

**KENTUCKY BOARD OF LICENSURE FOR PROFESSIONAL ART THERAPISTS
MINUTES – APRIL 25, 2012**

A regular meeting of the Board of Licensure for Professional Art Therapists was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, Kentucky, on April 25, 2012, at 1:30 p.m.

MEMBERS PRESENT

Marybeth Orton
John Sykes
Lee Alcott
Stewart Bridgman

OCCUPATIONS AND PROFESSIONS STAFF

Lindsey Lane, Board Administrator
Courtney Bourne, Executive Director
Susan Smith, Section Supervisor
Jeff Boler, Resource Management Analyst

MEMBERS ABSENT

Fran Belvin, Chair

OTHERS PRESENT

James Grawe, Board Counsel

CALL TO ORDER

Lee Alcott called the meeting to order in place of Chair, Fran Belvin at 1:36 p.m.

MINUTES

The board made the decision to table the January minutes as there were some items that weren't discussed in the minutes that the Board felt should be documented. Ms. Lane explained that she went by notes that were left for her but would be happy to revise the minutes and asked that the Board provide some feedback pertaining to missing information so the minutes better reflect discussions and decisions that the Board made at their January meeting.

FINANCIAL REPORTS

The Board reviewed their financial report from January, February, and March of 2012. Ms. Alcott asked if and when the Board could begin sending renewal cards. Ms. Lane explained that there's a third party company that can create those for licensees or the Office of Occupations and Professions can create the cards in house and charge the Board the fee for the materials. Mr. Bridgman made a motion to begin sending the cards out after they were created in house. Mr. Sykes seconded that motion and it carried. Ms. Lane explained that she would begin sending the cards out immediately once they were created by the offices Web Administrator.

O&P Report

Executive Director Courtney Bourne presented the Board with its 2013 Fiscal Year Memorandum of Agreement between the Board and the Office of Occupations and Professions. Mr. Bridgman asked if any changes were made from the last MOA and Ms. Bourne explained that the Administrative fee has been raised. The Board asked how the fee is established and Ms. Bourne explained there are several different factors in creating the administrative fee amount, including amount of time staff spends working on board material, expenditure patterns, the number of records the office stores for the Board, and the number of licenses issued. Ms. Bourne also stated that the cost of doing business and physical growth made it necessary to change and

increase the administrative fee. Ms. Orton made a motion to adopt the Memorandum of Agreement as presented. Mr. Bridgman seconded that motion and it carried.

LICENSURE STATUS REPORT

Ms. Lane informed the Board that there are currently 88 active licensees.

COMPLAINTS/OTHER LEGAL MATTER

Mr. Grawe informed the Board that a Cease and Desist was sent to the individual discussed in the January meeting for practicing Art Therapy without a license. Mr. Grawe was contacted by this individual's attorney shortly after sending the notice but has not heard whether they plan to seek licensure or dispute the allegations of practicing without a license. Mr. Grawe will follow up with the attorney to see where they stand with this issue.

OLD BUSINESS

In the absence of the Board Chair, Mr. Grawe informed the Board that its legislation that was sent to the Legislative Research Commission to be reviewed and voted on during the General Assembly unfortunately did not pass. Mr. Grawe recommended pre filing the bill when the Board meets in August. He told everyone to keep track of their ideas and start thinking of contacts they can make once they submit this new law again.

Ms. Lane gave Board members copies of an agreement with the Art Therapy Credentials Board that coincides with the National Exam that is given once a year across the country. ATCB has decided to make some changes regarding the exam and will now hire a proctor to give the exam rather than having the Board handle the paper work and giving the exam on the date that is set each year. Ms. Alcott asked Ms. Lane to please check with ATCB to find out why Kentucky is not listed on the website for an exam site. This will allow potential licensees from area states as well as Kentucky to be aware of the testing site given in Frankfort and possibly draw a larger crowd for the testing site than in years past. The Board asked that ATCB advertise the location, date, and time as well as the cutoff date for applications on their website so everyone was better informed of the details regarding the exam. Mr. Bridgman made a motion to approve and sign the agreement as long as these areas were addressed with the ATCB and they made the appropriate actions to fulfill these requests. Mr. Sykes seconded that motion and it carried.

NEW BUSINESS

The Board spoke with Jeff Boler of the Office of Occupations and Professions regarding the online renewal system that is currently in place for all licensees. Mr. Boler who serves as the Web Administrator for the office explained how the system works and that some licensees may have difficulty using the online renewal system if they're not familiar with the steps and how to place their information in the spaces provided. Mr. Boler offered to create an instruction sheet that will be on the Board's website for licensees to review before going into the renewal system to better handle their questions and concerns.

The Board also asked Mr. Boler to make some cosmetic changes to their website that is viewed by potential and active licensees. He explained he can almost always make changes to the website but it does have to go through the Cabinet office first. In the Board's August meeting

they will go over the website and decide what exact changes and revisions they would like to make.

APPLICATIONS REVIEW

Renewals:

The Board reviewed and approved all renewal applications sent in since their January meeting. The following applications were approved for renewal: Cathy Malchiodi, Brenda Kasdan, Natalie McCluggage, Eileen Estes, Joan Zehnder, Theresa Adamchik, Helen Heddens, Kathleen Dowling, Marybeth Orton, Kathryn Longroy, Patricia Crone, Kimberly Dunn, Susan Shearer, Amber Kaelin, Martha Bond, Jennifer McGraw, Charles Marshall, Carey Moore, Laurie Qualah, Scott Been, Frances Belvin, Sandra Graves, Linda Probus, Anna Church, Barbara Bickett, Charlotte Moffitt, Virginia Alcott, Heidi Shedlow, Linda Erzinger, and Max Wineinger.

Continuing Education:

The Board also approved all courses being offered at the Seven Counties seminar regarding Motivational Interviewing.

APPROVAL OF TRAVEL

A motion was made by Ms. Orton to approve travel for all eligible members attending today's meeting. The motion, seconded by Mr. Sykes, carried unanimously.

NEXT MEETING

The next meeting will be July 11, 2012 at 1:30 p.m., lunch served at 1:00 p.m.

ADJOURN

Having no further business to bring before the Board, Ms. Orton made a motion to adjourn today's meeting. The motion, seconded by Mr. Bridgman, carried unanimously.

Meeting adjourned at 3:18 pm.



Fran Belvin, Chair