



Janet T. Mills
Governor

STATE OF MAINE
DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL & OCCUPATIONAL REGULATION
BOARD OF COUNSELING PROFESSIONALS LICENSURE
76 NORTHERN AVENUE
GARDINER, MAINE 04345

Anne L. Head
Commissioner

**Board of Counseling Professionals Licensure
Public Board Meeting
Monday, June 24, 2024**

MINUTES

MEMBERS PRESENT

Jennifer King, Board Chair
Angela Blier, Vice Chair (remote)
Holly Cavanaugh, Complaint Officer
Ellen Grunblatt
Carolyn Silsby, Public Member

MEMBERS TARDY

Joanne Grant (remote) (arrived at 9:08 a.m.)

STAFF PRESENT

Megan Hudson-MacRae, Assistant Attorney General
Kristina Halvorsen, Board Administrator
George Morgan, Board Investigator
Jessica Cirello, Professional Licensing Supervisor

CALL TO ORDER

Board Chair, Jennifer King, called the meeting to order at 9:03 a.m.

MINUTES REVIEW AND APPROVAL

Review and approval of the May 20, 2024 minutes.

A motion was made by Holly Cavanaugh and seconded by Carolyn Silsby to approve the minutes as written.

Vote: 4 in favor, 1 abstained: Jennifer King.

Joanne Grant arrived at 9:08 a.m.

COMPLAINT PRESENTATIONS

2022-COU-18702

A motion was made by Ellen Grunblatt and seconded by Angela Blier to dismiss this complaint due to the lack of evidence of a violation of Board laws or rules.

MAILING: 35 STATE HOUSE STATION, AUGUSTA, MAINE 04333
PHONE: (207) 624-8626
TTY USERS: MAINE RELAY 711
FAX: (207) 624-8637

Vote: 5 in favor, 1 abstained: Holly Cavna.

2023-COU-19452

A motion was made by Carolyn Silsby and seconded by Angela Blier to dismiss this complaint due to the lack of evidence of a violation of Board laws or rules and to: issue a letter of guidance citing Board rules Chapter 8-A 2(1)B (risk of harm or exploitation) and discussing the need to keep licenses up to date, text communication with clients and giving clients personal recommendations, which will stay in the licensee's file for 1 year; and direct Board staff to refer the concern of the out of state unlicensed practice to the appropriate California licensing Board.

Vote: 5 in favor, 1 abstained: Holly Cavna.

2023-COU-19621

A motion was made by Ellen Grunblatt and seconded by Joanne Grant to set this matter for an adjudicatory hearing and offer a consent agreement, in lieu of a hearing, citing M.R.S. 10 8803 5-A(A)10 (failure to submit requested documentation during an investigation) and Board rules Chapter 8-A (5)1 (accurate client records) and 3(2)A (referrals) with; a warning; and 24 months of probation with 1 hour of supervision a month, focusing on documentation standards, managing expectations of parties involved, competence around making referrals when necessary and ethics around court orders, with a Board-approved licensed clinical mental health supervisor that has at least 5 years of experience working with families who will submit quarterly reports and a final recommendation to the Board and who will be provided a copy of the consent agreement. The board delegated board Chair Jennifer King to approve the proposed supervisor.

Vote: 5 in favor, 1 abstained: Holly Cavna.

Break 10:29 a.m.-10:35 a.m.

2024-COU-19797

A motion was made by Jennifer King and seconded by Ellen Grunblatt to dismiss this complaint due to the lack of evidence of a violation of Board laws or rules and to issue a letter of guidance citing Board rules Chapter 8-A 2 (client relationship) and 3(2) (potential harm), which will stay in the licensee's file for 15 months.

Vote: 5 in favor, 1 abstained: Holly Cavna.

2024-COU-19916

A motion was made by Angela Blier and seconded by Ellen Grunblatt to dismiss this complaint due to the lack of evidence of a violation of Board laws or rules and to issue a letter of guidance citing Board rules Chapter 8-A 2 (client relationship) and 2(4) (failing to clarify roles), which will stay in the licensee's file for 21 months.

Vote: 5 in favor, 1 abstained: Holly Cavna.

REQUEST FOR CONDITIONAL LICENSE EXTENSION

Isabella Winckelhofer

A motion was made by Angela Blier and seconded by Holly Cavna to grant the extension request.

Vote: 6 in favor.

VOTE TO APPOINT COMPACT COMMISSIONER

A motion was made by Holly Cavna and seconded by Jennifer King to nominate Ellen Grunblatt as the Compact Commissioner.

Vote: 6 in favor

ADMINISTRATOR'S REPORT

Board Administrator, Kristina Halvorsen, discussed this Board's updated OPOR webpages and application forms. Board staff are working on creating informational materials for newly licensed conditional licensees that will include details about supervision requirements, license terms and inactivating a license.

Board members discussed rulemaking sessions and the benefit of having as many Board members attend as possible. Board staff will email Board members the current rulemaking schedule. Kristina will be meeting with local schools to learn more about their graduate counseling degrees' requirements and bring this information to the Board at future rulemaking sessions.

OPPORTUNITY FOR PUBLIC COMMENT

None

ADJOURNMENT

A motion was made by Holly Cavna and seconded by Ellen to adjourn the meeting at 11:39 a.m.

Vote: 6 in favor.