

# BOARD OF PROFESSIONAL COUNSELING

## MEETING MINUTES

**February 9, 2024**  
**10:00 AM – 2:00PM**

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### **HYBRID MEETING NOTICE**

*Due to the COVID-19 pandemic, the Board will have a hybrid schedule of in-person and virtual meetings. In-person meetings will resume in FY 2023, meeting dates can be found on the Board's webpage.*

*In-person meetings will be at 899 North Capitol Street, NE, 2<sup>nd</sup> Floor, Washington, DC 20002.*

*Information on how to access the public portion of the meeting virtually is listed below:*

#### **Join by Web**

<https://dcnet.webex.com/dcnet/j.php?MTID=mb7db2da02f1ac65acba8e248dc72d81a>

#### **Join by Phone**

Call in Number: 1-650-479-3208 Call-in toll number (US/Canada)

Access Code: 475 199 633

**OPEN SESSION February 9<sup>th</sup>, 2024**

**Call to Order:**

<b>OS-0209-01</b>	<p><b><u>Roll Call:</u></b></p> <ul style="list-style-type: none"> <li>• Victoria Sherk – Chairperson-Present</li> </ul> <p><b><u>Board Staff:</u></b></p> <ul style="list-style-type: none"> <li>• LaTrice Herndon- Executive Director</li> <li>• Whitney Moore- Health Licensing Specialist</li> <li>• Panravee Vongjaroent – Assistant General Counsel</li> <li>• Leonard Howard – Board Investigator</li> <li>• Kera Johnson- Policy Analyst</li> </ul> <p><b><u>Guest:</u></b></p> <ul style="list-style-type: none"> <li>• Jordan Potash</li> <li>• </li> </ul>	
<b>OS-0209-02</b>	<p><b><u>Approval of the Agenda</u></b></p> <p><b><u>Board Action:</u></b> Acceptance of the February 9th Open Session Agenda.</p> <p><b><u>Motion:</u></b> Motion made by Victoria Sherk to accept the February 9<sup>th</sup> 2024, Open Session Agenda. Seconded Victoria Shrek.</p> <p><b><u>Vote:</u></b> Victoria Sherk voted in favor of the motion. The motion passed unanimously.</p>	
<b>OS-0209-03</b>	<p><b>EXECUTIVE DIRECTOR'S REPORT</b></p> <ul style="list-style-type: none"> <li>• <b>Operational Status Update: DC HEALTH new location:</b></li> <li>• <b>Licensure Census CAC1-89 CAC2-160 LGPC-487 LPC-1757 AT-1</b></li> <li>• <b>Sub Committee</b></li> <li>• <b>Legislative Update</b></li> <li>• <b>DC HEALTH social media</b> <ul style="list-style-type: none"> <li>▫ <b>Facebook: @dchealth</b></li> <li>▫ <b>Twitter: @_DcHealth</b></li> <li>▫ <b>TikTok: @dchealth</b></li> <li>▫ <b>Instagram: @dchealth</b></li> </ul> </li> <li>• <b>Additional Updates</b></li> </ul>	

OS-0209-04	<b>BOARD ATTORNEY'S REPORT</b> <ul style="list-style-type: none"> <li>• No Report</li> </ul>	
OS-0209-05	<b>CHAIRPERSON'S REPORT</b> <ul style="list-style-type: none"> <li>• No Report</li> </ul>	
OS-0209-06	<u><b>Open Session Minutes</b></u>  <u><b>Board Action:</b></u> Consideration of the Open Session minutes from January 19th 2023, meeting.  <u><b>Motion:</b></u> Motion made by Victoria Sherk to accept the minutes from January 19th, 2024 Open Session Minutes. Seconded Victoria Shrek.  <u><b>Vote:</b></u> Victoria Sherk voted in favor of the motion. The motion passed unanimously.	
OS-0209-07	<u><b>CEU Approval</b></u>  <u><b>Board Action:</b></u> The Board is to review the CEU applications submitted to the Board for approval.  <u><b>Motion:</b></u> Motion made by Victoria Sherk to accept the CEU applications presented to the Board Open Session Minutes. Seconded Victoria Shrek.  <u><b>Vote:</b></u> Victoria Sherk voted in favor of the motion. The motion passed unanimously.	

OS-0209-08	<p><b><u>Consent Agenda:</u></b></p> <p><b><u>Board Action:</u></b> Consideration of the applications approved for purposes of review and/or ratification of Board actions taken since the last Board meeting.</p> <p><b><u>Motion:</u></b> Motion made by Victoria Sherk to accept the open session consent agenda. Seconded Victoria Shrek.</p> <p><b><u>Vote:</u></b> Victoria Sherk voted in favor of the motion. The motion passed unanimously.</p>	
OS-0209-09	<p><b><u>Motion to</u></b> <b><u>Close Board</u></b></p> <p><b><u>Action:</u></b> To go into closed session to discuss confidential matters as permitted in DC Official Code § 2-575(b).</p> <p><b><u>Background:</u></b> Pursuant to DC Official Code § 2-575(b), the Board will move into the Closed Executive Session portion of the meeting to discuss the following:</p> <ol style="list-style-type: none"><li>1. To consult with an attorney to obtain legal advice and to preserve the attorney-client privilege between an attorney</li></ol>	

	<p>and a public body, or to approve settlement agreements pursuant to § 2-575(b)(4)(a).</p> <ol style="list-style-type: none"> <li>2. Preparation, administration, or grading of scholastic, licensing, or qualifying examinations pursuant to section § 2-575(b)(6).</li> <li>3. To discuss disciplinary matters pursuant to section § 2-575(b)(9).</li> <li>4. To plan, discuss, or hear reports concerning ongoing or planned investigation of alleged criminal or civil misconduct or violations of law or regulations, if disclosure to the public would harm the investigation pursuant to section § 2-575(b) (14).</li> </ol> <p><b><u>Motion:</u></b> Motion made by Victoria Sherk to close the opens. Seconded Victoria Shrek.</p> <p><b><u>Vote:</u></b> Victoria Sherk voted in favor of the motion. The motion passed unanimously.</p>	
	<p style="text-align: center;"><b><u>THIS SECTION IS FYI ONLY</u></b> <b><u>NO BOARD DECISION OR ACTION IS NEEDED</u></b></p>	
OS-FY1	<p><b><u>Supervised Practice Form</u></b></p> <p><b><u>Update:</u></b> Pending the subcommittee meeting.</p> <p><b><u>Background:</u></b> A supervised practice form is listed under section 9105.8 regarding the supervised experience requirement which requires the supervisor(s) to submit the completed form to the Board. The purpose of the graduate professional counseling license is to allow individual to practice under supervision of a licensed professional counselor. However, the regulations also indicate a supervisor or supervisee shall submit a supervised practice form within 2 weeks of commencing supervision. In March 2022, the Board tabled to address the supervised practice form for the subcommittee.</p>	

OS-FY2

**Discussion on Supervision**

**Update:**

Pending Additional Information.

**Background:**

In April 2022, Ms. Sherk requested interpretation and further guidance to elaborate on the existing regulation regarding the supervision (specifically whether or not to have a primary supervisor).

In May 2022, the Board requested to table this matter for the next Board meetings for additional information.

**The next open session meeting is **March 15, 2023** at 10:00**

*This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov).*