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**TENTATIVE OPEN SESSION AGENDA**  
**Missouri Committee for Professional Counselors**  
**July 2, 2010 2:00 p.m.**  
**July 3, 2010 9:00 a.m.**  
**Division of Professional Registration**  
**3605 Missouri Boulevard - Jefferson City, Missouri**

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Except to the extent disclosure is otherwise required by law, the Missouri Committee for Professional Counselors is authorized to close meetings, records and votes, to the extent they relate to the following: Chapter 610.021 subsections (1), (3), (5), (7), (13), (14), and Chapter 324.001.8 and 324.001.9 RSMo.

The Committee may convene in closed session at any time during the meeting. If the meeting is closed, the appropriate section will be announced to the public, with the motion and vote recorded in open session minutes.

Please see attached agenda for this meeting.

Attachment

**TENTATIVE OPEN SESSION AGENDA**  
**Missouri Committee for Professional Counselors**  
**July 2, 2010 2:00 p.m.**  
**July 3, 2010 9:00 a.m.**  
**Division of Professional Registration**  
**3605 Missouri Boulevard - Jefferson City, Missouri**

- 1 Call to Order Greg Roeback, Chairperson
- 2 Roll Call Dr. Verl Pope, Secretary
- 3 Approval of Open Session Agenda
- 4 Approval of Open Session Minutes
  - June 8, 2010 Credentials Subcommittee
  - June 8, 2010 Full Committee
- 5 Election of Officers
- 6 Financial Report
- 7 Addiction Disorders & Core Counseling Areas – Keith Spare (No materials)
- 8 Tracking Log - Supervision Hours (Dr. Verl Pope)

Convene in closed session pursuant to motions to close section 610.021 subsection (14) and 324.001.8 and 324.001.9 RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to the licensee or applicant section 610.021 subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney, and for the purpose of reviewing and approving closed meeting minutes of one or more previous meetings under the subsection 610.021 RSMo which authorizes this agency to go into closed session during those meetings.

Adjournment

**OPEN SESSION MINUTES**  
**Missouri Committee for Professional Counselors**  
**July 2, 2010 – 2:00 p.m.**  
**Division of Professional Registration**  
**3605 Missouri Boulevard – Jefferson City, Missouri**

The Committee for Professional Counselors was called to order by Greg Roebach, Chairperson, at 2:03 p.m., at the Division of Professional Registration, 3605 Missouri Boulevard, Jefferson City, Missouri. Dr. Verl Pope, secretary facilitated roll call.

**Committee Members Present**

Greg Roebach, Chairperson  
Dr. Verl Pope, Secretary  
Dr. Gene Dexter, Public Member  
Dr. Mark Comensky  
Keith Spare (Arrived at 2:34 p.m.)

**Staff Present**

Loree Kessler, Executive Director  
Jeanette Wilde, Executive I  
Sarah Becker, Licensure Technician II  
Earl Kraus, Division Counsel

Mr. Roebach stated he would be voting in open and closed sessions.

A motion was made by Dr. Pope and seconded by Dr. Comensky to approve the open session agenda adding a discussion regarding the next face to face meeting. Committee members voting aye: Dr. Comensky, Dr. Dexter, Mr. Roebach, Dr. Pope, and Mr. Spare. Motion carried unanimously.

A motion was made by Dr. Comensky and seconded by Dr. Pope to approve the credentials subcommittee and full committee open session minutes of June 8, 2010. Committee members voting aye: Dr. Comensky, Dr. Dexter, Mr. Roebach, Dr. Pope, and Mr. Spare. Motion carried unanimously.

**Election of Officers**

A motion was made by Dr. Comensky and seconded by Dr. Dexter nominating Dr. Pope as committee chairperson. There were no other nominations. Committee members voting aye: Dr. Comensky, Dr. Dexter, Mr. Roebach, and Mr. Spare. Dr. Pope recused himself from the vote. Motion carried unanimously.

A motion was made by Dr. Comensky and seconded by Dr. Pope nominating Mr. Spare as committee secretary. There were no other nominations. Committee members voting aye: Dr. Comensky, Dr. Dexter, Mr. Roebach, and Dr. Pope. Mr. Spare recused himself from the vote. Motion carried unanimously.

The committee discussed work assignments relating to the consent agendas and Dr. Pope agreed to review supervisor credentials and Dr. Comensky agreed to continue serving as credentials subcommittee chairperson.

### **Financial Report**

The committee reviewed the financial report and the executive director explained that due to continued review from applications, sharing resources and working to reduce expenditures the fund balance was very good. With the beginning of the new fiscal year, revenue projections and expenditures would be reviewed and it was likely the renewal fee could be reduced for the FY 2011 cycle.

The committee asked about electronic agendas. The executive director indicated staff would work with the division on going to a paperless agenda by the next face to face meeting.

The committee also discussed providing a web based video on how to complete an application for supervision and licensure. Dr. Pope noted that more information is being exchanged via entities such as You Tube and the committee needs to look at disseminating information in this format, as well as printed materials.

A third topic discussed was the potential merger of the LPC and MFT committee funds as another administrative cost saving measure. The executive director reported that she had received emails from the MMHCA, ACA, and MOAMFT and none of the professional associations have a problem with such a legislative measure.

### **Addiction Disorders & Core Counseling Areas**

Mr. Spare providing information regarding this topic and its possible overlap into counseling and other mental health services. No official action was taken by the committee.

### **Supervision Tracking Log**

The committee revised the log that can be utilized by supervisors and CITs/PLPCs to track supervised experience. Once the form is finalized it will be placed on the web site.

At 2:22 p.m., a motion was made by Dr. Comensky and seconded by Dr. Pope to convene in closed session pursuant to section 610.021 subsections (14), section 324.001.8 and 324.001.9 RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to the licensee or applicant section 610.021 subsection (1) RSMo for the purpose of discussing general legal action, causes of action or litigation and any confidential or privileged communication between this agency and its attorney, and for the purpose of reviewing and approving closed meeting minutes of one or more previous meetings under the subsection 610.021 RSMo which authorizes this agency to go into closed session during those meetings. Committee members voting aye: Dr. Comensky, Dr. Dexter, Mr. Roeback, Dr. Pope, and Mr. Spare. Motion carried unanimously.

At 5:13 p.m., a motion was made by Mr. Spare and seconded by Dr. Pope to convene in open session. Committee members voting aye: Dr. Comensky, Mr. Roeback, Dr. Dexter, Dr. Pope and Mr. Spare. Motion carried unanimously.

## Meeting Schedule

The committee discussed the remaining agenda items regarding whether convening on Saturday would be needed. The committee determined the credentials subcommittee would convene following the full committee open session and review the application materials versus convening Saturday morning.

The committee tentatively scheduled a face to face meeting November 5-6, 2010 in St Louis at which time the committee would schedule upcoming conference calls and meetings for 2011. The committee was reminded of the credentials subcommittee conference call scheduled for September 14, 2010.

At 5:26 p.m., a motion was made by Dr. Comensky and seconded by Mr. Spare to adjourn the full committee meeting. Committee members voting aye: Dr. Comensky, Dr. Dexter, Mr. Roebach, Dr. Pope, and Mr. Spare. Motion carried unanimously.

The committee did not convene on July 3, 2010 as all committee business was addressed on July 2<sup>nd</sup>.



Executive Director

Approved by Committee on February 15, 2011