



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

**January 14, 2016  
9:30 a.m.**

Department of Health  
Town Center Three  
243 Israel Road S.E., Conference Room 224  
Tumwater, WA 98501

**Committee members present:**

Miriam Dyak, Certified Counselor - Chair  
Diane Green, Certified Counselor – Vice Chair  
Janet Large, Hypnotherapist  
Karen Hausrath, Public Member

**Committee members absent:**

Mary Long, Hypnotherapist

**Others Present:**

Tim Livingston, Washington Professional  
Counselors Association (WAPROCA)

**AAG Present:**

Krystl Murphy, Assistant Attorney General (AAG)

**Staff Members Present:**

Kim-Boi Shaddock, Program Manager  
Sonia Ferguson, Program Support  
Nancy Tyson, Executive Director  
Debra Mendoza, Program Manager  
Joanne Miller, Credentialing  
Hyon Yi, Credentialing  
Linda Kuntz, Program Support

On January 14, 2016, the Certified Counselors and Hypnotherapist Advisory Committee (committee) met at Department of Health (department), Town Center 3, Room 224, 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** **9:28 a.m.**

- 1.1 The agenda was approved and accepted as written.
- 1.2 The committee members reviewed and approved the October 15, 2015 meeting minutes as presented.

**2. Review talking points and decision of HB 1134 – Miriam Dyak, Certified Counselor, Chair**

Miriam Dyak, Kim-Boi Shadduck, Nancy Tyson, Tim Farrell and Tim Livingston met in Kent on November 18, 2015 to discuss the plan for HB 1134. They all agreed to table the discussion for the 2017 legislative session, thinking that there would be a better chance for a new bill during the 2017 legislative session.

**3. Manager Report – Joanne Miller, Credentialing Supervisor and Kim-Boi Shadduck, MBA, Program Manager**

- 3.1 **Credentialing statistics** – Joanne Miller reported on the following credentialing statistics.

<b>Current Credential Totals</b>	<b>January 2016</b>
<b>Certified Counselor:</b>	
Number of applications pending	168
Active certifications	590
<b>Certified Adviser:</b>	
Number of applications pending	3
Active certifications	5
<b>Hypnotherapist:</b>	
Number of applications pending	10
Active registrations	761
<b>Total applications pending:</b>	181
<b>Total active credential holders:</b>	1,356

In response to Karen Hausrath’s question regarding suspended certifications, Kim-Boi Shadduck provided information on the Uniform Disciplinary Act (UDA) Report. The UDA Biennial Report describes regulatory activities for all professions subject to the Uniform Disciplinary Act. This report is on the Department of Health website.

Joanne Miller will respond to Miriam Dyak’s request regarding the credentialing statistics. Joanne will check to see if the expired totals on the report represent expired certifications.

**3.2 Budget Update** – Kim-Boi Shadduck provided an update on the current budget report through December 2015. Hypnotherapist current budget is \$129,482 and certified counselor budget is in a deficit of \$1,443,281.

**4. Rules Scan – Kim-Boi Shadduck, Program Manager**

Kim-Boi Shadduck led the review of WAC 246-810-049 Sexual misconduct regulations, WAC 246-810-060 Mandatory reporting and WAC 246-810-061 Health care institutions. The committee started the review of WAC 246-810-062 Counselor associations and societies but decided to table the discussion until the next committee meeting. Committee members were requested to call or email Kim-Boi Shadduck for any additional questions regarding the WACs.

**5. 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. Ms. Shadduck suggested that the committee open the rule to amend the language to include this requirement for credential holders to use the model list.

Tim Livingston provided information to the committee on the classes his association offers. He let the committee know his courses did not make the list on the department's web page because of timing. Mr. Livingston recommended that the wording on the web page match the wording in the rule to reduce confusion.

Miriam Dyak commented on the importance of certified counselors being trained in assessment and referrals, and not outside of their scope of practice.

The committee decided to table this discussion until the April meeting.

**6. Public Comment**

Miriam Dyak thanked Tim Livingston for all his help.

**7. Consent Agenda**

The consent agenda was approved as presented.

**8. Future Agenda Items**

- Suicide rule writing
- Recruitment

- Elections

Kim-Boi Shadduck provided the committee with an update on membership. Two members have terms that will expire in May 2016. To continue on the committee they will need to reapply. Ms. Shadduck encouraged members to let others know who may be interested in being on the committee.

Miriam Dyak asked when the deadline was for submitting agenda items. Kim-Boi Shadduck informed the committee that the cutoff for agenda items is one month prior to the meeting date.

Nancy Tyson thanked people who participated on the “meet me” calls.

## 9. Adjournment

**10:34 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