



**Washington State  
Department of Health  
Certified Counselors and Hypnotherapist  
Advisory Committee  
Meeting Minutes**

**January 15, 2015**

Department of Health  
Town Center One  
111 Israel Road S.E., Conference Room 158  
Tumwater, WA 98501

**Committee members present:**

William Gant, Public Member  
Janet Large, Hypnotherapist  
Miriam Dyak, Certified Counselor - Chair  
Mary Long, Hypnotherapist  
Diane Green, Certified Counselor – Vice Chair

**Committee members absent:**

None

**Others Present:**

Tim Livingston, Washington Professional  
Counselors Association (WAPROCA)

**AAG Present:**

Krystl Murphy, Assistant Attorney General (AAG)

**Staff Members Present:**

Kim-Boi Shadduck, Program Manager  
Sonia Ferguson, Program Representative  
Nancy Tyson, Executive Director  
Joanne Miller, Credentialing  
Hyon Yi, Credentialing

On January 15, 2015, the Certified Counselors and Hypnotherapist Advisory Committee (committee) met at Department of Health (department), Town Center 2, Room 158, Tumwater, WA 98501. In accordance with the Open Public Meetings Act, the meeting agenda was emailed to members of the certified counselor, certified adviser, and hypnotherapy professions through the department's Listserv and posted to the professions' websites.

**1. Call to Order – Miriam Dyak, Certified Counselor, Chair**

**9:30 a.m.**

- 1.1** Approval of meeting agenda – Miriam Dyak said she would like to add a separate item 3.5 to the agenda to report on the progress of agency proposed legislation. Ms. Dyak also said before the agenda is approved she would like a discussion on how meeting minutes are created, and then brought back to the committee for review and approval.

Mr. Bill Gant motioned to accept the agenda with the noted inclusions. It was seconded and approved.

- 1.2** Ms. Krystl Murphy suggested that public comments be restricted to the “Public Comment” section of the agenda. Ms. Dyak said this would limit input and additional discussion on other topics within the agenda where the association could provide valuable input. Mr. Tim Livingston said he will raise his hand to speak to agenda items or issues, and will respect the opportunity to be called upon or hold until the public comment section of the agenda.

Ms. Sonia Ferguson said that she takes the minutes, and the program manager, Ms. Kim-Boi Shadduck, will review them. Ms. Shadduck will send them to the chair for review before the next committee meeting.

- 1.1** Ms. Dyak had a concern regarding the meeting minutes, saying they don’t accurately reflect statements and decisions that were discussed at the last meeting. Mr. Gant suggested that corrections to meeting minutes should be done during the Advisory Committee meeting, that discussions through email do not work.

Ms. Dyak recalls that a motion was made and passed to establish a subcommittee on the topic of the brochure. However, a subcommittee was not convened, nor was the public notified or present for the discussion. Ms. Dyak said committee members were notified individually and not called together as a subcommittee. Ms. Green and Ms. Mary Long were contacted individually. Ms. Debra Mendoza, from the department, attended the discussion with Ms. Green and Ms. Mariama Gondo, the former program manager.

Ms. Dyak and Ms. Green said at an earlier subcommittee on the topic of the Global Assessment of Functioning (GAF) and scope of practice, the public was notified and a few members of the public did attend, while others provided feedback via email messages and phone conversations. Ms. Dyak said the contributions from the public were important to the discussion and outcome of the subcommittee.

Ms. Long was concerned with an interruption that occurred during the second meeting, on the topic of the brochure, and suggests that a subcommittee reconvene to address the topic. Ms. Long would like to have members of the public involved, in order to represent the changes that directly affect their practice and profession.

Ms. Dyak mentioned that there were no comments in the meeting minutes that suggested a subcommittee had convened, or the outcome of those discussions.

Mr. Livingston referenced the earlier subcommittee on the GAF and scope of practice, where three months of research by the association was brought to the subcommittee for review and discussion. Mr. Livingston reminds the committee that he is not only a certified counselor and registered hypnotherapist, but that he also represents all credential holders in public comment -- through the association.

Mr. Gant recommended removing item 6 (“Counseling or Hypnotherapy Clients” Brochure) from the minutes of October 23, 2014, so that the rest of the minutes may be approved. A motion was made, moved, and approved.

Ms. Dyak asked for a motion to form a subcommittee. Ms. Janet Large, Ms. Diane Green and Ms. Mary Long moved to have the subcommittee and have it open to the public. Mr. Gant is opposed to having subcommittee and having it open to the public.

The following committee members asked to be included in the subcommittee: Ms. Green, Ms. Large, and Ms. Long. Public members will be notified and invited to attend the subcommittee on the topic of brochures.

Ms. Dyak asked for a motion to approve the minutes of the October 23, 2014 meeting, with the amendments and changes recorded. The motion was moved and approved.

## 2. **Manager Report – Kim-Boi Shadduck, Program Manager**

- 2.1 **Executive Director Update** – Ms. Kim-Boi Shadduck introduced Ms. Nancy Tyson as her new executive director. Ms. Tyson said she is happy to be here. She worked at the Department of Social and Health Services (DSHS) for 31 years. She said she has a great set of staff members with whom to work, and is excited about this opportunity.
- 2.2 **Staffing Update** – Ms. Shadduck said she is the new program manager and she hasn't been on board quite a month yet. She said she is here to stay.
- 2.3 **Credentialing staff update** – Ms. Joanne Miller said workers have been processing all the certified counselors applications within 13 days and their target is 14 days. Hypnotherapists are being processed within 10 days from the last day of contact. The application has been moved to online. For the month of November, 14 hypnotherapist credentials have been processed. Five certified counselors and one certified adviser applications have been processed. Ms. Miller said that that they had 244 disciplinary cases.

<b>Current Credential Totals</b>	<b>January 8, 2015</b>
<b>Certified Counselor:</b>	
Number of applications pending	239
Active certifications	670

<b>Certified Adviser:</b>	
Number of applications pending	1
Active certifications	3
<b>Hypnotherapist:</b>	
Number of applications pending	7
Active registrations	735
<b>Total applications pending:</b>	247
<b>Total active credential holders:</b>	1,408

**2.4 Budget Report** – Ms. Shadduck reported that the budget for the hypnotherapists is \$118,931.00 and the certified counselors budget is in a deficit of \$1,351,331.00.

Ms. Shadduck said that from July through November the budget was in the negative, but then a pending settlement brought that to more than \$1 million.

Ms. Dyak requested that the prepared packets also include updated budget reports for each future meeting. Ms. Shadduck agreed that she will include this information for future meetings.

Mr. Livingston requested additional information on the single \$42,000 expense to the program budget.

Ms. Murphy said no additional information can be provided, that it was likely a disciplinary issue. Further, she said, costs include legal and support staff fees, adding “Prosecution is thorough and expensive.”

**3. Assistant Attorney General (AAG) Report – Krystl Murphy, AAG**

Ms. Murphy said she will provide a presentation on the Open Public Meeting Acts (OPMA). She reminded the committee members that they are not to email each other, call each other or discuss things if commuting together. She said she will present the OPMA at the next meeting

Ms. Dyak requested an update on the agency proposed legislation.

Ms. Shadduck confirmed that it had indeed moved forward and become a bill. House Bill (HB) 1134.

Ms. Shadduck will notify the committee by email when the hearing is scheduled.

#### **4. Continuing Education – Miriam Dyak, Certified Counselor, Chair**

Ms. Shadduck said she doesn't have any information to share yet and reminded the committee that if the current bill passes all rules will be opened for discussion, including the topic of continuing education.

Ms. Dyak reminded the program that WAC 246-810-0293(17) references "Other organizations recognized by the secretary and included on a list maintained by the department," which does not exist.

Ms. Dyak further reminded attendees that the initial list for WAC 246-810-0293 was drawn up by credential holders and program recommendations, and wasn't meant to be a complete list.

Ms. Dyak also wanted to know if she can get CEU credits for her participation in an international professional training program in Europe.

Ms. Shadduck said she had talked to some other program managers and they do not take overseas CEUs because there is no way to verify them.

Ms. Shadduck said the program doesn't have the time to update a list, referring to WAC 246-810-0293(17) -- the "...list maintained by the department," as the time and labor that would be required are not available.

Ms. Shadduck said her standard response is that the department does not pre-approve or disapprove continuing education, but that it is up to credential holders to decide and interpret if it falls within the guidelines of their credential requirements. Further, she reminds callers that the WAC guideline states "...must contribute to the advancement, extension and enhancement of the professional competence of the credential holder." (WAC 246-810-029(1)).

Ms. Shadduck said she has been conducting auditing since she started. If there are questions about course requirements, she will call and check on that course with the provider for additional information.

Ms. Mary Long said as a certified counselor she has a limited training budget and might be less likely to take the chance on taking training if she was not sure that she would get credit for it even if the training was superior to others that were pre-approved. Ms. Shadduck said there is a possibility that the credits would be approved as long as the provider explains how the course was relevant to the work under WAC 246-810-029. Ms. Long can try writing a letter and explain why the training would be helpful for her line of work. Ms. Long said because she wouldn't want to take the chance of not getting her credits, she will be picking off the list, which is very limited.

Mr. Livingston requested clarity on the agenda item that states “Ms. Shadduck will also discuss the draft language to help clarify this rule. The committee will discuss next steps.” Mr. Livingston inquired if there is a drafted plan.

Ms. Shadduck said the topic will be opened up again at rule-making, because there is some discussion internal to the department on this topic.

Ms. Shadduck said there is a draft, but that there is a lot of discussion surrounding it. She has placed the draft aside at this time, because the priority is around the agency proposed bill on the DSM-IV and scope of practice. If that bill passes it will open up the rules for further discussion.

Ms. Dyak inquired as to the process for the committee to propose additional rule changes.

## **5. Certified Counselor’s/Advisors and Hypnotherapists Brochures**

It was decided to develop a subcommittee to go over the brochures. The subcommittee members are Ms. Green, Ms. Long and Ms. Large. Meetings will be posted as open to the public and facilitated by Ms. Shadduck.

## **6. Public Comment**

Mr. Livingston requested clarification on the process for distributing meeting minutes. He asks that even though the public is listed in the minutes, and provided a copy of the minutes at the subsequent Advisory Committee meeting, the public does not receive a copy of the minutes for comment in advance. Ms. Shadduck confirms that is correct.

Ms. Dyak asked for clarification on how requested or recommended changes by the public are made to the meeting minutes, in order to ensure that the minutes reflect accurate discussion, decisions, and points made.

Ms. Murphy recommended that public comments at Advisory Committee meetings not be published to the minutes.

Mr. Livingston said that he is not in agreement with that recommendation and strongly opposes it.

## **7. Consent Agenda**

Ms. Dyak referenced that The Sentinel, a publication provided by the Department of Health, is commonly included in the committee’s packet of information.

Ms. Shadduck confirmed that the publication was not provided for this meeting, though she will ensure that it is included in a follow-up to the committee, accompanying the corrected meeting minutes, and any other items – such as updated budget information.

Mr. Gant made the motion that the consent agenda item on the agenda be approved. The motion was moved and approved.

**8. Legislative “meet me” call -**

Ms. Shadduck said there has been one call this week, and it was all related to marijuana bills. The department did attend that call.

Ms. Long is attending the “meet me” calls on behalf of the committee.

**9. Future Agenda Items**

- Report from subcommittee on brochures.
- Report on agency proposed legislation
- Report on “meet me” calls
- Report on committee recruitment and appointment
- Presentation on OPMA

**10. Adjournment**

**11:39 a.m.**

Submitted by:

Approved by:

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Kim-Boi Shadduck, MBA, Program Manager  
Certified Counselors and Hypnotherapist  
Advisory Committee

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Miriam Dyak, Certified Counselor, Chair  
Certified Counselors and Hypnotherapist  
Advisory Committee