



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

**April 21, 2016**

**9:30 a.m.**

Department of Health

Town Center Two

111 Israel Road S.E., Conference Room 158

Tumwater, WA 98501

**Committee members present:**

Miriam Dyak, Certified Counselor - Chair

Mary Long, Hypnotherapist

Karen Hausrath, Public Member

**Committee members absent:**

Janet Large, Hypnotherapist

Diane Green, Certified Counselor-Vice Chair

**Others Present via Phone:**

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 Support

Nancy Tyson, Executive Director

Debra Mendoza, Program Manager

Hyon Yi, Credentialing

Dan Renfroe, Business Project Manager

On April 21, 2016, 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** **9:31 a.m.**

- 1.1 The agenda was approved and accepted as written.
- 1.2 The committee members reviewed and approved the January 14, 2016 meeting minutes as presented.

2. **Online Licensing and Information Collection Project – Dan Renfroe, Project Manager**

Project Manager Dan Renfroe gave a presentation of the online licensing and information collection project. Nine health professions may apply online but the program is working on getting more professions. It takes about one-third of the time for the applicant to apply online as it does to send in hard copies.

3. **Manager Report – Hyon Yi, Credentialing and Kim-Boi Shadduck, MBA, Program Manager**

- 3.1 **Credentialing statistics** –Hyon Yi provided the glossary of status terminology and reported on the following credentialing statistics.

<b>Current Credential Totals</b>	<b>April 2016</b>
<b>Certified Counselor:</b>	
Number of applications pending	132
Active certifications	581
<b>Certified Adviser:</b>	
Number of applications pending	3
Active certifications	5
<b>Hypnotherapist:</b>	
Number of applications pending	9
Active registrations	762
<b>Total applications pending:</b>	144
<b>Total active credential holders:</b>	1,348

Hyon Yi presented the application processing time for certified counselor licenses from October 2015 to April 2016. There were 20 applications and 100 percent were issued within the 14-day measurable period. There were 73 applications for hypnotherapists and 100 percent were issued within the 14-day measurable period.

- 3.2 **Budget Update** –Kim-Boi Shadduck provided an update on the current budgets report. The hypnotherapist budget is \$119,990 and the certified counselor budget is in a deficit of \$1,468,009.

- 3.3 **Recruitment Update** – Kim-Boi Shadduck reported she has received only two applications for the advisory committee. The department will continue to recruit for the hypnotherapist, certified adviser, and public member vacancies.

**4. Rules workshop on Continuing Education for Suicide Assessment WAC 246-810-0298**

Kim-Boi Shadduck provided an overview of the new legislation regarding continuing education for suicide assessment. Effective July 1, 2017, suicide assessment training must be on the model list in order to be counted toward continuing education requirements. The model list will be maintained on the Department of Health website.

Tim Livingston said he would submit his comments in writing to Ms. Shadduck by May 2, 2016.

**5. Public Comment**

Tim Livingston thanked Kim-Boi Shadduck for preparing and forwarding him materials before the meeting because he was unable to attend in person.

**6. Elections for Chair and Vice Chair – Miriam Dyak, Certified Counselor, Chair**

A motion was approved to hold off on elections until the July meeting when all members of the committee would be there.

**7. Consent Agenda**

The consent agenda was approved as presented.

**8. Future Agenda Items**

- Elections
- Continue suicide rule writing

**9. Adjournment**

**10:26 a.m.**

Submitted by:

Approved by:

**Signature on file**

**Signature on file**

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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