



**OREGON BOARD OF LICENSED  
PROFESSIONAL COUNSELORS AND THERAPISTS**

**SPECIAL BOARD MEETING AGENDA**

**Wednesday, October 22, 2014  
Telephone Conference Call**

Large Conference Room on Second Floor  
Morrow Crane Building - 3218 Pringle Road, SE, Salem, Oregon

Telephone access: 1-888-272-7337; conference ID 5671660

**PUBLIC SESSION**

**5:00 p.m. INTRODUCTIONS/ROLL CALL**

**EXECUTIVE DIRECTOR POSITION**

Review proposed position description and job announcement  
Job description is attached to this Notice

**PUBLIC FORUM**

The Public Forum is an opportunity for the public to address the Board on the Executive Director's Position. The Chair will determine the length of the public forum given the Board's meeting agenda. The Chair will also determine the length of time each individual will be given to speak based on the number of individuals that wish to speak.

**CONFIRM INTERIM DIRECTOR**

**EXECUTIVE SESSION**

**5:20 p.m. COMPLIANCE/COMPLAINT CASES**

**PUBLIC SESSION**

**5:30 p.m. COMPLIANCE ACTION**

**ADJOURN**

## NOTICE OF SPECIAL MEETING

### OREGON BOARD OF LICENSED PROFESSIONAL COUNSELORS AND THERAPISTS

October 22, 2014

5 p.m. - Adjournment (about 5:30 p.m.)

Morrow Crane Building – Second Floor Large Conference Room  
3218 Pringle Road SE, Salem, OR 97302-6310

There will be a meeting of the Oregon Board of Licensed Professional Counselors & Therapists on October 22, 2014 beginning at 5 p.m. in the Second Floor Large Conference Room, Morrow Crane Building, 3218 Pringle Road SE, Salem, Oregon.

The purpose of the Wednesday meeting is to address items of Board business. When discussing pending complaints and investigations, consulting with legal counsel, or conducting or deliberating on contested case hearings, the Board will meet in closed session or executive session, pursuant to ORS 192.660(2), and members of the public will not be allowed to attend. Final action regarding recommendations to the Board will be taken in open session.

The Board will convene in executive session at 5 p.m. to discuss compliance issues. The Board will convene in public session 5:20 p.m. to discuss Board business.

The public is invited to attend all public sessions. If special accommodations are needed, please call the Board office at least two days before the meeting is to convene.

TT/Voice 1-800-735-2900

The meeting location is accessible to persons with disabilities. A request for an interpreter for those that are deaf or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling (503) 378-5499 ext. 1.

#### **Telephone Access to Public Sessions**

The public sessions of the Oregon Board of Licensed Professional Counselors and Therapists can be accessed by telephone. To participate in the public session, please dial 1- 888- 272-7337 then enter conference ID number 5671660; you will be connected to the conference call.



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/15/14

Agency: Oregon Board of Licensed Professional Counselors and Therapists and the Oregon Board of Psychologist Examiners

Facility:

[ ] New [X] Revised

This position is:

- [ ] Classified
[ ] Unclassified
[X] Executive Service
[ ] Mgmt Svc - Supervisory
[ ] Mgmt Svc - Managerial
[ ] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Principal Exec Manager C
b. Classification No: Z7004
c. Pos. Est. Date: July 1, 2001
d. Position No: 0000640
e. Working Title: Executive Director
f. Agency No: 10800 & 12200
g. Section Title:
h. Employee Name:
i. Work Location (City - County): Salem/Marion
j. Supervisor Name (optional): Board Chairs
k. Position: [X] Permanent [ ] Seasonal [ ] Limited Duration [ ] Academic Year
[X] Full-Time [ ] Part-Time [ ] Intermittent [ ] Job Share
l. FLSA: [X] Exempt [ ] Non-Exempt
If Exempt: [X] Executive [ ] Professional [ ] Administrative
m. Eligible for Overtime: [ ] Yes [X] No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Oregon Board of Licensed professional Counselors and Therapists and the Oregon Board of Psychologist Examiners protect and benefit the public and promote quality in the psychology, counseling, and marriage and family therapy professions. The Boards accomplish their missions by identifying and regulating, through ORS Chapters 675 and 676 and OARs Chapter 833 and 858, the practice of qualified mental health counselors, marriage and family therapists, and psychologists. The mission of the Boards is to, through prudent management of resources and courteous and prompt service,

- Issue new and renew licenses to qualified persons
• Deter and discipline misconduct by licensees, registered interns, and license applicants
• Communicate information about licensure, practice, and discipline
• Work cooperatively with professional associations, educational institutions, employers of professionals, consumers, and government and credentialing agencies to develop policies and standards and establish guidelines for professional practice

- In cooperation with each Board, develop and maintain standards of education and training, experience, and examination for entry into the professions of psychology, mental health counseling and marriage and family therapy.

The Board of Licensed Professional Counselors and Therapists consists of eight members. The Board of Psychologist Examiners consists of 9 members. The Governor appoints and the Oregon Senate confirms members of both boards. Total staff for the two boards consists of 9 employees.

**b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

Implement a cooperative interagency agreement whereby two independent Boards share a single Executive Director while each maintains its independence. This position directs the cooperative agency, implementing each Board's policy, helping them to fulfill their objectives and attain their goals. The Executive Director will develop and implement policies and procedures consistent with policies set by the two Boards. Determines the most effective utilization of funding and staff resources in directing the staff of both boards. The executive director serves at the pleasure of the Governor under the direct supervision of the appointing boards.

**SECTION 3. DESCRIPTION OF DUTIES**

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
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*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

20%	R	E	<p><b>Executive Duties</b></p> <ul style="list-style-type: none"> <li>Implement the Boards' policy directives by carrying out policies set by the Boards. Refer any exceptions to policy to the Boards for decision</li> <li>Oversee all Board activities and actions by providing guidance regarding open meetings and administrative procedures.</li> <li>Monitor laws, policies, and legislation relative to licensing psychologists, psychologist associates, professional therapists and counselors to update the Boards on legal and political issues.</li> <li>Recommend rule or policy changes to the Boards, as needed.</li> <li>Serve as liaison to other licensing entities both in Oregon and outside of Oregon to exchange information.</li> <li>Monitor local and national events and developments relevant to the Board's mission and update the Boards, as needed.</li> <li>Establish and facilitate advisory committees for administrative rule changes, as needed.</li> <li>Represent and speak for the Boards at public meetings, seminars and/or conferences, to the legislature, and to other interest groups, as needed.</li> <li>Work with the Boards at annual planning sessions to identify future strategies for agency operations and identify policy issues and develop plans to address them.</li> <li>Work with the Governor's policy advisors to plan for and discuss</li> </ul>
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legislation that impacts the boards and licensees; inform Governor's staff of agency issues with political sensitivity, and seek guidance and information on Governor's priorities.  
Advise the Boards on best positions to take on controversial or politically charged issues, offering the pros and cons of any given situation so the Boards can make informed decisions.  
Keep all records of the Boards.  
Prepare periodic reports regarding the licensing, monitoring and investigative activities of the Boards (ORS 676.306(4)).  
Discharge all duties prescribed by the Boards.

25%

R

E

### **Agency Management/Operations**

#### **Supervise and work collaboratively with the Operations**

##### **Coordinator to:**

Develop and implement operational policies, procedures, goals and objectives.

Develop Business Continuity Plans to keep the agency functioning during emergencies.

Develop and implement performance measures and report progress to the legislature and Boards.

Develop and implement Affirmative Action/EEOC policy and requirements

Develop and implement agency's biennial budget; plan and negotiate budget issues with DAS, Governor's policy advisors and legislative fiscal analysts.

Develop, implement, and monitor administrative controls for budget, accounting, inventory, personnel, data processing and records.

Present agency budget to the legislative subcommittees; respond to legislator and committee questions and requests for information.

Prepare interim budget requests, if necessary, and justify need for additional resources.

Direct financial oversight to ensure accountability and minimize risk.

Establish priorities based on assessment of the operating needs of the agencies.

Authorize and facilitate payment of invoices, travel expenses, and per diem.

Track and account for revenue brought into the agencies from fees, fines and service charges.

Serve as designated appointing authority for the agency.

~~Consider and resolve appeals of staff decisions~~

Review and provide recommendation to the Boards in regard to requests for review/appeal by licensees or applicants of staff decisions.

Develop information and facility security plans and ensure compliance with state information security policies.

5%

R

E

### **Personnel Management/Supervision**

Determine, prioritize, and reallocate staff time and duties within each Board as necessary to ensure maximum operating efficiency of the agencies and that work meets established goals and objectives.

Perform supervisory functions by interviewing, selecting and providing training for new staff; determine the need for disciplinary action when needed.

Supervise investigative staff, licensing staff, and administrative staff. Supervise employees, which includes motivating staff, monitoring performance, preparing evaluations, approving/denying leave, and determining training needs. Respond to grievances, if necessary, in accordance with state human resource policies. Analyze workload needs and hire temporaries or contract for services, if necessary.

10%

R

E

### Licensing

Direct the licensing process by supervising employees processing applications, ensuring that all requirements for initial licensure and renewals are met.

Oversee board administered examinations.

Answer questions about licensing process/rules for applicants and/or members of the public. (through subordinates)

Refer applications to the Board if technical expertise is required to evaluate a degree program or unique documentation.

Approve initial and renewed licensure; prepare consent agenda for Board affirmation. (through subordinate)

10%

### Complaints/Investigations

Direct investigative processes; decide if a case should be referred to the Board for action and ensure that findings warrant Board review.

Coordinate investigations with the Psychology Board's Consumer Protection Committee.

Identify legal issues; work with legal counsel from Department of Justice to determine merits of the case and appropriate course of action to recommend to the Board.

Work with Department of Justice attorneys for cases going to the Court of Appeals and Supreme Court.

Sign subpoenas, when necessary.

Ensure (through subordinates) prompt follow-up on each complaint case by notifying licensees of Board discipline, notifying complainant of resolution of complaint, conduct follow-up to ensure Board discipline is carried out.

Coordinate contested case hearings and the negotiation of settlement agreements with the Boards' legal counsel. ~~licensees facing discipline~~

Sign disciplinary Final Orders by Default.

Sign disciplinary Notices of Intent to Impose Discipline.

Contract with expert witnesses for testimony in contested case hearings.

15%

R

E

### Board Functions

Direct the preparation of Board executive and public session agendas, meeting materials in conjunction with each Board Chair. Ensure notification of Board meetings are sent to the press and other interested parties.

Assist Governor's office and Human Resources with on-boarding new board members

Attend Board meetings; explain the impact of Board suggestions on the agency and the steps necessary to administer any recommended changes; guide the Board to stay focused on its

primary mission of public protection; identify policy issues; develop and present staff proposals to the Board.  
Ensure meeting minutes are recorded, transcribed, and published.  
Facilitate the rulemaking process, to include periodic rule review and revision, with both Boards.  
Assist the Boards to develop and evaluate short and long term goals, Board programs and performance measures.

5%

R

E

#### **Public Relations/Communication/Outreach**

Respond to media requests and issue press releases, in connection with and as approved by the respective Board Chairs as needed. Make presentations about the licensing and complaint processes to community and professional organizations, university students and professors, and national organizations such as the American Psychology Association, the Oregon Psychology Association, American Association of State Counseling Boards, Association of Marital and Family Therapy Regulatory Boards, the Association of State and Provincial Psychology Boards.  
Ensure (through subordinates) updates of website; identify public information and develop content, as needed.  
Represent the Boards by serving as a member on national and state organizations to exchange information, participate in collaborative efforts, to share information and learn about national issues and trends in other states, and encourage research.

10%

R

E

#### **Legislative Responsibilities**

Determine need for legislation and rules and recommend to the Board and coordinate this with each Board's rule's officer/coordinator or committee.  
With each Board Chair, monitor nationwide trends in the professions to ensure best practices.  
Meet with sponsors of legislation and/or with legislators to discuss the need for rules/legislation and other relevant issues, answer questions;  
Draft legislative concepts, need and justification, and coordinate with Legislative Counsel to finalize language for consideration by the legislature.  
Testify on behalf of the Boards regarding budgets and legislation that affects the work of the Boards and licensees.

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## **SECTION 4. WORKING CONDITIONS**

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**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

Work is conducted in an office environment. Occasional evening and weekend work may be necessary. Frequently exposed to individuals who are upset or irate. Frequent involvement with potentially controversial issues. Frequent in-state travel and occasional out-of-state travel required.

## SECTION 5. GUIDELINES

**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

1. Oregon Administrative Rules (OAR chapters 833 and 858)
2. Oregon Revised Statutes (ORS chapters 675 and 676)
3. The Oregon Administrative Procedures Act, ORS 183.310 - .750 and OAR 137-001-0005 – 137-003-0070.
4. The Oregon Public Records Law, ORS 192.410 - .505.
5. The Oregon Public Meetings Law, ORS 192.610 -.990.
6. Code of Ethics for professional counseling and marriage and family therapy and the APA's Ethical Principles of Psychologists and Code of Conduct as adopted by the Boards.
7. Department of Administrative Services Policies and Procedures, such as budget preparation guidelines, Human Resources Division Policies, and financial control guidelines (Oregon Accounting Manual ORBITS and Payroll), and State Procurement policies and procedures.
8. Internal Administrative Operations & Guidelines
9. Oregon Attorney General Administrative Law Manual and Uniform and Model Rules of Procedure; Department of Justice Attorney General's Public Records and Open Meetings
10. Law, and Board Internal Operating Procedures and Guidelines
11. Judicial processes for contested case hearings
12. Association of State and Provincial Psychology Boards Model Rules and Regulations
13. American Psychological Association's (APA) Model Act for State Licensure of Psychologists.

**b. How are these guidelines used?**

To provide answers or interpretations to the public; ensure licensing process complies with statutes; ensures that agency operations comply with laws and policies; protect the state from findings of illegal procedures. Regulation of these professions and, administration of programs and policies must be based on laws, rules, and appropriate guidelines to achieve consistency, equity, and compliance. Regulations also serve as references and guidelines to develop and implement changes in each Boards' laws, rules and policies.

## SECTION 6. WORK CONTACTS

**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Licensees and Applicants	Phone, in-person, electronic or regular mail	Questions about licensing and renewal requirements, sanctions and other administrative actions.	Daily
General Public	Phone, in-person, electronic or regular mail	Provide information about Board discipline, rules and laws regulating counselors and therapists	Occasionally
Board Chairs and occasionally Board Members	Phone, in-person, electronic or regular mail	Board meetings, policy issues, exceptions to policy	Weekly
DAS management & staff	Phone, in-person, electronic or regular mail	Coordinate administrative actions and processes	Weekly

Oregon licensing boards	Phone, in-person, electronic or regular mail	Coordinate activities and share information	Weekly
Legislators	Phone, in-person, electronic or regular mail	Provide information for constituents, discuss concerns or policy issues, testify	Occasionally
Media	Phone, in-person, electronic or regular mail	Provide information, answer questions	Occasionally
Stakeholder organizations	Phone, in-person, electronic or regular mail	Provide information, answer questions	Weekly
Professional Associations	Phone, in-person, electronic or regular mail	Develop policies and standards and establish guidelines for professional practice	Monthly
Universities	Phone, in-person, electronic or regular mail	Make presentations and exchange information	As needed
Attorney General/AAG	Phone, in-person, electronic or regular mail	Seek advice/inform/legal actions/policy issues	As needed
Complainants/Attorneys	Phone, in-person, electronic or regular mail	Inform/investigate/legal actions/interpret laws	Weekly
Federal agencies	Phone, in-person, electronic or regular mail	Exchange information/report	Monthly
ASPPB	Phone, in-person, electronic or regular mail	Exchange information/report	Monthly
National exam administration agencies	Phone, in-person, electronic or regular mail	Exchange information, contract	As needed

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## SECTION 7. POSITION RELATED DECISION MAKING

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**Describe the typical decisions of this position. Explain the direct effect of these decisions.**

The Executive Director makes all decisions regarding internal agency operations, compliance with state regulations and audit requirements, expenditures, and Boards activities in consultation with each Board Chair as needed. Questions regarding Board policies are taken to the Boards for decisions. The Executive Director has the authority to speak on behalf of the Boards at public meetings, seminars and/or conferences, to the legislature, the Governor, and to interest groups.

Errors in judgement when speaking for the Boards could result in serious consequences to the Boards, political embarrassment, and/or possible law suits. Errors made in the review and approval process of applications could result in an applicant not becoming licensed, thereby delaying the licensing of an individual which could affect employment or possible loss of earning ability. Errors made in licensing unqualified applicants could result in harm to individuals and potential law suits. Consequently, it is important to keep each Board Chair aware of issues being addressed.

The position, in coordination with the respective Boards, establishes criteria and success measures for credentialing examinations. Not sure if this is true? Poor decisions in establishing criteria could result in a refusal to issue a professional license.

This position has the authority to hire, evaluate, and fire staff; enter into professional contracts for services as needed for the operation of the agency; and approve all expenditures for the Boards with authority to commit the entire operating budgets. Poor financial decisions could result in over-spending the agencies' budgets and political embarrassment to the agencies and the Boards.

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## SECTION 8. REVIEW OF WORK

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**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
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*Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

State Boards		Verbally and in writing	Annually	To satisfy State Personnel Rules
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Most work is results oriented and formally or informally reviewed by those affected. General direction is given by the two Boards. Formal written review is performed annually by the members of two boards Boards using the DAS Performance Management Systems. The purpose of the review is to determine the Director's effectiveness in carrying out the missions, achieving goals and objectives, and following the Board's directives. Also, it judges the Director's effectiveness in communicating with and directing the staff, developing and administering the budgets, administering the exams and in general supervising the staff activities of the Board of Licensed Professional Counselors & Therapists and the Board of Psychologist Examiners. The two boards Boards may evaluate the Director's ability to relate effectively both to the staffs and to other agencies that may be interested in the Boards' objectives and unique laws.

**SECTION 9. OVERSIGHT FUNCTIONS**

- a. How many employees are directly supervised by this position? 9  
 How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Plans work              | <input checked="" type="checkbox"/> Coordinates schedules                    |
| <input checked="" type="checkbox"/> Assigns work            | <input checked="" type="checkbox"/> Hires and discharges                     |
| <input checked="" type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                                   |
| <input checked="" type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations             |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares & signs performance evaluations |

**SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION**

**ADDITIONAL REQUIREMENTS:** List any knowledge and skills needed at time of hire that are not already required in the classification specification

Incumbent must be able to use tact and diplomacy when dealing with the public, licensees the staff and applicants, and when guiding the boards in its decision-making processes. This position requires excellent communication skills, both written and oral, and strong skills in building relationships and consensus. It requires skill and expertise in handling upset and irate citizens, and requires the incumbent to be flexible, shift priorities without notice, and coordinate and handle multiple tasks. It is essential that the person in this position be able to establish and maintain effective working relationships with staff of each Board, legislators and the Governor's Office. Fast-paced, heavy workload, frequent interruptions. Being in a small agency requires this position to be knowledgeable of and actively involved in all aspects of the organization.

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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*Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

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Board of Psychologist Examiners	\$ 1,024,920	Other funds
Board of Licensed Professional Counselors & Therapists	\$ 1,110,188	Other funds

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**SECTION 11. ORGANIZATIONAL CHART**

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Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

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**SECTION 12. SIGNATURES**

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_____ Employee Signature	_____ Date	_____ Appointing Authority Signature	_____ Date
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Supervisor's Signatures:

_____ Board of Licensed Professional Counselors & Therapists	_____ Date	_____ Board of Psychologist Examiners	_____ Date
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