

Counseling Compact Executive Committee Meeting

December 4, 2024, 1:00 p.m. ET

Committee Members Present

Jamie Doming
Andrea Brooks
Kim Speakman
Latofia Parker
Brian Carnahan
Denauvo Robinson

Committee Members Absent

Ashleigh Irving

Ex-Officio Committee Members Present

Beverly Smith, AMHCA
Lynn Linde, ACA
Matt Grayson, AASCB
Kylie Dotson-Blake, NBCC

Ex-Officio Committee Members Absent

Legal Counsel Present

Nahale Kalfas

CCC Staff Present

Greg Searls
Veronica Given

CSG Staff Present

Isabel Eliassen

Public Members Present

Welcome & Call to Order

- J. Doming called the meeting to order at 1:00 p.m. ET.

Roll Call

- G. Searls called the roll. A quorum was established with six of seven voting members present.

Review and Adoption of the Agenda

- J. Doming reviewed the agenda and asked if there was a discussion about the agenda.
- J. Doming called for a motion to adopt the agenda.
- **Motion:** B. Carnahan made a motion to adopt the agenda. D. Robinson seconded the motion. All committee members present voted in favor, and the motion carried.

Review and Adoption Minutes

- J. Doming informed the committee that there were two sets of minutes that needed to be adopted. The minutes from the October Special Meeting and the minutes from the November Executive Committee Meeting.

- **October Special Meeting Minutes.** J. Doming asked if there were questions or comments about the October Special Meeting minutes.
 - Hearing none, J. Doming called for a motion to adopt the minutes.
 - **Motion:** D. Robinson motioned to adopt the October Special Meeting Minutes. L. Parker seconded the motion. All committee members present voted in favor, and the motion carried.
- **November Executive Committee Meeting Minutes:** J. Doming asked if there were questions or comments about the November Executive Committee Meeting minutes.
 - Hearing none, J. Doming called for a motion to adopt the minutes.
 - **Motion:** K. Speakman motioned to adopt the November Executive Committee Meeting Minutes. B. Carnahan seconded the motion. All committee members present voted in favor, and the motion carried.

Rules Discussion and Vote on Fees

- J. Doming invited A. Brooks, chair of the Rules Committee to lead the discussion on the rule for setting the fees for privileges to practice.
- A. Brooks led the discussion on the rules committee's review of the fee, which had been approved by the Finance Committee. A summary of the rule states:
 - **Administrative Fees:** Applicants must pay a non-refundable \$30 administrative fee per state where they seek a privilege to practice. This fee is collected by the Counseling Compact Commission and may change through the Commission's rule-making authority.
 - **State Fees:** Member states can establish their own non-refundable fees for granting practice privileges. These fees are collected by the Commission and fully remitted to the respective state board.
 - **Fee Collection and Disbursement:** The Commission handles fee collection and disbursement on behalf of member states, providing itemized details for reconciliation and remitting state fees by the 15th of the month following collection.
 - **Failed Payments:** A \$100 non-refundable service fee is imposed for insufficient funds or failed payment transactions, covering associated processing costs.
 - **Rule Implementation:** The rule becomes effective 30 days after full commission approval, with procedures for public comment and potential hearing requests, if needed.
- J. Doming called for any additional discussion on the proposed rule. Hearing none, she called for a motion to approve the proposed rule.
- **Motion:** K. Speakman made a motion to approve the proposed rule on fees. L. Parker seconded the motion. All committee members present voted in favor, and the motion carried.

Rules Discussion and Vote on Bylaw Amendments

- J. Doming invited A. Brooks, chair of the Rules Committee, to lead the discussion on the proposed bylaw amendments.
- A. Brooks presented several amendments to the bylaws, such as:
 - The Rules Committee proposes that the term *commissioner* be removed from the bylaws and replaced with term *delegate* to ensure that the bylaws reflect the language used in the Compact legislation.
 - The Rules Committee proposes that a specified term start date is identified in the bylaws. The committee recommends that elected Executive Committee members' terms shall begin on April 1 (of the election year) and end on March 31 (end of term).
 - The Rules Committee proposes that the election process as defined in the Bylaws shall begin in February of each year with the elected delegate assuming their roles on April 1.
 - The Rules Committee proposes editing changes to distinguish between 30 business days and 30 calendar days, as it relates to the election process. The committee proposes adopting the following language: "Election Committee shall send a call for nominations **at least 30 calendar days** prior to the election, shall announce a slate of candidates to the Commission **at least 20**

calendar days prior to the election, shall announce voting by electronic ballot *at least 10 calendar days* prior to the election and shall verify and report the results of the elect to the Commission.

- J. Doming called for any additional discussion on the Bylaw Amendments. Hearing none, she called for a motion to approve the amendments.
- **Motion:** K. Speakman made a motion to approve the proposed amendments. L. Parker seconded the motion. All committee members present voted in favor, and the motion carried.

Travel Policy

- K. Speakman, chair of the finance committee discussed the proposed travel policy that was initiated by the finance committee and reviewed by the rules committee. A summary of the proposed travel policy states:
 - **Approval and Authorization:** Travel using CCC funds requires prior approval based on budget availability and alignment with job responsibilities. Delegates who request travel for CCC business are encouraged to seek state funding first, with CCC funding as a last resort.
 - The committee agreed to amend the travel policy by adding a statement to the policy indicating that delegates must provide a statement from their licensing board, explaining why a member state cannot provide financial resources for delegates to attend Commission meetings and the member state must acknowledge in the statement that it does not have the funds to financially support travel for delegates.
 - **Expense Coverage:** Economy airfare, standard lodging rates, meals and incidental expenses (M&IE) based on GSA rates, mileage at IRS reimbursement rates, and specific reimbursable items (e.g., parking, tolls, local transportation) are covered.
 - **Non-Reimbursable Items:** Upgrades, travel insurance, valet parking (unless necessary), and personal expenses are not reimbursed. Personal travel combined with business travel requires prior approval and reimbursement at the lower rate.
 - **Delegate Funding Priority:** When multiple requests exceed available funding, prioritization includes nominees for leadership roles, committee members presenting reports, first-time attendees, and cost-effectiveness.
 - **Travel Documentation:** Receipts and detailed documentation are required for reimbursements, with comparisons for alternate travel modes when applicable.

J. Doming called for any additional discussion on the travel policy. Hearing none, she called for a motion to approve the amendments.

- **Motion:** B. Carnahan motioned to approve the travel policy with the proposed amendment. D. Robinson seconded the motion. All committee members present voted in favor, and the motion carried.

Executive Director Update

- G. Searls provided an update on his tasks since the last meeting. He reported that he has responded to 49 phone calls, 70 emails and conducted three presentations. He reported that as of the meeting, 22 delegates and alternate delegates had registered to attend the annual business meeting in Myrtle Beach and six delegates have registered to attend the meeting virtually.
- G. Searls requested permission from the committee to approve his travel request to attend and present at the American Counseling Association (ACA) Conference in Orlando, Florida in March 2025.
- J. Doming called for a motion to approve the executive director's travel to the ACA Conference.
- **Motion:** K. Speakman made the motion to approve the executive director's travel requests. B. Carnahan seconded the motion. All committee members present voted in favor, and the motion carried.

January Meeting Date

- J. Doming requested that the January meeting be rescheduled due to the New Year holiday.
- J. Doming called for a motion to approve rescheduling the Executive Committee meeting to January 15, 2025 at 1:00 p.m. EST.

- **Motion:** K. Speakman made the motion to approve moving the meeting date to January 15, 2025 at 1:00 p.m. EST. D. Robinson seconded the motion. All committee members present voted in favor, and the motion carried.

Questions and Comments

- J. Doming asked if there were further questions from delegates or comments from the public.

Adjourn

- Hearing no further questions, and having completed all the agenda items, J. Doming declared the meeting adjourned.
- The meeting was adjourned at 2:00 p.m. EST.