

Secretary of State  
Office of Professional Regulation  
BOARD OF ALLIED MENTAL HEALTH PRACTITIONERS  
Meeting: Thursday, October 17, 2013 at 8:00 a.m.  
89 Main Street, Montpelier, VT

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APPROVED MINUTES

Present: Marjorie Trombly, Dr. Marilyn Turcotte, and Wendy Magee; Via Phone: Tammy Austin; Paul Sahba, ad hoc member; Absent: Jason Kirchick; Others Present: Carla Preston, Larry Novins, Diane Lafaille, Christopher Winters, and Peter Comart.

I. General Business

1. The meeting was called to order at 8:15 a.m.
2. The minutes of the September 19, 2013 meeting were approved as written.

II. Closings/Hearings/Stipulations and Consent Orders/Managers Report

Case Managers Report:

Ms. Preston reported that the Board has 15 pending cases. 2 are ready for closing, 1 case is ready for Investigative Team meetings, 3 cases are in intake, 3 cases are under investigation, 1 case is set for hearing and 5 cases charges have been recommended.

2013-140 – Ms. Trombly presented this case for closure. Dr. Turcotte moved, seconded by Ms. Magee, to close this case with changes. Approved.

2012-528 – Dr. Turcotte presented this case for closure. Mr. Sahba moved, seconded by Ms. Magee, to close this case. Approved.

III. File Reviews

Croteau, Thomas – Approved for licensure.

Donahue, Erin – MFT – Approved for licensure.

Menna, Amy – Approved for licensure – 5 year rule.

Tomlinson, Patience – Endorsement from NH and MA – Not substantially equivalent. She may apply on the basis of examination.

Walker, Anna – Additional information needed.

IV. Other

1. Continuing education requests were reviewed.
2. The Board would like to speak with Director Winters about work expectations outside Board meeting. This was tabled until the Board's November 21<sup>st</sup> meeting.

3. Mr. Kirchick was to update the Board on the progress of his drafting an Introduction to getting a license and frequently asked questions which the Board will add to its website. This was tabled until the Board's November 21 meeting.
  4. Mr. Kirchick was to update the Board on the newsletter. This was tabled until the Board's November 21<sup>st</sup> meeting.
  5. Mr. Comart discussed with the Board the possibility of expanding the current contract to allow for the review of other areas of the application besides education which is currently being contracted out. This will be discussed further at the Board's November 21<sup>st</sup> meeting.
  6. Inactive Practice Proposal – Attorney Novins presented the Board with the proposal for Inactive Practice. The Board is in favor of the concept of this and will discuss this further at its November 21<sup>st</sup> meeting.
  7. Public Disclosure Audits – The Board decided that it would mail and email a letter to all licensed MFT's and MHC's and rostered individuals that the Board is planning to do an a random audit of public disclosures. Mr. Comart was requested to update the letter that will be sent for Board review. This letter will be reviewed at the Board's November 21<sup>st</sup> meeting.
  8. Director Winters spoke with the Board regarding its budget. The fund balance ratio has decreased slightly. This will continue to be monitored through 2014.
- V. The Board adjourned at 2:30 p.m.

Respectfully submitted by: Diane Lafaille, License Board Specialist