



Janet T. Mills  
Governor

STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL  
AND FINANCIAL REGULATION  
**Board of Counseling Professionals Licensure**  
35 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0035

Anne L. Head  
Commissioner

**Minutes**  
**Maine Board of Counseling Professionals Licensure**  
**Monday, September 25, 2023 Board Meeting**

**MEMBERS PRESENT**

Jennifer King, Board Chair  
Angela Blier, Vice Chair  
Holly Cavna, Complaint Officer  
Joanne Grant  
Carolyn Silsby

**MEMBERS ABSENT**

Ellen Grunblatt

**STAFF PRESENT**

John Belisle, Assistant Attorney General  
Kristina Halvorsen, Board Administrator  
George Morgan, Board Investigator  
Jessica Cirello, Professional Licensing Supervisor  
Cecile Sirois, Professional Licensing Supervisor

**CALL TO ORDER**

Jennifer King called the meeting to order at 9:00 a.m.

**MINUTES REVIEW AND APPROVAL**

Review and approval of the minutes of August 28, 2023.

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

**Vote: 5 in favor.**

**REVIEW OF COMPLAINT PROCESS WITH ASSISTANT ATTORNEY GENERAL**

Assistant Attorney General John Belisle discussed the complaint process with the

OFFICES LOCATED AT: 76 NORTHERN AVENUE, GARDINER, MAINE

PHONE: (207)624-8626 (VOICE)

TTY users: call Maine Relay 711

FAX: (207)624-8637

board.

### **COMPLAINT PRESENTATIONS**

2022-COU-18208

A motion was made by Angela Blier and seconded by Carolyn Silsby to dismiss due to lack of evidence of violation of the Laws and Rules.

**Vote: 4 in favor (1 abstained – Holly Cavna)**

2022-COU-18332

A motion was made by Carolyn Silsby and seconded by Angel Blier to dismiss due to lack of evidence of violation of the Laws and Rules.

**Vote: 3 in favor (1 abstained – Holly Cavna, 1 recused – Jennifer King)**

2022-COU-18594

A motion was made by Joanne Grant and seconded by Angela Blier to dismiss with a letter of guidance, requesting that the licensee submit a disclosure statement if they return to practice. The disclosure statement should include billing practice and cancelation policy. The letter of guidance will stay in the file for ten years.

**Vote: 4 in favor (1 abstained – Holly Cavna)**

2022-COU-18617

A motion was made by Carolyn Silsby and seconded by Angela Blier to dismiss due to lack of evidence of violation of the Laws and Rules.

**Vote: 4 in favor (1 abstained – Holly Cavna)**

2022-COU-18698

A motion was made by Angela Blier and seconded by Carolyn Silsby to dismiss with a letter of guidance, requesting that the licensee review the laws and rules pertaining to the importance of client space and counselor behavior in sessions regarding using devices during sessions. The letter of guidance will stay in the file for five years.

**Vote: 4 in favor (1 abstained – Holly Cavna)**

2023-COU-18952

A motion was made by Carolyn Silsby and seconded by Joanne Grant to dismiss due to lack of evidence of violation of the Laws and Rules.

**Vote: 4 in favor (1 abstained – Holly Cavna)**

2023-COU-18982

A motion was made by Joanne Grant and seconded by Angela Blier to dismiss due to lack of evidence of violation of the Laws and Rules.

**Vote: 4 in favor (1 abstained – Holly Cavna)**

2022-COU-18462

A motion was made by Carolyn Silsby and seconded by Joanne Grant to accept the proposed consent agreement.

**Vote: 4 in favor (1 abstained – Holly Cavna)**

### **COMPLAINT ITEMS**

2021-COU-17694 Reports

A motion was made by Angela Blier and seconded by Carolyn Silsby to accept the reports and end probation.

**Vote: 4 in favor (1 abstained – Holly Cavna)**

2021-COU-17838 Compliance Documents

A motion was made by Angela Blier and seconded by Carolyn Silsby to accept the consent agreement and end probation.

**Vote: 4 in favor (1 abstained – Holly Cavna)**

2019-COU-15756 Consent Agreement for Review

A motion was made by Angela Blier and seconded by Joanne Grant to accept the consent agreement upon correction to the board chair name to the current board chair Jennifer King.

**Vote: 4 in favor (1 abstained – Holly Cavna)**

### **ADMINISTRATOR'S REPORT**

Board Administrator, Kristina Halvorsen, provided the board with the current number of licensees. Kristina mentioned that there will be a staff shortage but that it will be amended as soon as possible.

**PUBLIC COMMENT**

None.

**RULEMAKING DISCUSSION**

Rulemaking process reviewed and discussed.

**CONTINUING EDUCATION DISCUSSION**

Jennifer King discussed allowing a limited amount of supervisory for continuing education.

**ADJOURNMENT**

A motion was made by Holly Cavna and seconded by Carolyn Silsby to adjourn the meeting at 11:53 a.m.

**Vote: 5 in favor.**