

**TENNESSEE BOARD FOR PROFESSIONAL COUNSELORS,  
MARITAL & FAMILY THERAPISTS, AND  
CLINICAL PASTORAL THERAPISTS MINUTES**

**DATE:** March 7, 2014

**TIME:** 9:00 A.M.

**LOCATION:** Health Related Boards Conference Center  
Poplar Room, 665 Mainstream Drive  
Nashville, TN 37243

**BOARD MEMBERS**

**PRESENT:** Susan Hammonds-White, Ed.D. LPC, President  
Bradley Bull, Ph.D., LMFT  
Stephen Caldwell, M.Div., Citizen Member  
Janet Scott, PhD, LPC, LCPT

**STAFF PRESENT:** Johanna Barde, Advisory Attorney  
Teddy Wilkins, Unit Director  
James Hill, Board Administrator

Dr. Hammonds-White called the meeting to order at 9:15 a.m. A quorum was present.

Johanna Barde, Office of General Counsel, reviewed the Conflict of Interest Statement with the Board.

**Minutes**

Dr. Bull made a motion, seconded by Mr. Caldwell, to approve the December 19, 2013 minutes as written. The motion carried.

**Financial report**

Vanessa Crutcher presented to the Board the Financial report for fiscal year ending June 30, 2013. For fiscal year 2013 the Board has direct expenditures of \$42,645.84, total expenditures of \$ 142,396.40, Board revenue of \$242,233.25 giving a current year net of \$99,836.85, with a carry forward of \$529,086.81.

Ms. Crutcher told the Board no Board money was used in the move of Health Related Boards to our new location. All money for the move was taken out of the money the Board pays for rental of office space. Health Related Boards did opt to replace the audio and visual system it was outdated and replacement of the computer equipment was charged to the Board at a cost \$1,600.00; this amount was based on a percentage of licensees. The RBS system, which is the current License tracking system is due to be replaced by VR and the cost to the Board this fiscal year is \$ 3,430.00. Next year when the system is finalized the and totally replaced the total will

be \$2 million dollars, with the Board's portion of \$ 16,400.00. Ms. Crutcher also informed the Board that with a large cumulative carry over the Board may want to look at reducing fees.

### **MFT Licensure discussion**

Ms. Cawood addressed the Board regarding the changes in the licensing procedures for MFT asking to sit for the national exam without out applying for temporary licensure. Ms. Cawood explained to the Board that in the past applicants were able to submit application showing proof of beginning their supervision and asking to sit for the AAMFT exam without applying for temporary licensure. Ms. Cawood is not opposed to requiring a temporary license but she does ask that prior notice be given before changes are implemented in the future, and asked that step by step procedures be posted online and sent out with every application. It was suggested that the current process continue until this issue can be resolved. Ms. Wilkins suggested that the Board create a task force to draft a path to licensure fact sheet and revisions to the current application. It was also noted that the reference to the six (6) month closure rules for incomplete applications would not apply in this case. Dr. Bull made a motion, seconded by Mr. Caldwell that the six (6) month closure rule does not apply to those application without proof of supervision hours and that the current process continue until the taskforce can give direction and clean up the current process. The motion carried.

The Board asked that Dr. Bull and Staff, along with Robbie Hutchinson, create a taskforce to discuss the MFT application process.

The Board asked that Dr. Susan Hammonds-White, along with Staff, create a taskforce to discuss the LPC application process.

Ms. Barde asked the Board to make recommendations for consultants to review case files.

### **OGC Report**

As of February 26, 2014, the Office of General Counsel has one open case against one individual respondent.

Senate Bill 2377/ House Bill 1223 – Requires creation of a list of suicide prevention trainings and promulgation of rules to require two to six hours of suicide prevention training every six years.

The rules were approved by the AG's office! They go into effect April 7, 2014.

It may be time to start thinking about revamping the LMFT rules. Brenda Dew, a former board member and consultant has offered to go through the rules and suggest some changes.

Ms. Barde has a draft of an agreement that has been reviewed internally. If the Board is pleased with it today, we can approach the Kentucky Board to ask if they would like to consider signing it.

## **Investigative Report**

Ms. Denise Moran stated there are fourteen (14) cases open for licensed professional counselors and one (1) for marital and family therapists.

## **Monitored Practitioners Report**

Currently there are two (2) practitioners being monitored; one (1) board order; and one (1) restricted license.

## **Administrative Report**

There are 1607 licensed professional counselors, 432 licensed marital and family therapists and 27 licensed pastoral therapists.

As of November 21, 2013, 1333 licensed professional counselors have the mental health service provider endorsement.

Mr. Hill spoke to the Board regarding the continuing education audit. The Board currently audits renewals at a 100% and asked that the Board consider reducing this percentage to at least 50%. After discussion the Board wishes to continue with the 100% audit so that they can make certain all licensees are complying with the Rules.

Ms. Wilkins informed the Board that the travel for Dr. Scott and Ms. Wilkins was approved to attend the AASSCCB conference being held in San Diego, CA, January 8-10, 2014.

## **File Review**

The Board reviewed the file of **Patricia Scott, LPC**. Dr. Scott made a motion, seconded by Dr. Bull to accept. The motion carried.

## **Newly Licensed.**

Dr. Scott made a motion, seconded by Dr. Bull, to approve the newly licensed professional counselors. The motion carried.

**Christopher Alan Bentley**  
**Deborah M. Butler**  
**Melanie Chakwin**  
**Tyrone Cheers**  
**Tricia Henderson**  
**Melissa Kieffer**  
**Virginia M. Lowery**  
**Lauren V. McAllister**  
**Shari McClaren**

**Jennifer Pike**  
**Kathryn Sample**  
**Judith S. Skinner**  
**James Suarez**  
**Christine Webb**  
**Adam M. Webster**  
**Christine White**  
**Noah N. Zapf**

Dr. Bull made a motion, seconded by Dr. Scott, to approve the newly licensed marital and family therapists. The motion carried.

**Janet Barnes**  
**Michael Coffey**  
**Lauryn Gilliam**  
**Lana Lee Jones**

**Margaret Shilkey**  
**Stephen Thayer**  
**Joshua Vincent**  
**Adam York**

Dr. Bull made a motion, seconded by Mr. Caldwell, to approve the reinstated licensed professional counselors. The motion carried.

**Tracy Embree Bowling**

Dr. Bull made a motion, seconded by Mr. Caldwell, to approve the temporary licensed professional counselors. The motion carried.

**Teresa Prendes-Walls**  
**Eric B. Ralston**  
**Debra Renee Smart**  
**Svea Welch**

Dr. Bull made a motion, seconded by Dr. Scott, to approve the temporary licensed marital and family therapists. The motion carried.

**Carron M. Caldwell**  
**Linda Steele**  
**Lisa Stone**

### **Correspondence**

**Rebecca Townsend** submitted a letter asking licensed professionals following all rules and regulations and ethical guidelines by licensing Boards. The question to the Board is can SAFE have multiple licensed mental health providers to collectively be present for twenty (20) hours a week in the office and does the Board require it to be the same mental health professional? The understanding of the Board is that it does not have to be the same license professional however there does need to be one available on site twenty (20) hours a week.

**Bill Northey** submitted a letter asking for clarification on the rules and regulations for MFT. He asked if applicants must list all course work regardless of whether they went to a COAMFTE accredited program. The Board's interpretation is yes, applicants need to supply all coursework regardless of whether or not they went to a COAMFTE institution. He then asked what kinds of courses would be acceptable for human development and personality category. The Board requires one human development class and the class needs to be comprehensive of the entire lifespan.

**Justin Higgs** submitted a letter asking the Board for a hardship allowance to allow for live video conferencing supervision. Dr. Bull made a motion, seconded by Mr. Caldwell that 1 out of every 4 sessions be in person and must be on an encrypted format not (Skype) and be in line with the ethics of the LPC profession. The motion carried.

**Crysta West** submitted a request asking if the Board will allow her regional supervisor who is a LPC/MHSP to sign off on the remaining hours. The Board will allow the regional supervisor to sign off as long as she feels comfortable and will be able to verify all hours have been completed.

**Cindy Baker** submitted a letter asking the Board if the State Rules and Regulations will allow online counseling to residence of Tennessee. The Board interpretation is that in order to counsel clients in Tennessee one must hold a license in the state you reside in.

**Thomas Butler also** submitted a letter asking the Board if the State Rules and Regulations will allow online counseling to residents of Tennessee. The Board's interpretation is that in order to counsel clients in Tennessee one must hold a license in the state you reside in.

**Latanya Cochran** submitted a letter asking if her M.Ed in school counseling would meet requirements for licensure as a LPC/MHSP. In order for the Board to make a decision on qualification of licenses, an application must be submitted along with all supporting documentation.

**Patricia Elliott** submitted a letter to the Board asking for an extension until after May so that she can return to the USA and retrieve the copies of her CEUS. Dr. Bull made a motion, seconded by Mr. Caldwell to grant the extension. The motion carried.

**Susan Folker** submitted a letter asking the Board to accept the 130 hours of supervision received for licensure in Florida and Massachusetts. Dr. Scott made a motion, seconded by Dr. Bull to accept Ms. Folker's application pending the completion of the additional 20 hours. The motion carried.

Dr. Scott made a motion, seconded by Mr. Caldwell, to send Dr. Susan Hammonds-White and Teddy Wilkins to the National Board for Certified Counselors (NBCC) to the August 6-9, 2014 annual conference. The motion carried.

Dr. Scott made a motion, seconded by Mr. Caldwell, to elect Dr. Susan Hammonds-White as Board Chair and Dr. Bull as secretary. The motion carried.

With no other Board business to conduct, Mr. Caldwell made a motion, seconded by Dr. Bull, to adjourn at 1:00 pm. The motion carried.

Adopted by the Board for Professional Counselors, Marital and Family Therapist, Clinical Pastoral Therapist on this the 5th day of September, 2014.