



## Minnesota Board of Marriage and Family Therapy



### Minutes of the Regular Board Meeting January 17, 2014

#### **MEMBERS PRESENT:**

Mark Flaten, Chair  
Denny Morrow, Vice Chair  
John Seymour, Secretary  
Shonda Craft

#### **MEMBERS ABSENT:**

Kay Ek  
Bruce O'Leary  
Herb Grant

#### **STAFF PRESENT:**

Jennifer Mohlenhoff, Executive Director

#### **GUESTS:**

St. Mary's Students  
Terry Taylor, LMFT

#### **I. CALL TO ORDER**

Chair Mark Flaten called the meeting to order at 9:30 a.m., in the University Room of the University Park Plaza Building.

#### **II. CONSIDER AGENDA**

Jennifer noted that the agenda was revised to include a variance, V-2014-8, and that there will be a closed Executive Session at the end of the meeting.

#### **III. APPROVAL OF MINUTES OF THE NOVEMBER 15, 2013 BOARD MEETING**

Denny Morrow made a motion to approve the minutes of the November 15, 2013 Board meeting as written. John Seymour seconded the motion. The motion passed.

#### **IV. ADMINISTRATIVE REPORT**

Members reviewed the Executive Director's Administrative Report as follows.

- Budget and Vendor Payment Reports
- Applications approved by the Application Review Committee in November and December, 2013.
- LAMFT and LMFT licenses issued in November and December, 2013.
- National Exam Score Report – Members reviewed a report of the most recent exam administration.
- LMFT and LAMFT License Renewal – Jennifer reported that LMFT renewals that were due to be renewed by December 31, 2013, are currently in the period where licenses can be renewed with a \$50.00 late fee in addition to the \$137.50 renewal fee through January 31, 2014. Jennifer reported that the January group of LAMFT renewal is in process. Jennifer reported staff has begun the process to begin the 7.5% randomly generated continuing education compliance audit.
- 2013 Oral Exam Statistic Report - Jennifer reported that in 2013, 179 State licensure exams were administered, 89% passed, 11% failed, 2% difference than 2012.
- Legislative Session - Jennifer reported that the Minnesota Legislature will return to session next month and that the MFT Board has no specific legislative agenda this session.
- Temporary and permanent part-time staffing update - Jennifer reported that the position description for the part time Office and Administrative Specialist was approved and posted to the State Hiring website.
- Jennifer reported that she received a formal COAMFT "Notice for Call and Comment" Version 12 of the accreditation standards.
- Jennifer reported that the mileage reimbursement rate was reduced from 56.5 cents per mile to .56 cents per mile.
- Jennifer reported that Public Board Member Kay Ek is not seeking reappointment of her position on the Board. Members expressed that Kay will be missed and will thank her publically to acknowledge and thank her for services to the Board at an upcoming Board meeting.



**V. VARIANCES: #V-2014-001; #V-2014-003; #V-2014-05; #V-2014-006; #V-2014-007; #V-2014-008;**

V-2014-001 - Members reviewed and discussed a request from an individual seeking a variance to earn less than the required 100 hours of individual supervision and more than 100 hours of group supervision toward the total 200 hours. John Seymour made a motion to deny the variance. Denny Morrow seconded the motion. The motion passed. The variance also sought approval of electronic supervision up to 25% of required hours (50 hours). John Seymour made a motion to approve this variance request. Denny Morrow seconded the motion. The motion passed.

V-2014-003 - Members reviewed and discussed a request seeking a one year extension to a LAMFT term. John Seymour made a motion to approve the variance. Shonda Craft seconded the motion. The motion passed.

V-2014-005 - Members reviewed and discussed a request seeking a one year extension to an LAMFT term. Denny Morrow made a motion to approve the variance. Shonda Craft seconded the motion. The motion passed.

V-2014-006 - Members reviewed and discussed a request seeking a three year extension to an LAMFT term. John Seymour made a motion to approve a one year extension. Shonda Craft seconded the motion. The motion passed.

V-2014-007 – Members reviewed and discussed a request seeking an extension to a previously approved one year extension to an LAMFT term. Shonda Craft made a motion to approve the variance. John Seymour seconded the motion. The motion passed.

V-2014-008 – Members reviewed and discussed a request to extend an LAMFT term. John Seymour made a motion to approve a two year extension with the condition the individual practices under the supervision of a Board-approved LMFT supervisor at an approximate ratio of 1 hour of supervision for each 5 hours of direct client contact until LMFT licensure is obtained. Denny Morrow seconded the motion. The motion passed.

**VI. COMMITTEE STATISTICAL REPORTS**

Members reviewed Committee Statistical Reports from 2013:

- Continuing Education: 246 program sponsor CE applications were received; 902 individual CE applications were received.
- Complaint: 69 independent complaints were received, 45 complaints were closed. 48 complaint files are currently open.
- Application: 400 applications were received: 231 applications for national exam; 4 reciprocity applications; and 165 applications for state licensure exam.



## **VII. DISCUSSION – APPLYING CE CREDITS TOWARD RENEWAL WHEN ACCRUED PRIOR TO LICENSURE**

Members discussed whether the accrual of CE hours could be earned prior to an initial licensure date. John Seymour made a motion to approve a new Board policy to allow licensees to earn the required continuing education hours at any time during the two year reporting period of initial licensure. Shonda Craft seconded the motion. The motion passed.

## **VIII. RULES COMMITTEE – REPORT ON FINAL DRAFT**

Members reviewed a final draft of the rules which will be used to initiate the Administrative Rule procedure. Jennifer stated that this will begin the administrative process of adoption. Members discussed changes to the rules, including supervision, continuing education, examination language, reciprocity, term of license date, confidentiality and keeping of records. Shonda Craft made a motion to adopt the current draft of rule revision as the official document which will begin the formal rule revision process. Denny Morrow seconded the motion the motion passed.

## **VIII. PUBLIC INPUT**

Members addressed a question concerning technology issues addressed in the proposed rules. Mark Flaten stated that general information was addressed in the rules to reflect that technology keeps changing and clinicians need to be aware that they are using technology appropriately.

## **IX. OTHER ITEMS**

### APPLICATIONS COMMITTEE:

The Applications Committee met on November 15, 2013 and December 20, 2013.

- Applications approved for the State exam: 26
- Applications (Non-COAMFTE) approved for the national exam: 13
- Applications (COAMFTE) approved for the national exam: 30

### **STATE EXAMINATIONS:**

#### November 13, 2013:

15 applicants sat for the State exam. Upon successful completion, licenses were issued to the following:

1. Bartusch, Molly
2. Frick, Jane

3. Goss-Love, Lashawn
4. Gusaas, Rachael A.
5. Lane, Darren
6. Lee, Jinhee
7. Marrs, Emily
8. Moe, Shane
9. Muras, Heather
10. Resemius, Donald
11. Schnadt, Sara
12. Stegeman, Mark D.
13. Ubben, Christine K.
14. Workman Jesness, Todd
15. Zumbusch, Joseph M.

December 4, 2013:

3 applicants sat for the State exam. Upon successful completion, licenses were issued to the following:

1. Birkeland, Holly
2. Bradee, Signe

December 5, 2013:

Four (4) applicants sat for the State exam. Upon successful completion, licenses were issued to the following:

1. Constantine, Tara
2. Mathison, Jill (Ewy)
3. Ley, Heather
4. Norman, Terry

December 20, 2013:

12 applicants sat for the State exam. Upon successful completion, licenses were issued to the following:

1. Berlin, Laura
2. Erolin, Kara
3. Falvey, Patricia
4. Kluver, Cynthia
5. Kohagen, John
6. Lewis, Margaret
7. Reese, Mark
8. Sadee, Paula
9. Solum, Sharon

## **XI. CLOSED EXECUTIVE SESSION**

Members held discussion in regard to a Stipulation & Consent Order that has been executed by an applicant. Complaint Panel member Denny Morrow recused himself. John Seymour made a motion to approve the Stipulation & Consent Order. Shonda Craft seconded the motion. The motion passed.

## **XII. ADJOURNMENT**

Chair Mark Flaten adjourned the meeting at 12:00 p.m. on a motion by Shonda Craft and seconded by John Seymour. The motion passed.

I hereby attest that these minutes were read and approved by the Board of Marriage and Family Therapy on March 28, 2014.



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John Seymour, Secretary