmel

Others Present:

Roxanne Clay, Executive Director

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Review of Applications:

Approved to take the NCE Exam:

Lisa	Meade
Rachel	Haffey
Casey	Day
Darrian	Randall
Joseph	Mounts
Rachel	Goddard



West Virginia Board of Examiners in Counseling Board

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Charleston, WV 25301

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Credentialing Committee Meeting Minutes

OCTOBER 21, 2016 @ 10AM

Approved for the Provisional License

Christine	Addessi
Jessica	Lynch
Allycia	Stennett
Jerica	Wesley
Austin	Haley
Kelley	Sills
Stephanie	Roush
Justin	Lehman
Lisa	Meade

Provisionally Licensed Counselors – SVAs received and approved/will be recommended for LPC at next BM

Leshia	McClure
Lauren	Allen
Anna	Simmons
Rachel	Streets
Allyson	Kangisser

Endorsement Applicants Approved - will be recommended for LPC at next BM

Andrea	Lefebvre	OH
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Meeting Adjourned:

The meeting was adjourned 10:50am

M/S/P: Ellison/Schimmel

Respectfully Submitted,

Roxanne Clay, Executive Director



West Virginia Board of Examiners in Counseling Board

815 Quarrier Street, Suite 212

Charleston, WV 25301

Telephone: (304) 558-5494 Fax: (304) 558-5496

Agenda

Credentialing Committee

January 27, 2017 @ 10:00am

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment**
- IV. **Review of Applications**
- V. **Adjourn**



West Virginia Board of Examiners in Counseling Board

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Credentialing Committee Meeting Minutes

JANUARY 27, 2017 @ 10AM

A Credentialing Committee meeting was held January 27, 2017. The meeting was called to order at 10am

Members Present:

Lori Ellison

Chris Schimmel

Others Present:

Roxanne Clay, Executive Director

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Review of Applications:

Approved to take the NCE Exam:

Allison	Warner
Courtney	Chapman
Jennifer	Adams
Jessyca	Gooch
Lisa	Otten
Steven	Amtower
Sunshine	Holstein
Tanya	McClung



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Credentialing Committee Meeting Minutes

JANUARY 27, 2017 @ 10AM

Kimberly	Massie
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Approved for the Provisional License

Krista	Neophytou
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Provisionally Licensed Counselors – SVAs received and approved / will be recommended for LPC at next BM

Rachael	Oiler
Kathleen	Sauls
Amanda	Lewis
Layne	Hitchcock
Nicole	Buffington-DeMarco
Richard	Hanson
Samantha	Mann
Laura	Wiley

Endorsement Applicants Approved - will be recommended for LPC at next BM

Lori	Fedorczyk	PA
Timothy	Teague	VA
Kari	Mika-Lude	IL
Spring	Lepak	NM
Jacqueline	Myers	FL



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Credentialing Committee Meeting Minutes

JANUARY 27, 2017 @ 10AM

Meeting Adjourned:

The meeting was adjourned 11:05am

M/S/P: Ellison/Schimmel

Respectfully Submitted,

Roxanne Clay

Roxanne Clay, Executive Director



West Virginia Board of Examiners in Counseling Board

815 Quarrier Street, Suite 212

Charleston, WV 25301

Telephone: (304) 558-5494 Fax: (304) 558-5496

Agenda

Credentialing Committee

March 17, 2017 @ 10:00am

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment**
- IV. **Review of Applications**
- V. **Adjourn**



West Virginia Board of Examiners in Counseling Board

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Credentialing Committee Meeting Minutes

MARCH 17, 2017 @ 10AM

A Credentialing Committee meeting was held March 17, 2017. The meeting was called to order at 10am

Members Present:

Lori Ellison
Chris Schimmel
Marilyn Cassis

Others Present:

Roxanne Clay, Executive Director

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Review of Applications:

Approved to take the NCE Exam:

Jaime	Baker
Joan	Mann
Latrica	Kestner- Kingery

Approved to take the National MFT Exam

Morgan	Cain
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Approved for the Provisional License



West Virginia Board of Examiners in Counseling Board

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Credentialing Committee Meeting Minutes

MARCH 17, 2017 @ 10AM

Kendyl	Kimberly
Diana	Martin

Meeting Adjourned:

The meeting was adjourned 10:25am

M/S/P: Ellison/Schimmel

Respectfully Submitted,

Roxanne Clay

Roxanne Clay, Executive Director



West Virginia Board of Examiners in Counseling Board

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Agenda

Credentialing Committee

April 20, 2017 @ 11:00am

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment**
- IV. **Review of Applications**
- V. **Adjourn**



West Virginia Board of Examiners in Counseling Board

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Credentialing Committee Meeting Minutes

APRIL 20, 2017 @ 11AM

A Credentialing Committee meeting was held April 20, 2017. The meeting was called to order at 11am

Members Present:

Lori Ellison

Chris Schimmel

Others Present:

Roxanne Clay, Executive Director

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Review of Applications:

Approved to take the NCE Exam:

Brittanny	Baum
Mena	Seyed-Ashraf

Approved for the Provisional License

Tanya	McClung
Courtney	Chapman
Steven	Amtower
Rachel	Haffey
Joseph	Mounts
Sunshine	Holstein



West Virginia Board of Examiners in Counseling Board

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Credentialing Committee Meeting Minutes

APRIL 20, 2017 @ 11AM

Provisionally Licensed Counselors – SVAs received and approved / will be recommended for LPC at next BM

Stephanie	Moran
Lauren	White
Laura	Smith
Sarah	Hartman

Endorsement Applicants Approved - will be recommended for LPC at next BM

Micca	Ratliff	KY
Janice	Allen	FL
Steven	Mininberg	MD
James	Burton II	PA
Melissa	Lowther	PA
Deborah	Olbert	PA
Judith	Black	VA

Meeting Adjourned:

The meeting was adjourned 11:58am

M/S/P: Ellison/Schimmel

Respectfully Submitted,

Roxanne Clay, Executive Director



West Virginia Board of Examiners in Counseling Board

815 Quarrier Street, Suite 212

Charleston, WV 25301

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Agenda

Credentialing Committee

May 17, 2017 @ 10:00am

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment**
- IV. **Review of Applications**
- V. **Adjourn**



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Credentialing Committee Meeting Minutes

MAY 17, 2017 @ 10AM

A Credentialing Committee meeting was held May 17, 2017. The meeting was called to order at 10am

Members Present:

Lori Ellison

Chris Schimmel

Others Present:

Roxanne Clay, Executive Director

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Review of Applications:

Approved to take the NCE Exam:

Bethany	Galey
Frank	Burgess
Jason	Deusenberry
Melissa	Edwards
Melissa	Greenwell
Pinkie	Martynski
Morgan	Vance



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Credentialing Committee Meeting Minutes

MAY 17, 2017 @ 10AM

Approved for the Provisional License

Darrian	Randall
Jessyca	Gooch
Kimberly	Massie
Erin	Duff
Brittanny	Baum
Josephine	Hensley
Kylie	Harris

Approved for Provisional License – (Marriage and Family Therapy)

Maureen	Marko
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Provisionally Licensed Counselors – SVAs received and approved / will be recommended for LPC at next BM

Brandie	Dodd
Brenda	Everett
Pamela	Gibson
Shontae	Cox
Yukiko	Comstock
Elizabeth	Brooke
Kaitlyn	Nida
Leslie	Bolock

Endorsement Applicants Approved - will be recommended for LPC at next BM

Bryan	Henchey	NC
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Credentialing Committee Meeting Minutes

MAY 17, 2017 @ 10AM

Michael	Burns	KY
Lisa	Rainey	MD
Teresa	Vaughan	MD
Edward	Hinson	WA
Eric	Schomburg	KY
Ryan	Dallatore	PA

Meeting Adjourned:

The meeting was adjourned 11:45am

M/S/P: Ellison/Schimmel

Respectfully Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, Executive Director



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Agenda

Credentialing Committee

July 17, 2017 @ 10:00am

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment**
- IV. **Review of Applications**
- V. **Adjourn**



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Credentialing Committee Meeting Minutes

JULY 17, 2017 @ 10AM

A Credentialing Committee meeting was held July 17, 2017. The meeting was called to order at 10am

Members Present:

Lori Ellison

Chris Schimmel

Others Present:

Roxanne Clay, Executive Director

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Review of Applications:

Approved to take the NCE Exam:

Ashlee	Heberger
Bianca	Benson
Cassandra	Chapman
J.	Brand
Jessica	Haring

Approved for the Provisional License

Mena	Seyed-Ashraf
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West Virginia Board of Examiners in Counseling Board

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Credentialing Committee Meeting Minutes

JULY 17, 2017 @ 10AM

Rachel	Goddard
Laura	Viars

Meeting Adjourned:

The meeting was adjourned 10:42am

M/S/P: Ellison/Schimmel

Respectfully Submitted,

Roxanne Clay

Roxanne Clay, Executive Director



West Virginia Board of Examiners in Counseling Board

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Agenda

Credentialing Committee

August 17, 2017 @ 10:00am

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment**
- IV. **Review of Applications**
- V. **Adjourn**



West Virginia Board of Examiners in Counseling Board

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Credentialing Committee Meeting Minutes

AUGUST 17, 2017 @ 10AM

A Credentialing Committee meeting was held August 17, 2017. The meeting was called to order at 10am

Members Present:

Lori Ellison

Chris Schimmel

Others Present:

Roxanne Clay, Executive Director

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Review of Applications:

Approval to take the NCE Exam/Eligible to receive TP:

Kayla Rose Hacker

Barbara J. Kincaid

Brittany Russell

Tammy Chaney

Alecia N. Allen

Approved for Temporary Permit:

Jessica Haring



West Virginia Board of Examiners in Counseling Board

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Credentialing Committee Meeting Minutes

AUGUST 17, 2017 @ 10AM

Approval for the Provisional License:

Andrew Burck

Katherine Burns

Endorsement Applicants to be recommended for LPC at 8/25/2017 BM:

Tammy Star – MD (Option 1)

Annette M. Hyslop – MD (Option 1)

Lindsey Michelle Brown – KY (#2)

Travis Lee Watson – PA (#2)

Kelli Faulkner – KY (#2)

Jacquelyn Pickett – NY (2016 applicant - #2 and completed coursework to meet WV requirements)

Donna Eleo – OH (Also previous WV LPC- #1)

Provisionally Licensed Counselors – completed supervision requirement and will be recommended for LPC at 8/25/2017 BM:

Marjorie A. Lynch

Amber Smith

Traci M. Boyle

Ashlee Jean Stevens

Vicki M. Schmidt



West Virginia Board of Examiners in Counseling Board

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Credentialing Committee Meeting Minutes

AUGUST 17, 2017 @ 10AM

Wendy L. Lewis

Kimberly Thomason

Meeting Adjourned:

The meeting was adjourned at 11:15am

M/S/P: Ellison/Schimmel

Respectfully Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, Executive Director



West Virginia Board of Examiners in Counseling Board

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Agenda

Credentialing Committee

September 12, 2017 @ 7:00pm

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment**
- IV. **Review of Applications**
- V. **Adjourn**



West Virginia Board of Examiners in Counseling Board

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Credentialing Committee Meeting Minutes

SEPTEMBER 12, 2017 @ 7PM

A Credentialing Committee meeting was held via teleconference on September 12, 2017. The meeting was called to order at 7pm

Members Present:

Lori Ellison

Marilyn Cassis

Christine Schimmel (Absent)

Others Present:

Roxanne Clay, Executive Director

Katherine Campbell, AG representative

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Review of Application materials:

A review took place of an applicant's final Supervisor's Verification and Assessment Form and other supervision documentation. Materials were approved and applicant will be recommended for LPC at next BM.

Meeting Adjourned:

The meeting was adjourned at 9:30pm

M/S/P: Ellison/Cassis

Respectfully Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, Executive Director



West Virginia Board of Examiners in Counseling Board

815 Quarrier Street, Suite 212

Charleston, WV 25301

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Agenda

Credentialing Committee

September 25, 2017 @ 1:00pm

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment**
- IV. **Review of Applications**
- V. **Adjourn**



West Virginia Board of Examiners in Counseling Board

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Credentialing Committee Meeting Minutes

SEPTEMBER 25, 2017 @ 1PM

A Credentialing Committee meeting was held September 25, 2017. The meeting was called to order at 1pm.

Members Present:

Lori Ellison

Chris Schimmel

Others Present:

Roxanne Clay, Executive Director

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Review of Applications:

Approval to take the NCE Exam/Eligible to receive TP:

Tim Denney

Patricia Vann

Approved for Temporary Permit:

N/A

Approval for the Provisional License:

Miranda Riffle

Melissa Parsley

Kathy Collins



West Virginia Board of Examiners in Counseling Board

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Credentialing Committee Meeting Minutes

SEPTEMBER 25, 2017 @ 1PM

Endorsement Applicants to be Recommended for LPC at next Board Meeting: (10/20/2017)

Shannon R. May – VA (Option 1)

Christina Rebecca DeMary – NC (Option #1)

Sarah Koster – KY (Option #1)

Nichole Catherine Sakmar (Option 2)

Meeting Adjourned:

The meeting was adjourned at 2:10pm.

M/S/P: Ellison/Schimmel

Respectfully Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, Executive Director



West Virginia Board of Examiners in Counseling Board

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Charleston, WV 25301

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Agenda

Credentialing Committee

November 17, 2017 @ 10:00am

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment**
- IV. **Review of Applications**
- V. **Adjourn**



West Virginia Board of Examiners in Counseling Board

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Credentialing Committee Meeting Minutes

NOVEMBER 17, 2017 @ 10 a.m.

A Credentialing Committee meeting was held on November 17, 2017. The meeting was called to order at 10 a.m.

Members Present:

Lori Ellison

Chris Schimmel

Others Present:

Roxanne Clay, Executive Director

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Review of Applications:

Approval to take the NCE Exam/Eligible to receive TP:

Melonie Diane Beavers

Beth Ann Lanier

Katie Jo Walker-Williamson

Amanda Doris Walker

Brandon L. Gress

Approval for the Provisional License:

Rachel Elizabeth Baldrige

Felicia M. Hooper



West Virginia Board of Examiners in Counseling Board

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Charleston, WV 25301

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Credentialing Committee Meeting Minutes

NOVEMBER 17, 2017 @ 10 a.m.

John Richard Pennington

Provisionally Licensed Counselors – completed supervision requirement and will be recommended for LPC at the 12/1/2017 BM:

Mary	Selbe
Erika	Rucker
Andrea	Koutsunis-Hicks
Julie	Fields
David	Davis

Endorsement Applicants to be recommended for LPC to Bd. at 12/1/2017 BM:

Jennifer Leigh Lyon – KY (Option 2-approved pending receipt of Supervision records.)

Jenna Shoemaker – MD (Option 2 – Approved)

Meeting Adjourned:

The meeting was adjourned 11:15am

M/S/P: Ellison/Schimmel

Respectfully Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, Executive Director



West Virginia Board of Examiners in Counseling Board

815 Quarrier Street, Suite 212

Charleston, WV 25301

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Agenda

Credentialing Committee

January 19, 2018 @ 10:00am

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment**
- IV. **Review of Applications**
- V. **Adjourn**



West Virginia Board of Examiners in Counseling Board

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Credentialing Committee Meeting Minutes

JANUARY 19, 2018 @ 10 a.m.

A Credentialing Committee meeting was held on January 19, 2018. The meeting was called to order at 10:01 a.m.

Members Present:

Lori Ellison

Chris Schimmel

Others Present:

Roxanne Clay, Executive Director

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Review of Applications:

Approval to take the NCE Exam/Eligible to receive TP:

Amy R. Taylor

Katherine Eye

Maryann Lijoi

Denise Briscoe

Sarah Stone Johns

Approval for the Provisional License:

Barbra Sue Masih

Kathrine Pennington (pending receipt of official NCE scores)

Endorsement Applicants to be recommended for LPC to Bd. at 2/15/2018 BM:



West Virginia Board of Examiners in Counseling Board

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Credentialing Committee Meeting Minutes

JANUARY 19, 2018 @ 10 a.m.

Deborah L. Smith (Option #1)

Joseph Warren Bretz IV (Option 2)

Meeting Adjourned:

The meeting was adjourned 10:48am

M/S/P: Ellison/Schimmel

Respectfully Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, MA
Executive Director



West Virginia Board of Examiners in Counseling Board

815 Quarrier Street, Suite 212

Charleston, WV 25301

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Agenda

Credentialing Committee

March 9, 2018 @ 9:00am

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment**
- IV. **Review of Applications**
- V. **Adjourn**



West Virginia Board of Examiners in Counseling Board

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Credentialing Committee Meeting Minutes

MARCH 9, 2018 @ 9 a.m.

A Credentialing Committee meeting was held on March 9, 2018. The meeting was called to order at 9a.m.

Members Present:

Lori Ellison

Chris Schimmel

Others Present:

Roxanne Clay, Executive Director

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Review of Applications:

Approval to take the NCE Exam/Eligible to receive TP:

Kia L. Hebb (NCE & TP)

Amy C. Moran

Jessi Danielle Tomblin (NCE & TP)

Jacqueline E. Rollyson (NCE & TP)

Approval for the Provisional License:

Jerry L. Dooley -pending receipt of official graduate transcript from MU

Endorsement Applicants to be recommended for LPC to Bd. at 4/20/2018 BM:

Maria E. Zirkle (Option #1 – VA & FL)



West Virginia Board of Examiners in Counseling Board

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Credentialing Committee Meeting Minutes

MARCH 9, 2018 @ 9 a.m.

Erika Theodorides (Option #1 – VA)

Gregory Stephen Smith (Option #1 – AL)

Joan Alden Pickett (Option #1 - VA)

Renee Lynne Bair (Option #2 – PA)

Julie Lynn Dobson (Option #1 – FL) *Pending receipt of official passing exam scores –

Meeting Adjourned:

The meeting was adjourned 10:15am

M/S/P: Ellison/Schimmel

Respectfully Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, Executive Director



West Virginia Board of Examiners in Counseling Board

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Agenda

Credentialing Committee

April 20, 2018 @ 9:00am

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment**
- IV. **Review of Applications**
- V. **Adjourn**



West Virginia Board of Examiners in Counseling Board

815 Quarrier Street, Suite 212

Charleston, WV 25301

Telephone: (304) 558-5494 Fax: (304) 558-5496

Credentialing Committee Meeting Minutes

APRIL 20, 2018 @ 9 a.m.

A Credentialing Committee meeting was held on April 20, 2018. The meeting was called to order at 9 a.m.

Members Present:

Lori Ellison

Chris Schimmel

Others Present:

Roxanne Clay, Executive Director

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Review of Applications:

Approval to take the NCE Exam/Eligible to receive TP:

Shannon Ackerman

Beverly R. Salyers

Jami Laughlin Lea M. Larch (Decker)

Cassandra Vinson Erenrich –

Endorsement Applicants to be Recommended for LPC to Board at 4/20/2018 BM:

Ricky Staub (PA)

Reviewed with other determinations:



West Virginia Board of Examiners in Counseling Board

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Credentialing Committee Meeting Minutes

APRIL 20, 2018 @ 9 a.m.

Elizabeth Ann Cruger – Endorsement Option 2 – Needs Coursework, #8, 10 & 11. Approved for Provisional License while she completes coursework.

Provisionally Licensed Counselors – Approved SVAs – will be recommended for LPC at 4/20/2018 Bd. Mtg.

Megan Lucas

Benjamin Redmond

Ben Smith

Connie Townsend

Terrence Walker

Wendi Watts

Abbie Williams

Lucas Ziems

Meeting Adjourned:

The meeting was adjourned 9:45am

M/S/P: Ellison/Schimmel

Respectfully Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, Executive Director



West Virginia Board of Examiners in Counseling Board

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Agenda

Credentialing Committee

May 15, 2018 @ 9:00am

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment**
- IV. **Review of Applications**
- V. **Adjourn**



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Credentialing Committee Meeting Minutes

MAY 15, 2018 @ 9 a.m.

A Credentialing Committee meeting was held on May 15, 2018. The meeting was called to order at 9a.m.

Members Present:

Lori Ellison

Chris Schimmel

Others Present:

Roxanne Clay, Executive Director

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Review of Applications:

Approval to take the NCE Exam/Eligible to receive TP:

Lacee Fulton

Connie Rae Davis

Rebecca Stuyvesant

Jennifer Kiblinger (pending receipt of official transcript)

Rebecca Lynn Dolly (pending receipt of official transcript)

Alexis Jade Ginn

Approved for Temporary Permit:

Sabrina McCauley



West Virginia Board of Examiners in Counseling Board

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Credentialing Committee Meeting Minutes

MAY 15, 2018 @ 9 a.m.

Approval for the Provisional License:

Jennifer Morris -

Heather Carnes

Sydney Menigoz

Endorsement Applicants to be recommended for licensure at next Board Meeting: (6/1/2018)

Kayla M. Siefert – LMFT Reciprocity from PA (Option #2)

Judith Brown Stewart – Endorsement from NC (Option #1)

Miscellaneous determinations:

Corey A. VanSickle – Endorsement #2 from PA – Needs coursework #7-Etiology and #11-M&F

Emily Gayle Finomore – Endorsement #2 from CO – Needs coursework - Addictions

Rose Raveaux – (Ohio LPC – Needs coursework #8 & 11)

Meeting Adjourned:

The meeting was adjourned at 10am.

M/S/P: Ellison/Schimmel

Respectfully Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, Executive Director



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Agenda

Credentialing Committee

June 29, 2018 @ 10:00am

- I. **Call to Order**
- II. **Attendance**
- III. **Public Comment**
- IV. **Review of Applications**
- V. **Adjourn**



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Credentialing Committee Meeting Minutes

JUNE 29, 2018 @ 10 a.m.

A Credentialing Committee meeting was held on June 29, 2018. The meeting was called to order at 10 a.m.

Members Present:

Lori Ellison

Chris Schimmel

Others Present:

Roxanne Clay, Executive Director

Quorum Established:

A quorum was established.

Public Comment:

No one appeared before the board for public comment.

Review of Applications:

Approval to take the NCE Exam/Eligible to receive TP:

Michelle Woomer

Robert Ashby Martin

Lauren M. Doyle

Holly Marie Smith

Kari S. Kahl

Kierra A. Coles

Approval for the Provisional License:

Chelsea Mallow

Susan Michelle Armentrout



West Virginia Board of Examiners in Counseling Board

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Credentialing Committee Meeting Minutes

JUNE 29, 2018 @ 10 a.m.

Endorsement Applicants to be Recommended for licensure at next Board Meeting: (7/27/2018)

Misty Amber Cadle – LPC from VA – Option #2 -

Christina Joan Stanco – LMHC from NY – Option #2 –

Endorsement Applicants needing coursework and APPROVED for Provisional License while completing coursework:

April Miranda Lucas – LPCC from KY - Option #2. Needs #8 and #11.

Emily Gayle Finomore – LPC from CO – Option #2. Needs #8

Miscellaneous determinations:

Victoria Ford –needs coursework (#4, #6, #8, #10, #12 and an additional one semester hour)

Kimberly Harrison –needs coursework (#3 and #6)

Jenny Jorgensen-Kuphal –needs coursework (#4, 6, 8, 9 and 10)

Jessica Rae Pinkerton –needs coursework (7, 8 and 11)

Meeting Adjourned:

The meeting was adjourned 11:25am

M/S/P: Ellison/Schimmel

Respectfully Submitted,

Roxanne Clay

Roxanne Clay, Executive Director



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Agenda

FINANCE COMMITTEE

THURSDAY, AUGUST 18, 2016 @ 9:00 AM

- I. Call to Order
- II. Attendance
- III. Public Comment
- IV. Review of minutes, May 6, May 23, June 10 & 16, 2016
- V. Cost analysis: Transition to license renewal cards in place of stickers
- VI. Adjourn



West Virginia Board of Examiners in Counseling Board

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Finance Committee Meeting Minutes

THURSDAY, AUGUST 18, 2016 @ 9:00 AM

The WV Board of Examiners in Counseling, Finance Committee held a meeting on August 18, 2016 @ 9:00-9:30am

Meeting was called to order at 9:05 AM

Committee Members

Present:

Guy Gage, WVBECC - LPC

Jeffrey Jones, WVBECC - lay member

Roxanne Clay, Executive Director

Cash Balance: \$145,073

Review of Minutes: May 6, May 23, June 10 & 16, 2016

Minutes were reviewed. Committee members had no questions or comments. All minutes were approved by acclamation.

Cost Analysis: Transition to license renewal cards in place of stickers

FC reviewed the projected costs involved if a transition was made to issuing license renewal cards in place of the current method which includes providing to the licensee an Avery mailing label with the expiration date printed on the label. This label is to be placed over the current expiration date on the license certificate.

If adopted by the board, this new method would initially require issuing a new license certificate to each licensee with the omission of an expiration date. This license certificate is to be displayed on the office wall where the licensee practices. Along with the new license, and at each renewal period, each licensee will receive 2 business sized cards that serve as the renewal card. Each card will include the following information: first and last name, license #, issue and expiration date and the signature of board representative. One card is to be placed with the license certificate to display the expiration date.

The initial cost of issuing a new license certificate to all licensee is projected at \$1,911. This amount includes \$1,036 cost of postage.



West Virginia Board of Examiners in Counseling Board

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Finance Committee Meeting Minutes

THURSDAY, AUGUST 18, 2016 @ 9:00 AM

Currently, the materials (mailing labels, double sided tape and paper) involved in providing renewal stickers includes a cost of roughly \$100 per renewal (plus the \$470 postage). This does not include the man hours involved in assembling the labels to the renewal letter. This is a very time consuming process.

The new method of issuing renewal cards includes a cost of roughly \$200 (plus the \$470 postage). The man hours involved in issuing the cards versus the stickers would be reduced at minimum by 50%.

As noted, both forms of renewal include a postage fee of roughly \$470. If the new method is adopted, this postage cost would not be incurred for the first renewal of issuing the cards since the cards would be included in the mailing of the license certificates. Therefore, instead of the \$1,911 cost for issuing the replacement license certificate and including the renewal cards, the cost would be \$1,441.

The FC concluded this new method of issuing renewal cards would provide a professional and authentic display of the license. In regards to ongoing maintenance, this new method would be more efficient. The increase of costs of materials is estimated at \$100 per renewal, yet the savings in man hours is substantial, therefore, no increased costs would be incurred with issuing the renewal cards.

In conclusion, the FC approves and recommends by acclamation, this new method of handling license renewal and will make this recommendation to the board at its next meeting.

Meeting Adjourned:

The meeting was adjourned at 9:36 AM

Respectively Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, Executive Director



West Virginia Board of Examiners in Counseling Board

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Agenda

FINANCE COMMITTEE TELECONFERENCE MEETING

FRIDAY, DECEMBER 9, 2016 @ 9:00 AM

- I. Call to Order
- II. Attendance
- III. Public Comment
- IV. Review of minutes, August 18, 2016
- V. Review of YTD Revenue vs. Expenditures - ending 11.30.16
- VI. Status of Proposed Legislative Rule Changes
- VII. Lease expiration – May 31, 2017
- VIII. Adjourn



West Virginia Board of Examiners in Counseling Board

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Finance Committee Meeting Minutes

FRIDAY, DECEMBER 9, 2016 @ 9:00 AM

The WV Board of Examiners in Counseling, Finance Committee held a telephone meeting on December 9, 2016 @ 9:00-9:30am

Meeting was called to order at 9:04 AM

Committee Members

Present:

Guy Gage, WVBEC - LPC

Jeffrey Jones, WVBEC - lay member

Roxanne Clay, Executive Director

Cash Balance ending November 30, 2016: \$135,346

Review of Minutes: August 18, 2016

Minutes were reviewed. Committee members had no questions or comments. All minutes were approved by acclamation.

Review of YTD Revenue vs. Expenditures – ending 11/30/2016

The financial report titled "BC-037 Report of Budget vs. Actual" was reviewed. Discussion was held regarding object code # 3205-Internet Service that shows \$120 spent YTD whereas \$40 is the budgeted amount. It was noted that a payment using the incorrect object code is the reason for this overage. Additionally, ED mentioned that object code 1202-Payroll Reimbursement is currently being used to code payment of Attorney General fees, whereas, she has recently learned the more appropriate code to use is 3207-Professional Services. This will be corrected on the FY2018 Expenditure Schedule.

Status of Proposed Legislative Rule Changes

ED provided an update to the FC regarding the outcome of the recent Legislative Rule Making Review Committee's meeting in which the Board's proposed rule changes, including the proposed fee increases, were introduced to the committee. The committee motioned to hold our proposed rule changes over until their next meeting in January. One of the committee members suggested the Board reconsider the license renewal fee increase and the transition to an annual renewal and would like to see the committee's staff meet with the Board staff for further discussion. FC discussed the suggestions made by the committee member. The FC discussed its role and work since the committee's inception in Feb.



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Finance Committee Meeting Minutes

FRIDAY, DECEMBER 9, 2016 @ 9:00 AM

2016 to complete in depth analysis of its past, present and future revenue and expenditures. Extensive work has been done by the FC and determining a new fee structure has been a driving agenda item for the FC and the full Board. The FC committee unanimously determined, in order for this Board to remain solvent and follow through with its statutory duty, the proposed fee increase needs to remain as proposed. This recommendation will be made to the full Board.

Lease Expiration - May 31, 2017

Discussion was held regarding the Board's lease that will expire May 31, 2017. A review of the history of the lease agreements was completed. The committee will continue discussion at its January meeting.

Meeting Adjourned:

The meeting was adjourned at 9:42 AM

Respectively Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, Executive Director



West Virginia Board of Examiners in Counseling Board

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Agenda

FINANCE COMMITTEE TELECONFERENCE MEETING

TUESDAY, JANUARY 17, 2016 @ 3:00 PM

- I. Call to Order
- II. Attendance
- III. Public Comment
- IV. Review of minutes, December 9, 2016
- V. Review of YTD Revenue vs. Expenditures - ending 12.31.16
- VI. Lease expiration – May 31, 2017
- VII. Adjourn



West Virginia Board of Examiners in Counseling Board

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Finance Committee Meeting Minutes

TUESDAY, JANUARY 17, 2016 @ 4:00 PM

The WV Board of Examiners in Counseling, Finance Committee held a telephone meeting on January 17, 2017 @ 4:00pm

Meeting was called to order at 4:03 PM

Committee Members

Present:

Guy Gage, WVBEC - LPC

Jeffrey Jones, WVBEC - lay member

Roxanne Clay, Executive Director

Cash Balance as of January 17, 2017: \$125,730

Review of Minutes: December 9, 2016

Minutes were reviewed. Committee members had no questions or comments. All minutes were approved by acclamation.

Review of YTD Revenue vs. Expenditures – ending 12/31/2016

The financial report titled "BC-037 Report of Budget vs. Actual" was reviewed. Discussion was held regarding upcoming changes that will be seen in our financial reports. A full time administrative assistant has been hired, effective January 23, 2017. She replaces our part time/temporary staff member. The difference in expenditures to the Board will be estimated additional \$2,400 monthly. This amount includes payment of full benefits. This amount is included in current budget and the FY2017 Expenditure Schedule that started July 1, 2017. This Board did not fill the FT Admin. Asst. position until January 23, 2017.

Lease Expiration - May 31, 2017

Discussion was held regarding the Board's lease that will expire May 31, 2017. A review of the history of the lease agreements was completed. Discussion was held regarding alternative office space in downtown Charleston as well as reconfiguring the space at our current location. Discussion will continue at the February FC meeting so that recommendations can be made to the full board on Feb. 10, 2017.



West Virginia Board of Examiners in Counseling Board

815 Quarrier Street, Suite 212

Charleston, WV 25301

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Finance Committee Meeting Minutes

TUESDAY, JANUARY 17, 2016 @ 4:00 PM

Meeting Adjourned:

The meeting was adjourned at 4:55 pm

Respectively Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, Executive Director



West Virginia Board of Examiners in Counseling Board

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Charleston, WV 25301

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Agenda

FINANCE COMMITTEE TELECONFERENCE MEETING

TUESDAY, FEBRUARY 7, 2017 @ 10:00 AM

- I. Call to Order
- II. Attendance
- III. Public Comment
- IV. Review of minutes, January 17, 2016
- V. Review of YTD Revenue vs. Expenditures - ending 1.31.17
- VI. Status of Proposed Legislative Rule Changes
- VII. Lease expiration – May 31, 2017
- VIII. Schedule March FC Mtg.
- IX. Adjourn



West Virginia Board of Examiners in Counseling Board

815 Quarrier Street, Suite 212

Charleston, WV 25301

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Finance Committee Meeting Minutes

TUESDAY, FEBRUARY 7, 2017 @ 10:00 AM

The WV Board of Examiners in Counseling, Finance Committee held a telephone meeting on February 7, 2017 @ 10:00am

Meeting was called to order at 10:11 AM

Committee Members

Present:

Guy Gage, WVBEC - LPC

Jeffrey Jones, WVBEC – atty. lay member

Roxanne Clay, Executive Director

Cash Balance as of February 7, 2017: \$120,897

Review of Minutes: January 17, 2017

Minutes were reviewed. Committee members had no questions or comments. All minutes were approved by acclamation.

Review of YTD Revenue vs. Expenditures – ending 1/31/2017

The financial report titled “BC-037 Report of Budget vs. Actual”, ending 1/31/2017 was reviewed. Effective January 23, 2017 the Board hired a full time administrative assistant. She replaces our part time/temporary staff member. As discussed in last month’s meeting, the Board will see an increase in expenditure for payroll and benefits related expenses of roughly \$2,400 monthly. While this expense was included in the FY2017 Expenditure Schedule, the Board did not start incurring this expense until January 23, 2017 (saving the Board roughly \$16,800). Additionally, the Board managed with a PT office assistance since before the start date of the FY2017 as JAJ retired February 26, 2016. The Budget Report was accepted by acclamation.

Status of Proposed Legislative Rule Changes

ED gave an update. The Board’s proposed rule changes, including the proposed fee increases, successfully passed through the LRMRC-Legislative Rule Making Review Committee, on January 9, 2017. The proposed rule changes are double referenced for the House Gov. Org. and Judiciary Committees.



West Virginia Board of Examiners in Counseling Board

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Finance Committee Meeting Minutes

TUESDAY, FEBRUARY 7, 2017 @ 10:00 AM

As part of the proposed fee increase discussion, was the Board's previous approval of transitioning to issuing license renewal cards in place of the renewal stickers. The net increase in cost is estimated at \$1,200. The FC will recommend to the full Board to issue the renewal cards during the upcoming LPC renewal cycle beginning March 1, 2017 through June 30, 2017.

Lease Expiration - May 31, 2017

Discussion continued regarding the Board's lease of office space that will expire May 31, 2017. The FC determined the most feasible decision financially and operationally will be to renew the current lease to include reconfiguring the current office space. In place of Suite 211 (file room), the FC will recommend the Board acquire Suite 213 and make that a 2nd working office space and file room for our Administrative Assistant.

Meeting Adjourned:

The meeting was adjourned at 10:52 am

Respectively Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, Executive Director



West Virginia Board of Examiners in Counseling Board

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Agenda

FINANCE COMMITTEE TELECONFERENCE MEETING

MONDAY, MARCH 13, 2017 @ 10:00 AM

- I. Call to Order
- II. Attendance
- III. Public Comment
- IV. Review of minutes, February 7, 2017
- V. Review of YTD Revenue vs. Expenditures - ending 2.28.17
- VI. Status of Proposed Legislative Rule Changes
- VII. Lease expiration – May 31, 2017-file room Q
- VIII. Schedule April FC Mtg.
- IX. Adjourn



West Virginia Board of Examiners in Counseling Board

815 Quarrier Street, Suite 212

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**Finance Committee Meeting Minutes
TUESDAY, MARCH 13, 2017 @ 10:00 AM**

The WV Board of Examiners in Counseling, Finance Committee held a telephone meeting on March 13, 2017 @ 10:00am

Meeting was called to order at 10:01 AM

Committee Members

Present:

Guy Gage, WVBECC - LPC

Jeffrey Jones, WVBECC – atty. lay member

Roxanne Clay, Executive Director

Cash Balance as of February 28, 2017: \$122,939

Review of Minutes: February 7, 2017

Minutes were reviewed. All minutes were approved by acclamation.

Review of YTD Revenue vs. Expenditures – ending 2/28/2017

The financial report titled “BC-037 Report of Budget vs. Actual”, ending 2/28/2017 was reviewed. The benchmark for the reporting period is at 67% whereas most budget items have not reached the 67% benchmark. There are a few object codes that have exceeded the 67% benchmark. Object Code 1201 includes payment for Board Member Per Diem and the salary for our previous Part Time/Temporary employee (which ended later than initially expected). Object Code 2200 still needs corrected by the individual who is responsible for paying the ‘retiree insurance premium’. This payment is budgeted to be paid out of object code 2203-PEIA Insurance. ED will follow up with the request to have this error corrected. Object Code 3205-Internet Services and 3213-Computer services (internal) amounts are more than the original budgeted amount. ED will provide more information to FC at the next meeting to assist in understanding where the increase is coming from.

Discussion was held and it was recommended that the full board establish a policy for the payment of Per Diem as it relates to attendance to meetings at the Capitol during the Legislative session, subcommittee meetings, and board meetings held via teleconference. This will be added to the agenda for the next formal board meeting.



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**Finance Committee Meeting Minutes
TUESDAY, MARCH 13, 2017 @ 10:00 AM**

Additionally, GG requested we add the "ongoing projected balance for year-end" (June 30, 2017) as a separate line item to this report.

Status of Proposed Legislative Rule Changes

ED gave an update. The Board's proposed rule changes, including the proposed fee increases, passed through the House side (committees include: LRMRC, HGO and HGO's subcommittee & Judiciary). Next, we are waiting for the rules to appear on Senate Judiciary committee's agenda.

Lease Expiration - May 31, 2017

RERI spoke to ED this week and offered to lease the file/storage room on a monthly basis until we can move out all the files and cabinets. This would be helpful to staff given we are in the middle of LPC license renewal. ED will give an update with the lease amount for the storage/file room as well as the actual % increase for renewing current lease.

Schedule April FC Mtg.

April meeting was scheduled for 4/13/2017.

Meeting Adjourned:

The meeting was adjourned at 10:47 am

Respectively Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, Executive Director



West Virginia Board of Examiners in Counseling Board

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Agenda

FINANCE COMMITTEE TELECONFERENCE MEETING

MONDAY, APRIL 13, 2017 @ 10:00 AM

- I. Call to Order
- II. Attendance
- III. Public Comment
- IV. Review of minutes, March 13, 2017
- V. Review of YTD Revenue vs. Expenditures - ending 3.31.17
 - A. Cash Balance 4/12/2017 \$143,997.24
- VI. Status of Proposed Legislative Rule Changes
- VII. Lease Renewal – May 31, 2017
 - A. file/storage room (month to month)
- VIII. Schedule May FC Mtg.
- IX. Adjourn



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**Finance Committee Meeting Minutes
MONDAY, APRIL 13, 2017 @ 10:00 AM**

The WV Board of Examiners in Counseling, Finance Committee held a telephone meeting on April 13, 2017 @ 10:00am

Meeting was called to order at 10:01 AM

Committee Members

Present:

Guy Gage, WVBECC - LPC

Jeffrey Jones, WVBECC – atty. lay member

Roxanne Clay, Executive Director

Cash Balance as of February 28, 2017: \$122,939

Review of Minutes: February 7, 2017

Minutes were reviewed. All minutes were approved by acclamation.

Review of YTD Revenue vs. Expenditures – ending 2/28/2017

The financial report titled “BC-037 Report of Budget vs. Actual”, ending 2/28/2017 was reviewed. The benchmark for the reporting period is at 67% whereas most budget items have not reached the 67% benchmark. There are a few object codes that have exceeded the 67% benchmark. Object Code 1201 includes payment for Board Member Per Diem and the salary for our previous Part Time/Temporary employee (which ended later than initially expected). Object Code 2200 still needs corrected by the individual who is responsible for paying the ‘retiree insurance premium’. This payment is budgeted to be paid out of object code 2203-PEIA Insurance. ED will follow up with the request to have this error corrected. Object Code 3205-Internet Services and 3213-Computer services (internal) amounts are more than the original budgeted amount. ED will provide more information to FC at the next meeting to assist in understanding where the increase is coming from.

Discussion was held and it was recommended that the full board establish a policy for the payment of Per Diem as it relates to attendance to meetings at the Capitol during the Legislative session, subcommittee meetings, and board meetings held via teleconference. This will be added to the agenda for the next formal board meeting.



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**Finance Committee Meeting Minutes
MONDAY, APRIL 13, 2017 @ 10:00 AM**

Additionally, GG requested we add the "ongoing projected balance for year-end" (June 30, 2017) as a separate line item to this report.

Status of Proposed Legislative Rule Changes

ED gave an update. The Board's proposed rule changes, including the proposed fee increases, passed through the House side (committees include: LRMRC, HGO and HGO's subcommittee & Judiciary). Next, we are waiting for the rules to appear on Senate Judiciary committee's agenda.

Lease Expiration - May 31, 2017

RERI spoke to ED this week and offered to lease the file/storage room on a monthly basis until we can move out all the files and cabinets. This would be helpful to staff given we are in the middle of LPC license renewal. ED will give an update with the lease amount for the storage/file room as well as the actual % increase for renewing current lease.

Schedule April FC Mtg.

April meeting was scheduled for 4/13/2017.

Meeting Adjourned:

The meeting was adjourned at 10:47 am

Respectively Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, Executive Director



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Agenda

FINANCE COMMITTEE TELECONFERENCE MEETING

THURSDAY, MAY 16, 2017 @ 10:00 AM

- I. Call to Order
- II. Attendance
- III. Public Comment
- IV. Review of minutes, April 13, 2017
- V. Review of YTD Revenue vs. Expenditures - ending 4.30.17
 - A. Cash Balance 5/10/2017 \$143,997.24
- VI. FY2018 Expenditure Schedule
- VII. Schedule May FC Mtg.
- VIII. Adjourn



West Virginia Board of Examiners in Counseling Board

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Finance Committee Meeting Minutes

TUESDAY, MAY 16, 2017 @ 10:00 AM

The WV Board of Examiners in Counseling, Finance Committee held a meeting on May 16, 2017 @ 10:00am

Meeting was called to order at 10:20 AM

Committee Members

Present:

Guy Gage, WVBEC - LPC

Jeffrey Jones, WVBEC – atty. lay member

Roxanne Clay, Executive Director

Review of Minutes: April 13, 2017

Minutes were reviewed. All minutes were approved by acclamation.

Review of YTD Revenue vs. Expenditures – ending 4/30/2017

Cash Balance as of May 15, 2017: \$176,516.00

Report was reviewed and approved by acclamation.

FY2018 Proposed Expenditure Schedule

In depth review took place of all expense items and projected totals for each for FY2018.

Projected expense amounts were approved by the FC and will be presented to the Board at the June 9 meeting.

Meeting Adjourned:

The meeting was adjourned at 11:30 am

Respectively Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, Executive Director



West Virginia Board of Examiners in Counseling Board

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Agenda

FINANCE COMMITTEE TELECONFERENCE MEETING

TUESDAY, JULY 25, 2017 @ 2:00 PM

- I. Call to Order
- II. Attendance
- III. Public Comment
- IV. Review of minutes, May 16, 2017
- V. Review of YTD Revenue vs. Expenditures - ending 6.30.17
 - A. Cash Balance as of 6/30/2017 \$270,499.00
 - B. Cash Balance as of 7/25/2017 \$286,628.00
- VI. Review of Adjustments made to FY2018 Expenditure Schedule
- VII. Schedule August FC Mtg.
- VIII. Adjourn



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Finance Committee Meeting Minutes

THURSDAY, JULY 25, 2017 @ 2:00 PM

The WV Board of Examiners in Counseling, Finance Committee held a meeting on July 25, 2017.

Meeting was called to order at 2:02 PM

Committee Members

Present:

Guy Gage, WVBEC - LPC

Jeffrey Jones, WVBEC – atty. lay member

Roxanne Clay, Executive Director

Review of Minutes: May 16, 2017

Minutes were reviewed. All minutes were approved by acclamation.

Review of YTD Revenue vs. Expenditures – ending 6/30/2017

Cash Balance as of June 30, 2017: \$270,499

Cash Balance as of 7/25/2017: \$286,628

Report was reviewed and approved by acclamation.

Review of Adjustments made to FY2018 Expenditure Schedule

Adjustments made were noted and approved by acclamation.

Meeting Adjourned:

The meeting was adjourned at 2:49 PM.

Respectively Submitted,

Roxanne Clay

Roxanne Clay, Executive Director



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Agenda

FINANCE COMMITTEE TELECONFERENCE MEETING

THURSDAY, SEPTEMBER 14, 2017 @ 2:00 PM

- I. Call to Order
- II. Attendance
- III. Public Comment
- IV. Review of minutes, July 25, 2017
- V. Review of Financial Summary - ending 8.31.17
 - A. Cash Balance as of 9/13/2017 \$278,205
- VI. Schedule next FC Mtg.
- VII. Adjourn



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Finance Committee Meeting Minutes

THURSDAY, SEPTEMBER 14, 2017 @ 2:00 PM

The WV Board of Examiners in Counseling, Finance Committee held a meeting on September 14, 2017 @ 2pm.

Meeting was called to order at 1:59 PM

Committee Members

Present:

Guy Gage, WVBEC - LPC

Jeffrey Jones, WVBEC – atty. lay member

Roxanne Clay, Executive Director

Review of Minutes: July 25, 2017

Minutes were reviewed. All minutes were approved by acclamation.

Review of YTD Revenue vs. Expenditures – ending 8/31/2017

Cash Balance as of 9/13/2017: \$278,205

Report was reviewed and approved by acclamation.

Schedule next FC Mtg.:

Next Meeting has been scheduled for October 17, 2017 @ 11am.

Meeting Adjourned:

The meeting was adjourned at 2:30 PM.

Respectively Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, Executive Director



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Agenda

FINANCE COMMITTEE TELECONFERENCE MEETING

TUESDAY, OCTOBER 18, 2017 @ 1:30 PM

- I. Call to Order
- II. Attendance
- III. Public Comment
- IV. Review of minutes, September 14, 2017
- V. Review of Financial Summary - ending 9.30.17
 - A. Cash Balance as of 10/17/2017 \$266,908
 - B. Consideration of attendance to FARB conference
- VI. Schedule next FC Mtg.
- VII. Adjourn



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**Finance Committee Meeting Minutes
TUESDAY, OCTOBER 18, 2017 @ 1:30 PM**

The WV Board of Examiners in Counseling, Finance Committee held a meeting on October 18, 2017 @ 1:30pm.

Meeting was called to order at 1:36 PM

Committee Members Present:

Guy Gage, WVBEC - LPC

Jeffrey Jones, WVBEC – atty. lay member

Roxanne Clay, Executive Director

Review of Minutes: September 14, 2017

Minutes were reviewed. All minutes were approved by acclamation.

Review of Financial Summary – ending 9/30/2017

- Cash Balance as of 10/17/2017: \$266,908

Report was reviewed and approved by acclamation.

Additionally, there was discussion about adding a metric that would make it easier for the FC to match up the Board's revenue to expenses on a quarterly basis rather than just on a monthly basis. ED will work on developing such spreadsheet.

- Consideration of attendance to FARB Conference. Discussion took place regarding the costs for attending the FARB annual conference. The committee will consider adding this to next fiscal year's budget.

Schedule next FC Mtg.:

Next Meeting has been scheduled for November 21, 2017 @ 1:30pm

Meeting Adjourned:

The meeting was adjourned at 2:22 PM.

Respectively Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, Executive Director



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Agenda

FINANCE COMMITTEE TELECONFERENCE MEETING

TUESDAY, NOVEMBER 21, 2017 @ 1:30 PM

- I. Call to Order
- II. Attendance
- III. Public Comment
- IV. Review of minutes, October 18, 2017
- V. Review of Financial Summary - ending 10.31.17
 - A. Cash Balance as of 11/20/2017 \$258,361
- VI. Schedule next FC Mtg.
- VII. Adjourn



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Finance Committee Meeting Minutes

TUESDAY, NOVEMBER 21, 2017 @ 1:30 PM

The WV Board of Examiners in Counseling, Finance Committee held a meeting on November 21, 2017 @ 1:30pm.

Meeting was called to order at 1:33 PM

Committee Members

Present:

Guy Gage, WVBECC - LPC

Jeffrey Jones, WVBECC – atty. lay member

Roxanne Clay, Executive Director

Review of Minutes: October 18, 2017

Minutes were reviewed. All minutes were approved by acclamation.

Review of Financial Summary – ending 10/31/2017

- Cash Balance as of 10/31/2017: \$258,361
- ED noted, there will be roughly 50 LPCs that will be renewing their license on/before 6/30/2018. (All remaining LPCs have an expiration date of 6/30/2019.) This will result in an estimated \$7,250 revenue that was not included in the original revenue estimates for FY2018.
- Report was reviewed and approved by acclamation.

Schedule next FC Mtg.:

Next Meeting has been scheduled for January 19, 2018 @ 1:30pm

Meeting Adjourned:

The meeting was adjourned at 2:09 PM.

Respectively Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, Executive Director



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Agenda

FINANCE COMMITTEE MEETING

THURSDAY, FEBRUARY 1, 2018 @ 2:00 PM

- I. Call to Order
- II. Attendance
- III. Public Comment
- IV. Review of minutes, November 21, 2017
- V. Review of Financial Summary - ending 12.31.17
 - A. Quarterly Summary sheet (FY2018, Q1 & Q2)
 - B. Revenue vs. Expenditure sheet for the months of November & December 2017
 - C. Cash Balance as of 1/18/2018 - \$241,011
- VI. CLEAR Investigator Training costs
- VII. Consideration of Staff Salaries
- VIII. Schedule next FC Mtg.
- IX. Adjourn



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**Finance Committee Meeting Minutes
THURSDAY, FEBRUARY 1, 2018 @ 2:00 PM**

The WV Board of Examiners in Counseling, Finance Committee held a meeting on February 1, 2018 @ 2:00pm.

Meeting was called to order at 2:00 PM

Committee Members Present:

Guy Gage, WVBEC - LPC

Jeffrey Jones, WVBEC – atty. lay member

Roxanne Clay, Executive Director

Review of Minutes: November 21, 2017

Minutes were reviewed. All minutes were approved by acclamation.

Review of Financial Summary – ending 12/31/2017

- Cash Balance as of 2/1/2017: \$236,562
- Report was reviewed and approved by acclamation.

CLEAR Investigator Training Costs

Estimated Costs for attendance by our Investigate Committee members to the CLEAR NCIT Basic 3-day training to be held in Charleston, WV on May 9, 10 & 11, 2018 will be approx. \$5,700. FC approved this expense and will report to the Board at the next meeting.

Consideration of Staff Salaries

Personnel Committee will reach out to FC

Schedule next FC Mtg.:

Next Meeting has been scheduled for April 6, 2018 @ 2:00pm

Meeting Adjourned:

The meeting was adjourned at 3:05 PM.

Respectively Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, MA Executive Director



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Agenda

FINANCE COMMITTEE MEETING

FRIDAY, APRIL 6, 2018 @ 10:00 AM

- I. Call to Order
- II. Attendance
- III. Public Comment
- IV. Review of minutes, February 1, 2018
- V. Review of Financial Summary - ending 3.31.18
 - A. Quarterly Summary sheet (FY2018, Q1, Q2 & Q3)
 - B. Financial Summary Report ending March 31, 2018
 - C. Cash Balance as of 4/5/2018 - \$228,416
- VI. Staff Salaries
- VII. FY2019 Expenditure Schedule
- VIII. Schedule next FC Mtg
- IX. Adjourn



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Finance Committee Meeting Minutes

FRIDAY, APRIL 6, 2018 @ 10:00 AM

The WV Board of Examiners in Counseling, Finance Committee held a meeting on April 6, 2018 @ 10:00am.

Meeting was called to order at 10:00 AM

Committee Members Present:

Guy Gage, WVBEC - LPC

Jeffrey Jones, WVBEC – atty. lay member

Roxanne Clay, Executive Director

Review of Minutes: February 1, 2018

Minutes were reviewed. All minutes were approved by acclamation.

Review of Financial Summary – ending 3/31/2018

- Cash Balance as of 4/5/2018: \$228,416
- Report was reviewed and approved by acclamation.
- ED will work on a new spreadsheet to track actual vs. projected cash balance per quarter

Staff Salaries

Discussion took place regarding the Governor's 5% Across the Board raises for eligible state employees (\$2160 per employee). This amount has been included in the FY2019 Budget.

FY2019 Expenditure Schedule

ED is working on the budget and will present to FC at next meeting.

Schedule next FC Mtg.:

Next Meeting has been scheduled for July 18, 2018 @ 10:00am

Meeting Adjourned:

The meeting was adjourned at 11:05 AM.

Respectively Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, MA Executive Director



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Agenda

FINANCE COMMITTEE MEETING

WEDNESDAY, MAY 30, 2018 @ 2:00 PM

- I. Call to Order
- II. Attendance
- III. Public Comment
- IV. Review of minutes, April 6, 2018
- V. Review of Financial Summary - ending 4.30.18
 - A. Cash Balance Quarterly Summary Report– Actual vs. Projected (FY2018)
 - B. Financial Summary Report ending April 30, 2018
 - C. Cash Balance as of 5/30/2018 - \$219,044
- VI. FY2019 Expenditure Schedule
- VII. Schedule next FC Mtg.
- VIII. Adjourn



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Finance Committee Meeting Minutes

THURSDAY, MAY 30, 2018 @ 2:00 PM

The WV Board of Examiners in Counseling, Finance Committee held a meeting on May 30, 2018 @ 2:00pm.

Meeting was called to order at 2:00 PM

Committee Members Present:

Guy Gage, WVBEC - LPC

Jeffrey Jones, WVBEC – atty. lay member

Roxanne Clay, Executive Director

Review of Minutes: April 6, 2018

Minutes not complete. Tabled until next meeting.

Review of Financial Summary – ending 4/30/2018

- Cash Balance as of 5/30/2018: \$219,044
- Report was reviewed and approved by acclamation.
- New Cash Balance Quarterly Summary Report was reviewed. FC members find this new spreadsheet helpful.

FY2019 Expenditure Schedule

Reviewed and approved by acclamation. Will be presented to the full board at the next meeting.

Schedule next FC Mtg.:

Next Meeting has been scheduled for July 18, 2018 @ 10:00am

Meeting Adjourned:

The meeting was adjourned at 2:57 PM.

Respectively Submitted,

A handwritten signature in blue ink that reads "Roxanne Clay".

Roxanne Clay, MA Executive Director

2016-2018 Annual Report

West Virginia Board of Examiners in Counseling

As Chair of the WVBECC, I certify, to the best of my knowledge,
the Annual Report 2016-2018 is correct as filed.



Guy Gage, Chair

12/21/2018

Date

2016-2018 Annual Report

West Virginia Board of Examiners in Counseling

As Secretary of the WVBEAC, I certify, to the best of my knowledge, the Annual Report 2016-2018 is correct as filed.

Marilyn J. Cassis, Ph.D.

Marilyn J. Cassis, Secretary

12/21/2018

Date