**MINUTES**

**LPCA Board of Directors Meeting and Executive Committee Meeting**

April 14, 2018 \* \*10:20 am to 11:40 pm \*\*

Location:  LPCA OFFICE

3091 Governors Lake Dr NW, STE 570, Peachtree Corners, GA 30071

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| ANTITRUST STATEMENT | CORE VALUES | MISSION STATEMENT |
| It is the policy of LPCA to comply fully with antitrust laws, both federal and state, and to avoid all conduct which is unlawful, or which may give the appearance of being in conflict with such laws. | LPCA is committed to professionalism, community, leadership and being the model of innovation. These values define who we are, what we stand for, and why we exist. | LPCA’s mission is to advance the profession of counseling and the professionalism of counselors. We create a safe, nurturing association fostering the professional and personal growth of our members. |

1. **CALL TO ORDER: Welcome & Attendance**

**Lisa Smith, Darrell Brooks, Grant Bright, Rachael Hopkins, Mamie Jones, Tim Robinson, Shalette Lawton**

**Zoom In: Carolyn Ramp, Louis Boynton, Ervin Briones, Todd Love, Jason Bussey**

Those not attending but are missed: Clay Gill, Jessica Hatcher, Eric Rodgers, Angela Powell-Smith, Gordon Skoglund, April Roberson, Angela Feeser, Kay Brooks, Tom Parrott

**STAFF: Gale Macke, CEO, James Pace Director of Administration / Member Services**

**Guests: Dr. Kelli Ritter and David Markwell**

**II.    Approval of Minutes of Previous Meeting and Set Agenda:** Approved

**III.  Executive Committee Reports: Reports attached, updates at the meeting**

President Lisa King, EdS, LPC, CPCS **Goals 2018**

* Board Retreat: See Executive Committee minutes
* NCMHCE: the LPCA Board of Directors should set the example and take the prep course and the test
* Political:
	+ Saving the 10-13 privilege: Concerns about Governor race in general, plus Talk about removing our 1013 rights by SW/Psychologist/Republicans/Democrats (board will write a letter)
	+ . Medicare continued push
* Advocacy:
	+ Maintain conversation about lack of mental health care in GA, suicide rates increasing, opiate epidemic, elderly, Veterans, etc.
	+ Truly being the voice of mental health counseling in GA. What are we doing in our communities statewide to that end? How are we educating people about what we do and how our work is valuable?
* Renewals: revamping the CPCS, new requirements, etc.
* Membership engagement
	+ How can we maintain synergy, cohesion and connection?
	+ Professionalism: Upping our standards, our CE workshop quality, portability/endorsement, graduate education, involvement and awareness.
	+ Social media: Increasing our presence, making it more active Paid Marketing or PR student intern potential?
* Branding: Updating our branding, web site, newsletter, marketing, print and online material.

 President-Elect and CONVENTION CHAIR Carolyn Ramp, EdS, LPC, CPCS

 Update on Convention

 Site options discussed: Savannah (expensive) August (low turnout) Columbus (?)

 Theme *“Vision of the Future”*

See new design – will be on the website shortly

 Sunglasses in Convention bags with side bar written: Vision of the Future

 T-Shirts “I am a Licensed Professional Counselors-who is your superhero”?

 Immediate Past-President Darrell Brooks, MPH, LPC, CPCS

 Update on meeting with member(s)

 Member wants more access to the LPCA Board of Directors

 Those he has talked to don’t know how hard LPCA works

Need to display talents besides the newsletter

We need to help them more in the community (board members willing to go to talk to agencies and be at the LPCA free CE workshops to talk to members)

 Executive Director Gale Macke See detailed report at the end of the minutes

**IV.          District Reports**

**Atlanta:** Joanna Goulding: Preparing list of committee members to assist in attending all the meetings in and around Metro ATL.

Meeting at the convention

 People love snacks -

 List of professional that can attend the event if I can not attend the events.

 People I know and can trust to help out at workshops.

 Facebook group – requested by group. (more than LPCs or members, BUT

When it comes to marketing LPCA, brand awareness is a major component. how does this fall under the LPCA ?

**Central:** Ervin Briones – Coliseum Hospital hosting quarterly workshops.

Well attended Lunch n Learns- this month module - Addictions

assisting with the five Macon workshops in September. CPCS and Digital training

**Coastal:** Clay Gill – report emailed: working on CPCS training and new Coastal Chair

**Eastern:** Ms. Tracey Carter – getting ready for the conference and promoting attendance

**Northern:** Grant Bright- At the university he was presenting at, no rooted grounds of therapy

 Need to make sure the university may have course syllabus but is it being taught?

 More board members need to speak at schools to reach students

**Southern:** Report by Executive Director- two days of Free CPCS training hosted at the

**Western:** Louis Boynton

Scheduled two more workshops Hosted at the new West GA Campus in Newnan, one for LPCA.

Educators attend for free

 Next event Sept 7

 West GA Professor - Julia Whisenhunt LAG present

 Start a CPCS group for supervisors

 More connections to LPCA and clinical supervisors in the district

 Looking for response to see if we should expand.

 The other district might be interested

 Prepared POD casts from the interviews at the convention. Have 10 hours recorded

 Looking for sponsors for YouTube and Instagram page (need funds to make it look professional)

 May need a paid marketing intern to make social media in sync with LPCA image

**V.           Committee Reports**

 **Continuing Education:** (report) Clay Gill/ Gordon Skoglund -New policy in the writing to clarify requirements

 Compliance is important, CE providers are branding and making money on the events

 **Ethics:** Todd Love - Still receiving calls and emails about ethical issues in the field.

 We do not offer legal advice. Contact Howard gold

 If you have a question, let me know.

**Government Relations:** Mamie Jones

 Mamie fill in Joanna with Atlanta events

 Have a person who can help with government relations

 Atlanta retreat

What day works the best

 Friday morning

 Evening events during the week for those of us working M-F

**Newsletter:** Timothy “Tim” Robinson (see Tim for list of possible articles)

Will be setting up a list of Topic that people can pick to write on.

 An online form will be available for submitting the articles (approx. 500 words or less)

 No guarantee the article will be printed-disclaimer

Need Photos – need your head shot for each article. Group photo or head shot.

New branding needed. Change to more magazine style, less block style

Wanted Student writers

Students are not reading the newsletter even though the article are

pertinent and timely. Create more of a magazine style with full spread on the cover. Column for

students, articles have authors photo and short bio, more off line discussion is needed to move

forward with all the suggestions.

**Professional Development**: Shalette Lawton, LPC

 More proactive rather than putting out fires.

 What facility are they (students) going to and are they training them well?

The downside is sites that no all are good sites for training and practicing therapy.

The liability that students not very well training at the practicum level

Contact agencies – best practice to send a letter, psa – public service announcements

Carolyn working with the committee to create a handbook for the supervisors

Marketing with younger generation want food. They are on a very limited budget

**Supervision:** Racheal Hopkins/David Markwell

Discussion: The licensing board has stated “You (LPCA) own the certificate program” it has been 10 years and it is not improving clinical supervision.

Receiving inquiries about new rules comping up

Make sure the school are aware of this for the new counselors

Making sure those who have been in the practice- input on how the program should look-Support system

What happens if a person is not doing it correctly? How are complaints handled?

Policy wrapped around what to do if there is an issue

Gear up to get the support group/peer support for Supervisors issues

Supervisors holding up the on signing on the form to sign

Or they have not been paid

Or they are not sure the supervisee is ready

How do we as a board handle the broad issues?

Making sure the schools are educating their students/staff picking sites to work at.

Composite board is reliving on LPCA feedback on what the clinical supervision looks like

 The sites are approved by the contract affidavit

 Supervisor and supervisee are both keeping records.

What to do with a supervisor who will not sign off.

A Supervision is responsible for checking the box yes or no. (read Licensing board documents)

**Student Rep:** Jason Bussey

 Social Media to reach students. More outreach

**VI.      Old Business**

             Issues on the table:

 NCE & NCMHC Trainers needed, exam schedule & workshop update

 NCMHC is required in FL and several other states

 LPCA will be proactive and create Prep workshops to help applicants

FORM A: Practicum, The Licensing board will discussion and will change who can sign off . Remove “or site supervisor”

**VII.     New Business   (first Zoom meeting – too many issues to mention)**

Discussion: Legislative Agenda-discussion Licensing board rules (see CEO report Comp BD mt)

 How would the licensing board enforce no dual relationships?

 Contract Affidavit

Ms. Lawton described how a dual relationship exists at psycho hospitals

Clinical director information question about how to comply to new rules

Discussion on CPCS-CE provider issue

Louis Boynton offered to assist by helping development of video instructions, pod casts, and other social media

CE approval number set up for the Content areas of the CPCS for all CE providers that get CE approval from LPCA.

 Discussion: Title Issue.

In Georgia, should another license level be added?

This is be discussed at the Board Retreat Strategic Planning event

**MOTION:** *LPCA Board of Directors will issue a response to candidates Campaign Manager posting publicly using the 10-13 privilege language as a joke or vailed threat, which continues the stigma of mental illness.*

Darrell Brooks, Tim Robinon. All in favor, motion passed

**MOTION**: Rachael *– All recertification, newly CPCS within 2016 to 2018 (license cycle) policy: For first term-first recertification within the two year window, do not have to re-submit CE workshops.* Carolyn Ramp, Second Mamie Jones All in favor. Motion carried.

Nomination taken: *Rachael Hopkins Supervision Chair*

 *David Markwell, Supervision Co-Chair*

**MOTION:** Board voted to accept the floor nominations

 Tim Robinson motion, Lisa seconded, Motion passed unanimously

**lll.    Adjourn at 12:22 pm**

**LPCA Executive Committee Meeting**

**April 14, 2018 \*\*\* 9:29 am – 9:57 am**

1. **CALL TO ORDER & Attendance**

Lisa King, Rachel Hopkins, Mamie Jones, Gale Macke

**Teleconference: Carolyn Ramp**

1. **Approval of Minutes of Previous Meeting and Set Agenda**

**III.      Old Business**

 Composite Board

 NCMHC exam Support letter sent

 Board request LPCA take back the CPCS program training

 Implement re-cert program with proof of knowledge (case scenarios) webinar and quiz

CPCS
 President: LPCA supply the trainer info

Annual online audit

Verification of knowledge

Aware of the rules and law

In person: GROUP no more than 5 for verification of knowledge

Come up with a manual online which could be updated as the changes come

Fee for the manual

Violate the policy? Write up specific policy-View AAMFT policy

**MOTION**: Rachael *– All recertification, newly CPCS within 2016 to 2018 (license cycle) policy: For first term-first recertification within the two year window, do not have to re-submit CE workshops.* Carolyn second

All in favor. Motion carried.

NCMHCE / NCE prep workshop Report

Executive Director has Start the process on the Prep workshops for the exam.

NCE is starting August 25.

Set up quarterly schedule for the NCMHC exam

Suggested Discounted Rate for Members ($229 per day)

Purchase books at discounted rate, $20 each (includes shipping)

Online Practice exams $30 each

 Presenters fee $ per day \* but must have at least 5 paid attendees

 Calendar for meetings

The Calendar is set by the President each year

Suggest non-full board meetings for FRIDAY

 Suggested dates will be emailed out

 Non licensing board Fridays (first or second Friday of each month)

 Lunch time or after work hours suggested

Set up of strategic planning meeting

 Dates and places

Lake Lanier Island or Barnsley Gardens

October Dates: (arrive Sunday evening, depart on Tuesday)

February Dates: (arrive on Friday evening, depart on Sunday

**lV.     New Business      T**ABLED:

SIGN UP to host District Workshop meeting at Convention

 Atlanta, Central, Coastal, Eastern, Northern, Southern, Western.

 (Atlanta needs several volunteers)

Initiate Customer / Member Satisfaction Survey

 (ask each board member to submit a question they would like to ask members)

Article on CPCS process

**V.    Adjourn 9:57 am**

**==========CPCS CHANGES NEEDED=======**

Issues:

* The CPCS program has been running for ten (10) years
* It has produced a plethora of for-profit companies proving training that they are advertising and state to the office staff, they are the CPCS Credential
	+ Objectives in each category is not being followed.
	+ A great deal of long time providers have taken ownership without the responsibility credentialing brings.
	+ If a course is good for five years, current policy, then how can LPCA require recertification with new CEs for those recently certified?
* The Licensing board reports Clinical Supervision is failing in several areas and talked of removing LPCA’s program if the ethical issues are not resolved.

THE BURDEN OF THE PROGRAM REST ON LPCA

Certification:

Re-Certification:

 Require a short proven program that shows clinical knowledge, rules and law comprehension

==================DRAFT===================

**CPCS Recertification Course: Hours required every 2 years for renewal; 8 hours specific to counseling supervision ethics, contracts and compliance – REQUIRED (IN ADDITION TO 4 HOURS OF SPECIALIZED/ADVANCED TECHNIQUES IN SUPERVISION HOURS)** — (LPCA sponsored event)

**Maintaining Ethical Standards and Professional Boundaries in CPCS Supervision**

* **Prerequisite – online webinar and pre-test assessment** (online CE hours)
* **Comprehensive review of LPCA CPCS *Code of Ethics* to address ethical issues/dilemmas**
* review and discussion of potential licensure complaint/sanction/ethical processes and concerns
* **interactive review of advanced case scenarios** and clinical practice updates, to include topics such as ethical dilemmas, boundaries/professional distance issues, dual relationships, confidentiality, respecting cultural values/traditions, etc.
* facilitated discussion of ethical concerns from both the supervisor and supervisee perspective
* **Comprehensive review of *Clinical Supervision Agreement, Informed Consent, Policies and Procedures***
* **Advanced discussion of legal and ethical counseling supervision issues** (ethical knowledge and compliance – laws, rules, regulations, etc. specific to Georgia LPC licensure)

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**Advanced CPCS Designation (CPCS-A):** — 12-16 hours (LPCA sponsored event)

Overview of Training:

* The Advanced Certified Professional Counselor Supervisor (CPCS-A) Certification Program is designed for CPCS-credentialed supervisors who wish to develop additional proficiency in counseling supervision. The program promotes enhancing the professional development of the supervisor, as well as assessing the developmental needs of supervisees.
* **2-day intensive classroom experience and home educational activity** that fulfills the training requirement to earn the CPCS-A designation. Home educational activity to include attendees completing assessments/workbook exercises in conjunction with classroom participation.
* **Developing a CPCS Philosophy of Supervision Statement** - including supervision style(s), primary specialty area(s), type of services offered to both clients and supervisees, etc.

Goals of Training:

* **emphasis on advanced supervision skills to improve both supervisor/supervisee experiences**
* focus on increasing collaboration between supervisors (including LPCA Social Circle participation) as a mentoring model
* build advanced supervision leadership skills
	+ Leadership and developing relationships with your supervisees
	+ Communication skills to include conflict management, business communication
	+ Effective supervision meetings and assessment of professional development skills
	+ Problem-solving as a supervisory skill to ensure supervisees work in an effective, professional manner, including effective direction of supervisees
	+ Tactical skills: time management and stress management
	+ Ethics and compliance: knowledge of and adherence to the CPCS Code of Ethics regarding professional conduct
	+ Understanding supervision rules/law and application (and the role of the supervisor in development of supervisee’s knowledge of rules/law)

Format:

* Live training with facilitator
* Self-assessments: pre- and post-
* Case studies that offer practical application; with group discussion
* Readings/material/handbook/worksheets
* Rotate supervisors through supervisee situations
* Comprehensive written report/homework – supervision methods/styles assessment; developing a CPCS Philosophy Statement (CPCS profile information and marketing tool); assessing how you communicate your supervision expectations

Group Exercises:

* Assessing clinical skills / Self-evaluation of practice skills
* Roleplays / Partnering for open book knowledge test

Evaluation:

* Daily evaluation of program content and development of supervisor skills
* Tests to evaluate knowledge and program …Survey Monkey
* Have ideas for future topics/scenarios? Please share! …Survey Monkey

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**Interdisciplinary Supervision of Mental Health Professionals** – co-presented by facilitator from each profession or by dually licensed facilitator

Will include specific information on the evaluation of supervisor/supervisee competencies as related to scope of practice. We will discuss consequences of supervisor/supervisee operating outside of scopes of practice outlined by the Georgia Board of Professional Counselors, Social Workers, and Marriage & Family Therapists. including situational roleplays and discussion of ethical and legal dilemmas.

* Overview of Georgia licensure rules for professional counselors
* Understanding practice commonalities/differences
* Supervision Documentation
* Evaluation of competencies outside of scope of practice
* Consequences of operating outside of scope of practice
* Contract Affidavits
* Assessing clinical skills (covering aspects of all disciplines)

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