



Mental Health Counselors, Marriage & Family Therapists, and Social Workers Advisory Committee

Regular Meeting Notice

November 15, 2024

Time:	9:00 a.m.
Location:	Washington State Department of Health Town Center East 2 (TC2) Building, Room #153 111 Israel Road SE, Tumwater, WA 98501
Contact Person:	Lana Crawford, Program Manager (564) 669-1455
Board/Committee Members:	Megan Simmons, LMFT, Chair Beda Herbison, LICSW, Vice Chair Kim McBride, LMFT Joel Freedman, LMHC Linda Sattem, Ph.D., Public Member Melissa Denner, LMHC, SUDP Netra Kendle, Ed.S., Public Member Vacant - LASW Vacant - Public Member
Assistant Attorney General:	Marie Carp, Assistant Attorney General
Staff:	Lana Crawford, Program Manager Joe Miller, Executive Director Eve Austin, Executive Director James Smartt, Program Support John Simmons, Program Support Melody Casiano, Policy Analyst Brandon Williams, Project Manager Tiffany Drake, Credentialing Supervisor
Guest Presenters:	None

In accordance with the Open Public Meetings Act, the agenda for this regular meeting was made available online at least 24 hours prior to the start time of the meeting pursuant to RCW 42.30.077.

Open Session:

1. Call to Order – Megan Simmons, LMFT, Chair

- 1.1. Introductions
- 1.2. Approval of the November 15, 2024, agenda
- 1.3. Approval of the September 6, 2024, meeting minutes

2. Public Comment – Megan Simmons, LMFT, Chair

The public will have an opportunity to provide comments during this time.

3. Office of Health Professions Updates - Lana Crawford, Program Manager and Joe Miller, Executive Director

The committee will be updated on recent developments within the Office of Health Professions.

- 3.1. Transitions
- 3.2. New BCC Member Orientation

4. Assistant Attorney General Report –Marie Carp, AAG

The AAG will report on any items relevant to the advisory committee.

5. Program Update – Lana Crawford, Program Manager and Joe Miller, Executive Director

- 5.1. Budget Report
- 5.2. Credentialing Report
- 5.3. Committee member recruitment update

6. 2025 Proposed Advisory Meeting Dates - Megan Simmons, LMFT, Chair

The committee will consider approval of the 2025 proposed dates.

- 6.1. 2025 Proposed Advisory Meeting Dates

7. Subcommittee Reports

The subcommittee will provide updates on the assigned topics, engage in discussions, and seek feedback.

- 7.1. Bylaws Draft – **Joel Freedman**, LMHC, Advisory Committee Member
- 7.2. Associate Application Process Presentation - **Beda Herbison**, LICSW, Advisory Committee Vice Chair

8. Licensed Counselors Rules Update - Lana Crawford, Program Manager and Brandon Williams, Project Manager

The program and project manager will provide an update regarding the status of the current rules and will review proposed language that affects licensed counselors.

9. Compact Updates – Lana Crawford, Program Manager

The program manager will provide an update on the counseling compact.

9.1. [Counseling Compact](#)

9.2. [Social Work Compact](#)

10. Roundtable Discussion - Megan Simmons, LMFT, Chair

Open discussion for the advisory committee.

11. Future Business – Megan Simmons, LMFT, Chair

The committee will discuss agenda items for future meetings.

12. Adjournment - Megan Simmons, LMFT, Chair

Next Scheduled Meeting:

TBD
9:00 a.m.

Meeting Link:

<p>Microsoft Teams Need help?</p> <p>Join the meeting now</p> <p>Meeting ID: 269 308 956 124</p> <p>Passcode: YScAUQ</p> <p>Dial-in by phone</p> <p>+1 564-999-2000,,15270395# United States, Olympia</p> <p>(833) 322-1218,,15270395# United States (Toll-free)</p> <p>Find a local number</p> <p>Phone conference ID: 152 703 95#</p>	<p>Times and Order: The meeting will begin at 9:00 a.m. and will continue until all agenda items are complete. This agenda is subject to change. Comments from the public in attendance will be accepted after each agenda item.</p> <p>This meeting is being recorded for the purpose of meeting minutes. If anyone objects or does not consent, please let us know.</p>
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Mental Health Counselors, Marriage and Family Therapists, and Social Workers Advisory Committee Minutes

September 6, 2024

Hybrid Meeting

Committee members present:	Megan Simmons, LMFT, Chair Beda Herbison, LICSW, Vice Chair Kim McBride, LMFT Joel Freedman, LMHC Linda Sattem, Ph.D., Public Member Melissa Denner, LMHC, SUDP Vacant - LASW Vacant - Public Member
Committee members absent:	Netra Kendle, Ed.S., Public Member
Staff members present:	Lana Crawford, Program Manager Joe Miller, Executive Director Eve Austin, Executive Director James Smartt, Program Support John Simmons, Program Support Evan Shigaya, Policy Analyst Brandon Williams, Project Manager Luke Eaton, AAG Marie Carp, AAG
Guest presenters:	None

On September 6, 2024, the Washington State Mental Health Counselors, Marriage and Family Therapists, and Social Workers Advisory Committee met online via Microsoft Teams and in person at the Washington State Department of Health, Town Center East 2 (TC2) Building, Room #153, 111 Israel Road SE, Tumwater, WA 98501. In accordance with the Open Public Meetings Act, notice of the meeting was published to [the committee's website](#) and was sent out via the GovDelivery listserv.

Open Session:

- 1. Call to Order – Megan Simmons, LMFT, Chair - Meeting was called to order at 9:03 a.m.**
 - 1.1. Introductions – *Committee staff and members introduced themselves.*
 - 1.2. Approval of the September 6, 2024, agenda - *Motion to approve the agenda, seconded, passed.*
 - 1.3. Approval of the May 31, 2024, LC SUDP joint meeting minutes – *Motion to approve the joint meeting minutes, seconded, passed.*
- 2. Public Comment – Megan Simmons, LMFT, Chair**

There were no public comments at this time.
- 3. Assistant Attorney General Report – Luke Eaton, AAG, Marie Carp, AAG**

Mr. Eaton introduced Ms. Carp and reported that there were no items relevant to the advisory committee at this time.
- 4. Program Update – Lana Crawford, Program Manager and Joe Miller, Executive Director**
 - 4.1. Budget Report – *Mr. Miller gave a presentation of the budget report for Marriage and Family Therapists, Mental Health Counselors, and Social Workers.*
 - 4.2. Credentialing Report – *Mr. Miller gave a presentation of the Credentialing Report for Marriage and Family Therapists, Mental Health Counselors, and Social Workers.*
 - 4.3. Committee member recruitment update – *Ms. Crawford gave a report of ongoing recruitment efforts for committee members.*
- 5. Presentation: Robert’s Rules of Order & Parliamentary Procedures - Luke Eaton, AAG**

The AAG gave a presentation on Robert’s Rule of Order & Parliamentary Procedures.
- 6. Break – Motion to take a 10-minute break, seconded, passed**
- 7. Bylaws – Lana Crawford, Program Manager**

The committee reviewed and discussed a draft of the advisory committee bylaws.

 - 7.1. Bylaws Draft

It was recommended that the Advisory Committee form a Subcommittee to discuss the bylaws in detail. Motion that the Committee refer the draft Bylaws for review, consideration and amendment (as needed) to a new sub-committee, with a report from the sub-committee to be taken up at a future full committee meeting, seconded, passed. Motion to appoint the following Committee Members as members of the sub-committee: Melissa Denner, Beda Herbison, and Joel Freedman, seconded, passed.
- 8. Licensed Counselors Rules Update - Lana Crawford, Program Manager and Brandon Williams, Project Manager**

8.1. Chapter 246-809 WAC Draft Language

Ms. Crawford and Mr. Williams provided an update regarding the current rules and reviewed proposed language that affects licensed counselors.

9. Compact Updates – Lana Crawford, Program Manager

Ms. Crawford provided an update on the counseling and Social Work compacts.

9.1. [Counseling Compact](#)

9.2. [Social Work Compact](#)

10. Roundtable Discussion - Megan Simmons, LMFT, Chair

Motion to skip the round table discussion and move on to Future Business, seconded, passed.

11. Future Business – Megan Simmons, LMFT, Chair

The committee will discuss agenda items for future meetings.

11.1. Mission & Vision Statement – *As a part of the bylaws discussion, a subcommittee was established to review this topic, among others.*

11.2. Credentialing Information

11.2.1. Statistics regarding what percent of the LMHC active licenses are held by individuals who graduated from an MFT/CFT program – *Ms. Crawford reported that this is not currently captured by the DOH.*

11.2.2. Student resources for the application process (i.e. checklist, tutorial, or workshop). – *A recommendation was made to create a new subcommittee in the future to work on these resources. Ms. McBride volunteered to be a part of this committee.*

11.3. In person Meeting – *Determine at a later meeting which meeting in 2025 committee members will prioritize attending in person.*

12. Adjournment - Megan Simmons, LMFT, Chair – Motion to adjourn, seconded, passed.

Motion adjourned at 12:19 p.m.

Submitted by:

Lana Crawford, Program Manager
Mental Health Counselors, Marriage & Family
Therapists, and Social Workers Advisory
Committee

Approved by:

Megan Simmons, Chair
Mental Health Counselors, Marriage &
Family Therapists, and Social Workers
Advisory Committee

SIGNATURE

SIGNATURE

DATE

DATE



Washington State Department of
HEALTH

New Member Meet and Greet



Department of Health Mission & Values

The Department of Health works with others to protect and improve the health of all people in Washington State.

Human-Centered – we see other as people who matter

Equity – We are committed to fairness and justice

Seven Generations – Inspired by Native American Cultures and wisdom

Partnership and Collaboration – We seek partnership and collaboration to maximize our collective impact

Excellence – We strive to demonstrate best practices

Duties of the Mental Health Counselor, Marriage & Family Therapist and Social Worker Advisory Committee.

- Protect the public by monitoring the practices of licensed professionals.
- Promote professional accountability among licensed professionals.
- Provide DOH with public policy guidance on issues central to the practices of licensed professionals.



Meeting Overview

What to expect:

- **Meetings**
- **Quorum**
- **Agenda/meeting packet**
- **Member Reimbursement**
- **Resources**



What is an RCW and WAC

RCW (Revised Code of Washington)

The Revised Code of Washington (RCW) is the compilation of all permanent laws now in force. It is a collection of Session Laws (enacted by the Legislature, and signed by the Governor, or enacted via the initiative process), arranged by topic, with amendments added and repealed laws removed.

WAC (Washington Annotated Code)

Regulations of executive branch agencies are issued by authority of statutes. Like legislation and the Constitution, regulations are a source of primary law in Washington State. The WAC codifies the regulations and arranges them by subject or agency.



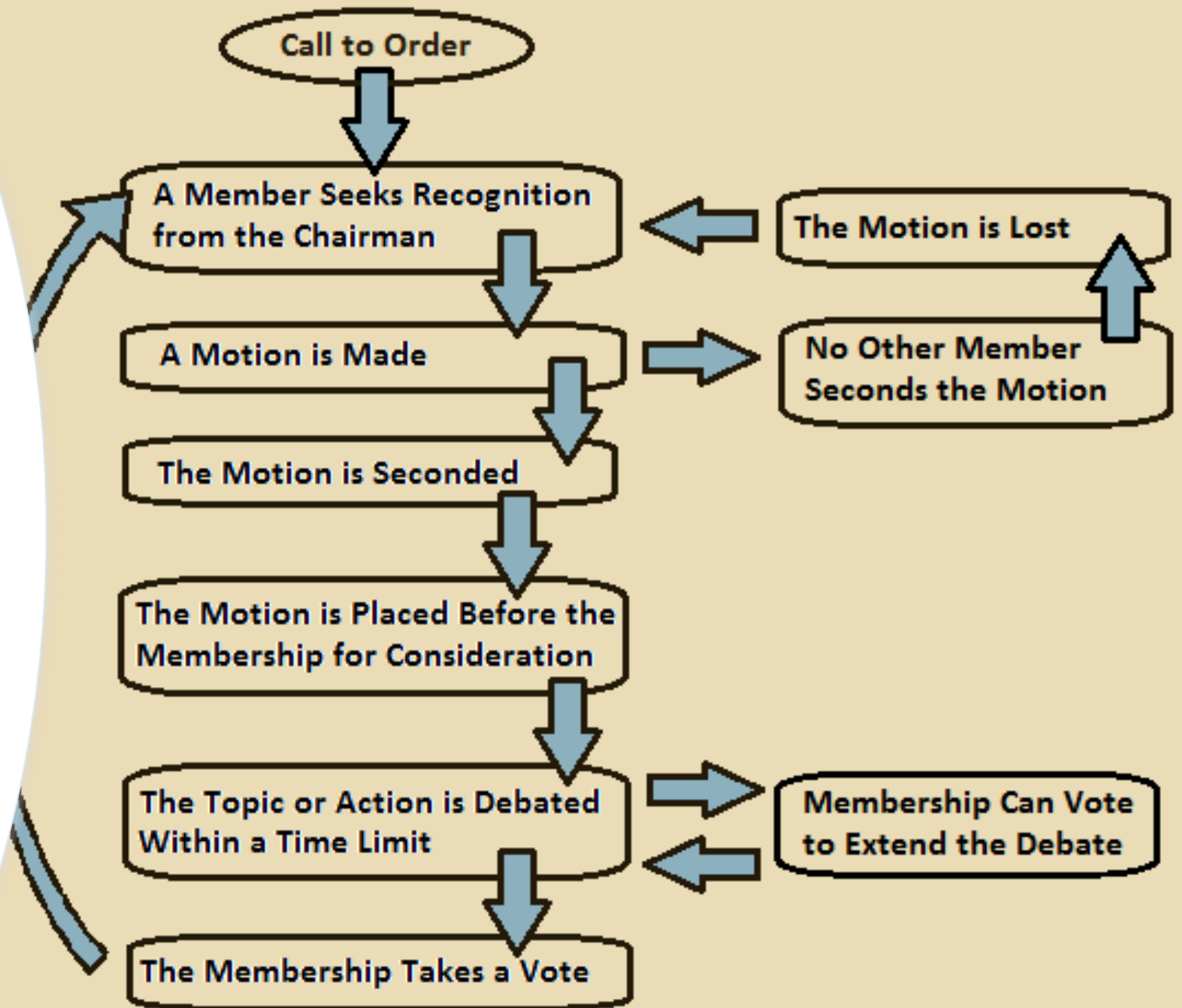
Payroll & Travel



- When is payroll due?
- What information is needed to complete my payroll?
- When will I be reimbursed?
- What is needed for travel reimbursement?
- What is not reimbursable?

Roberts Rules of Order

When do we use Robert's Rules of Order?





Documentation



Health Policy 17.005
Employee
Responsibilities with
Confidential
Information



W4 – Direct Deposit
(quarterly)



Confidentiality
Statement



Open Government
Training



Travel Policy



New Member
Orientation



Oath of Office



Discipline Process
Training 101

Any Questions?



Thank you
Lana Crawford
Lana.Crawford@doh.wa.gov
564-669-1455

To Whom it Concerns,

You have been invited to attend the Office of Health Professions New Member Orientation within the Department of Health (department).

What is a New Member Orientation?

At its core, the New Member Orientation is an introductory meeting designed to familiarize new members with the ins and outs of being on a board, commission, or committee.

Each appointed member contributes to the success of not only the profession they represent but also the success of the department by:

- Being eager to participate in every meeting
- Being prepared during meetings
- Being supportive
- Being ethical
- Being confident and comfortable

This orientation is mandatory for all members within the first six months of your appointment. It will be held virtually and for optional engagement, please be prepared to turn your cameras on throughout the session.

To confirm your attendance, please click the link below to RSVP. Should you have any questions or require further information, please do not hesitate to reach out to Kristina.bell@doh.wa.gov.

<https://forms.office.com/g/uvWLC71xu7?origin=lprLink>

We look forward to your participation in the upcoming New Member Orientation, as the department believes it will significantly enhance your ability to effectively address questions and concerns you have as new members.

Marriage and Family Therapist

FY2024 Starting Fund Balance

(\$11.28K)

Current Fund Balance

\$64.17K

Helms Cost Allocation

\$17.87K

Revenue

\$770.53K

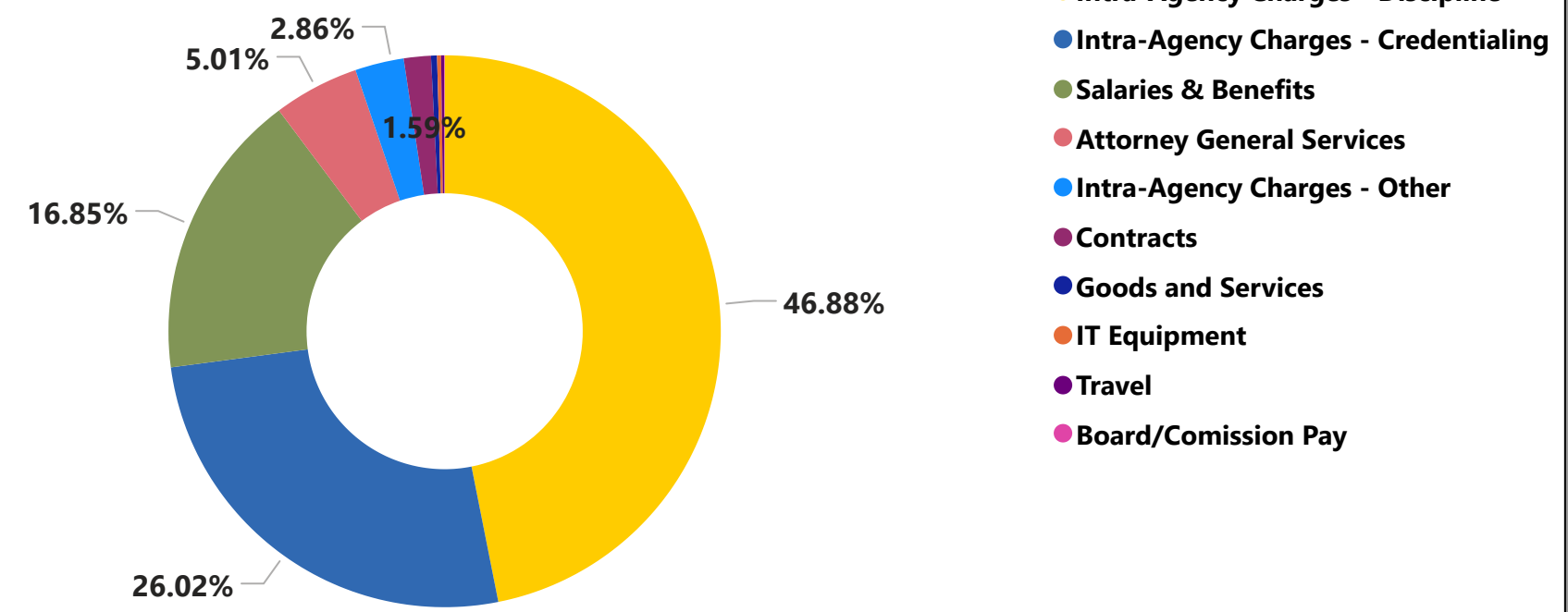
Expenses+Total Indirect+HELMS

\$712.93K

Budget Status by Spending Category

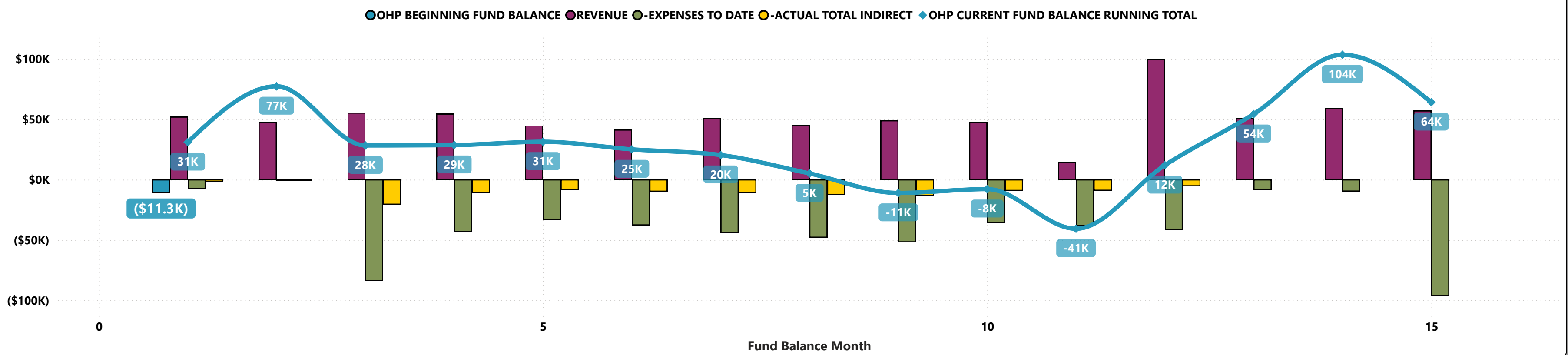
Health Professions	ALLOTMENT TO DATE	EXPENSES TO DATE	VARIANCE TO DATE
Marriage & Family Therapist & Assoc	\$621,761	\$576,714	\$45,047
Travel	\$555	\$991	(\$436)
Salaries & Benefits	\$113,628	\$98,068	\$15,560
IT Equipment	\$300	\$1,371	(\$1,071)
Intra-Agency Charges - Other	\$22,040	\$16,624	\$5,416
Intra-Agency Charges - Discipline	\$240,755	\$272,849	(\$32,094)
Intra-Agency Charges - Credentialing	\$223,043	\$146,198	\$76,845
Goods and Services	\$1,560	\$2,032	(\$472)
Contracts	\$4,370	\$9,225	(\$4,855)
Board/Comission Pay	\$360	\$198	\$162
Attorney General Services	\$15,150	\$29,159	(\$14,009)
Total	\$621,761	\$576,714	\$45,047

Expenses By OHP Spending Category

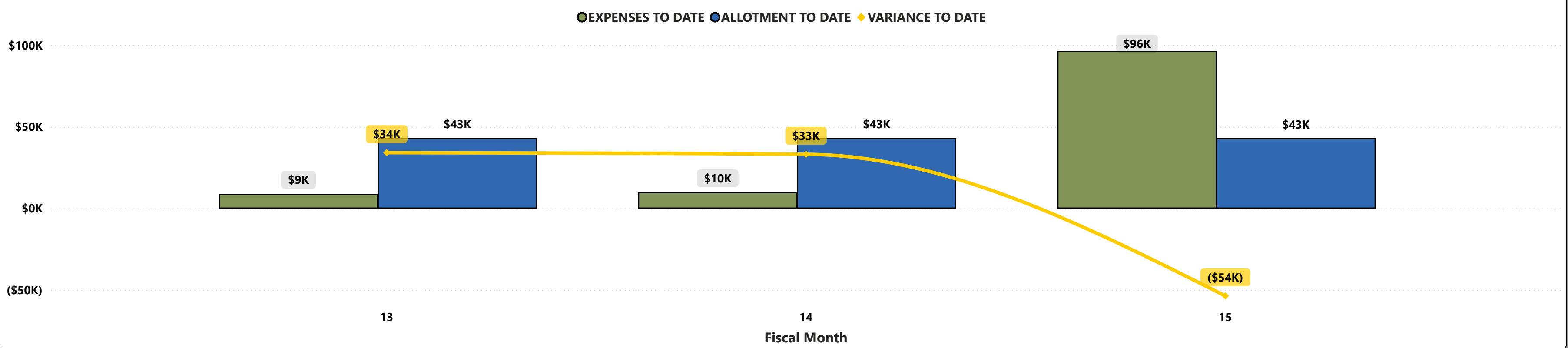


Health Professions	ESTIMATED REVENUE	REVENUE	REVENUE VARIANCE
Marriage & Family Therapist & Assoc	\$751,433.00	\$770,526	\$19,093
Total	\$751,433.00	\$770,526	\$19,093

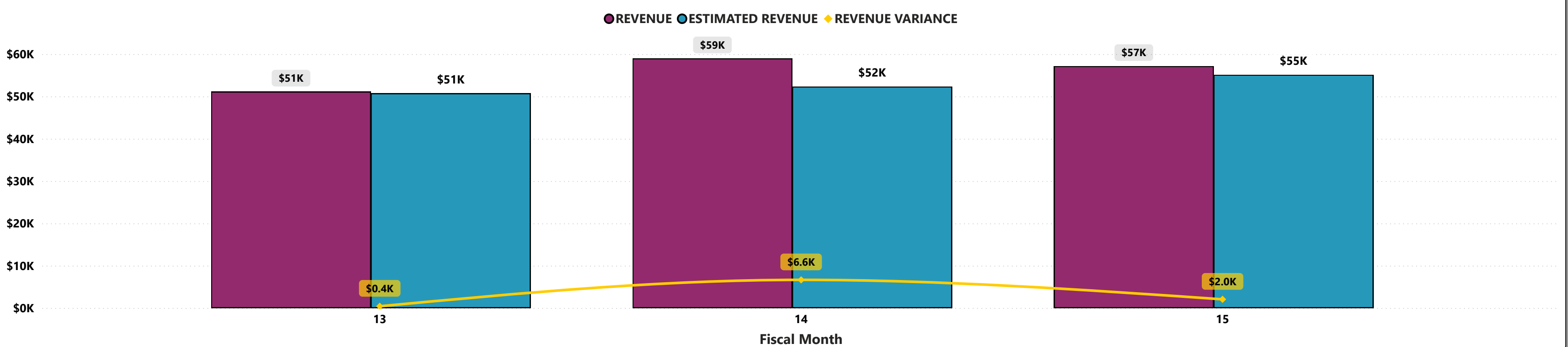
Revenue vs Expenditure - Fund Balance by Fiscal Month



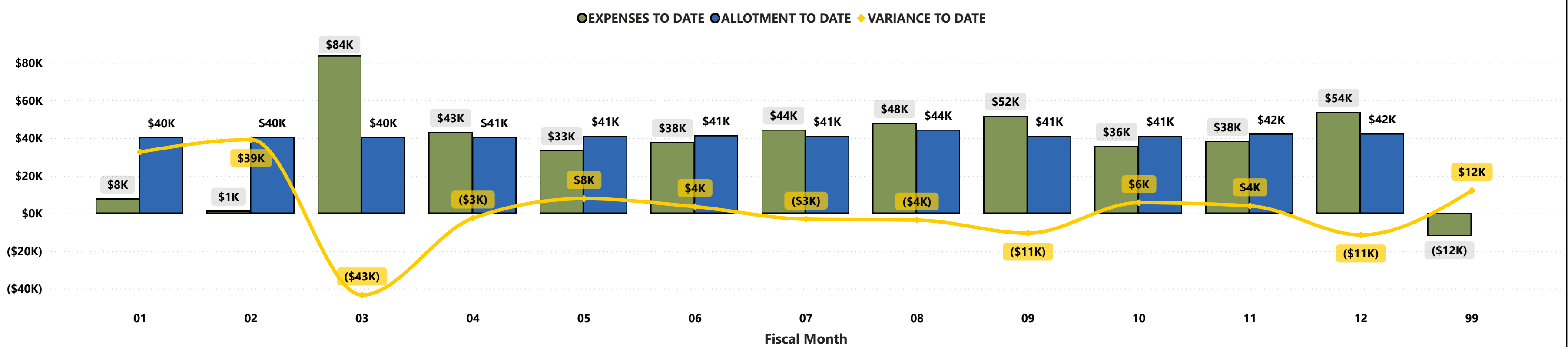
FY25 Estimated and Actual Expenditure Variance



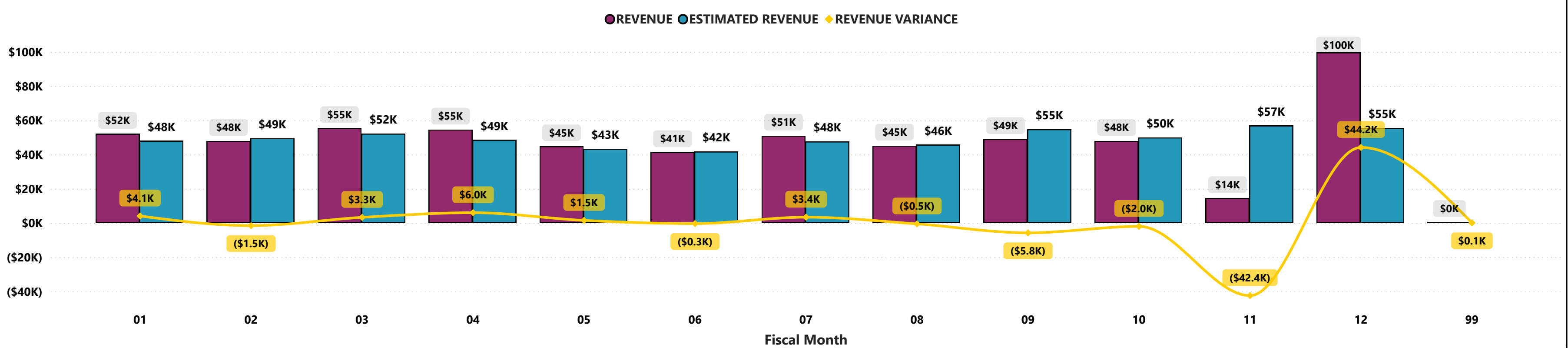
FY 25 Estimated and Actual Revenue Variance



FY24 Estimated and Actual Expenditure Variance



FY24 Estimated and Actual Revenue Variance



Mental Health Counselor

FY2024 Starting Fund Balance
(\$505.3K)

Current Fund Balance
(\$362K)

Helms Cost Allocation
\$73.87K

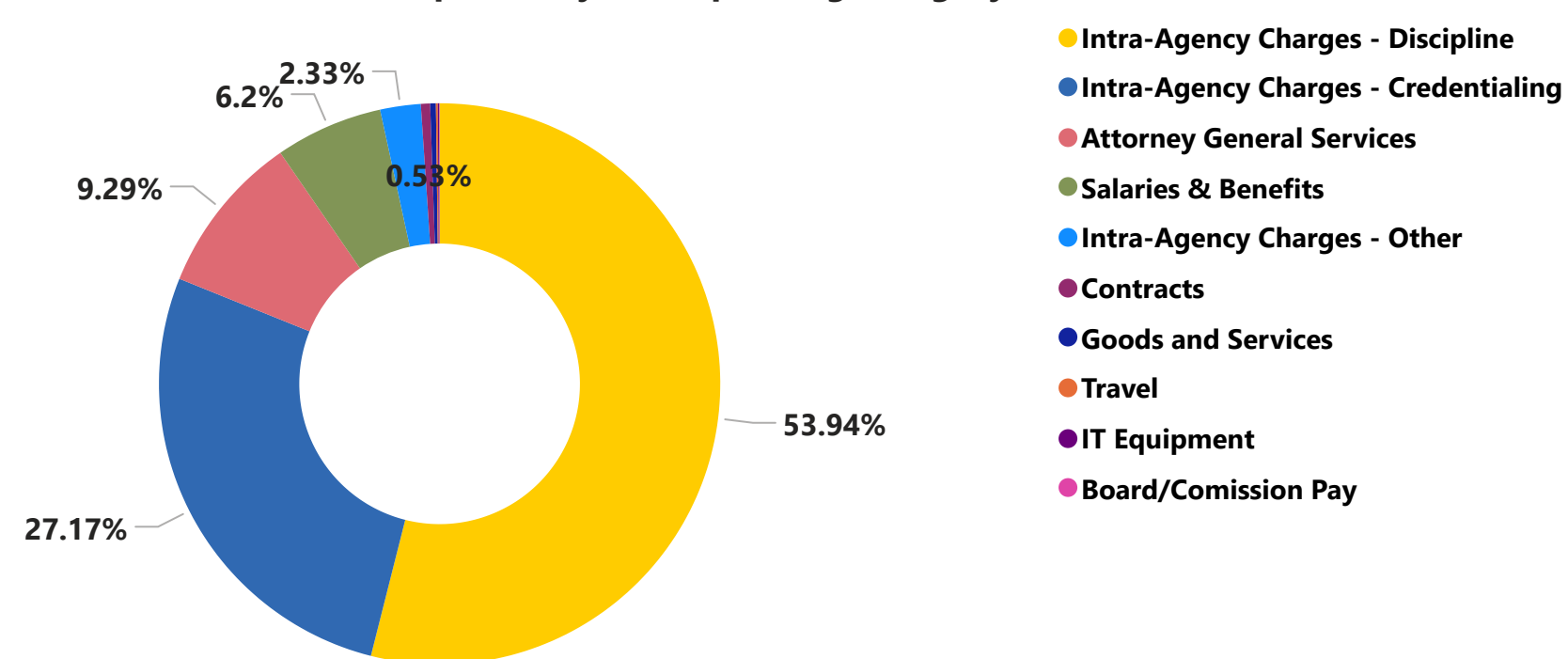
Revenue
\$2.12M

Expenses+Total Indirect+HELMS
\$2.05M

Budget Status by Spending Category

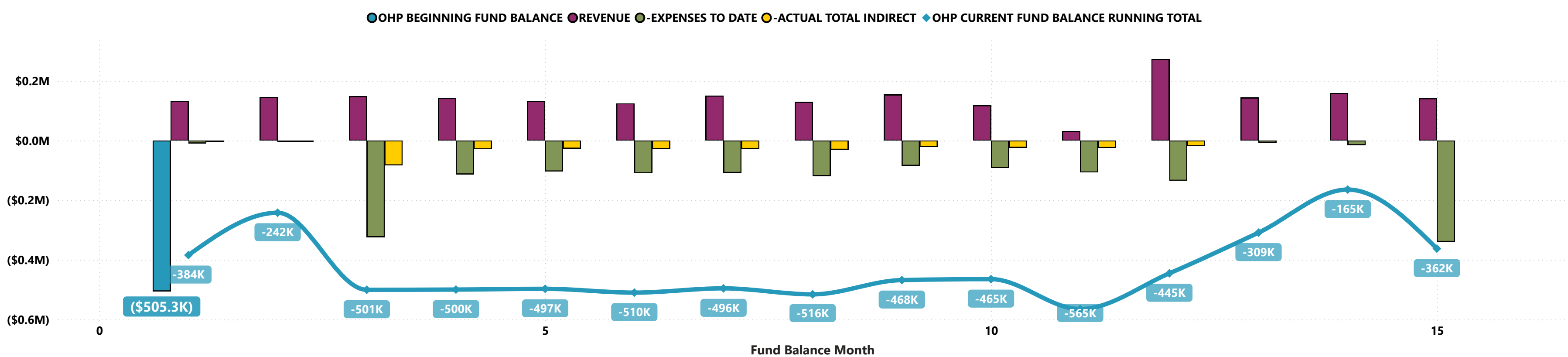
Health Professions	ALLOTMENT TO DATE	EXPENSES TO DATE	VARIANCE TO DATE
Mental Health Counselor & Assoc	\$1,893,220	\$1,640,989	\$252,231
Travel	\$735	\$1,839	(\$1,104)
Salaries & Benefits	\$134,211	\$89,809	\$44,402
IT Equipment	\$825	\$1,371	(\$546)
Intra-Agency Charges - Other	\$53,933	\$38,326	\$15,607
Intra-Agency Charges - Discipline	\$942,182	\$897,946	\$44,236
Intra-Agency Charges - Credentialing	\$611,109	\$442,485	\$168,624
Goods and Services	\$2,760	\$5,423	(\$2,663)
Contracts	\$16,995	\$8,888	\$8,108
Board/Comission Pay	\$225	\$298	(\$73)
Attorney General Services	\$130,245	\$154,605	(\$24,360)
Total	\$1,893,220	\$1,640,989	\$252,231

Expenses By OHP Spending Category

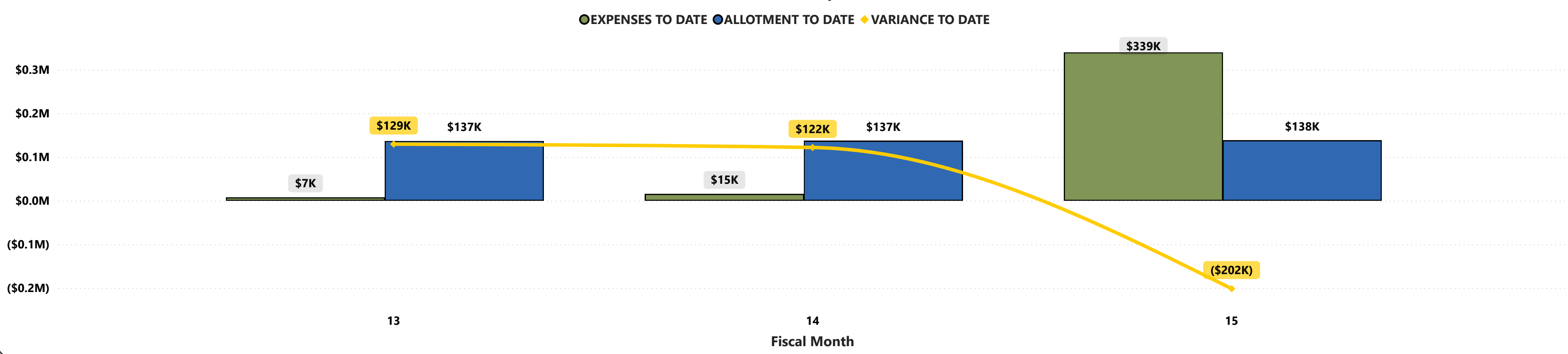


Health Professions	ESTIMATED REVENUE	REVENUE	REVENUE VARIANCE
Mental Health Counselor & Assoc	\$2,212,462.00	\$2,123,158	(\$89,304)
Total	\$2,212,462.00	\$2,123,158	(\$89,304)

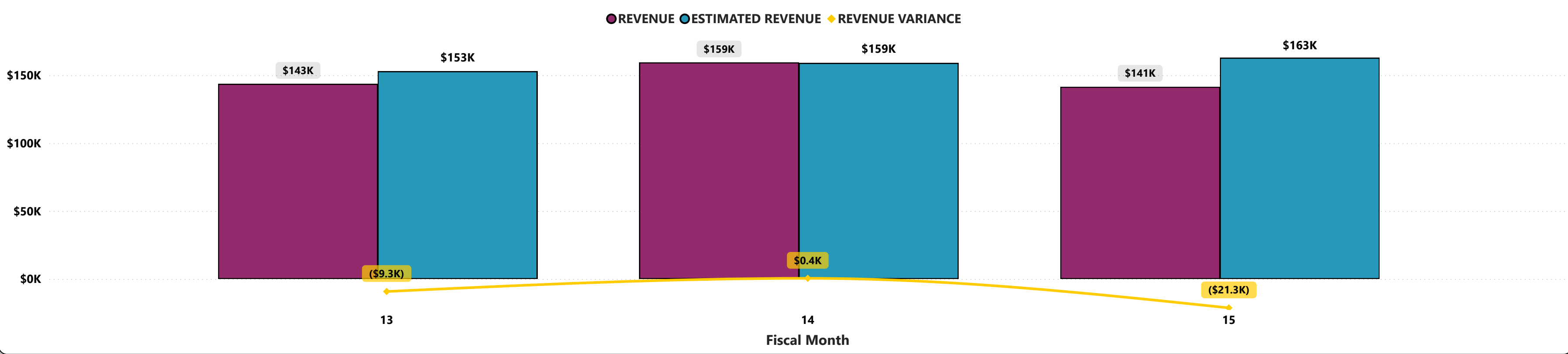
Revenue vs Expenditure - Fund Balance by Fiscal Month



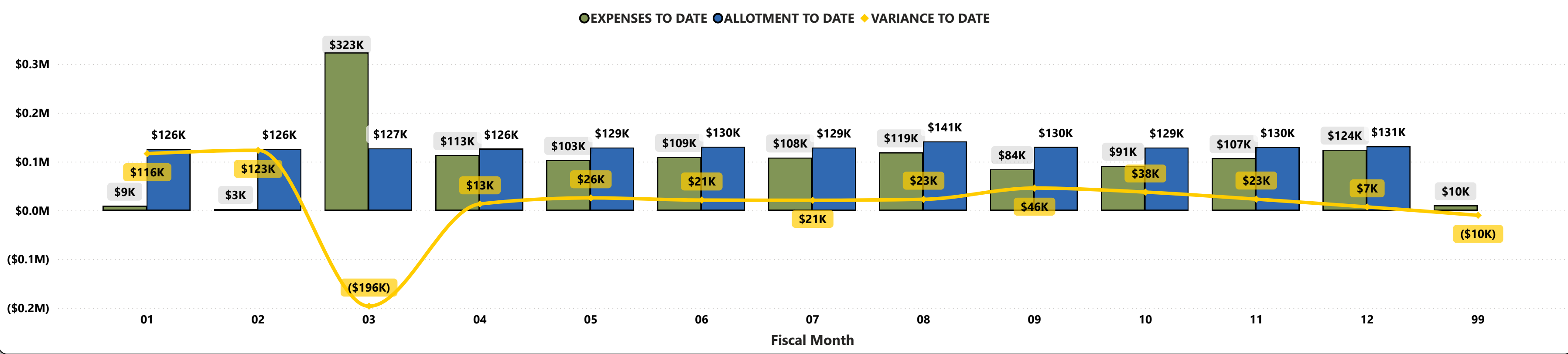
FY25 Estimated and Actual Expenditure Variance



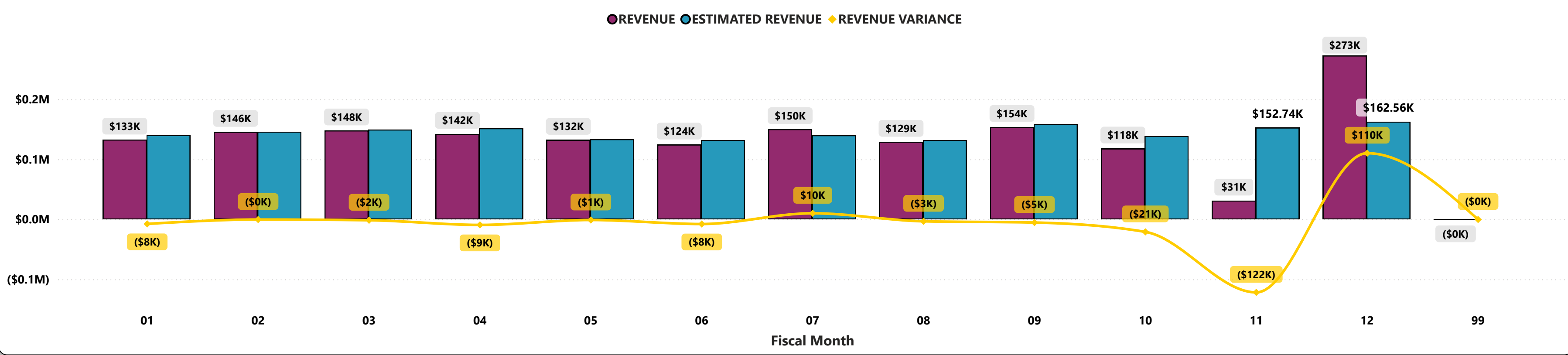
FY 25 Estimated and Actual Revenue Variance



FY24 Estimated and Actual Expenditure Variance



FY24 Estimated and Actual Revenue Variance



Social Worker

FY2024 Starting Fund Balance

\$1.31M

Current Fund Balance

\$1.31M

Helms Cost Allocation

\$59.68K

Revenue

\$1,160.2...

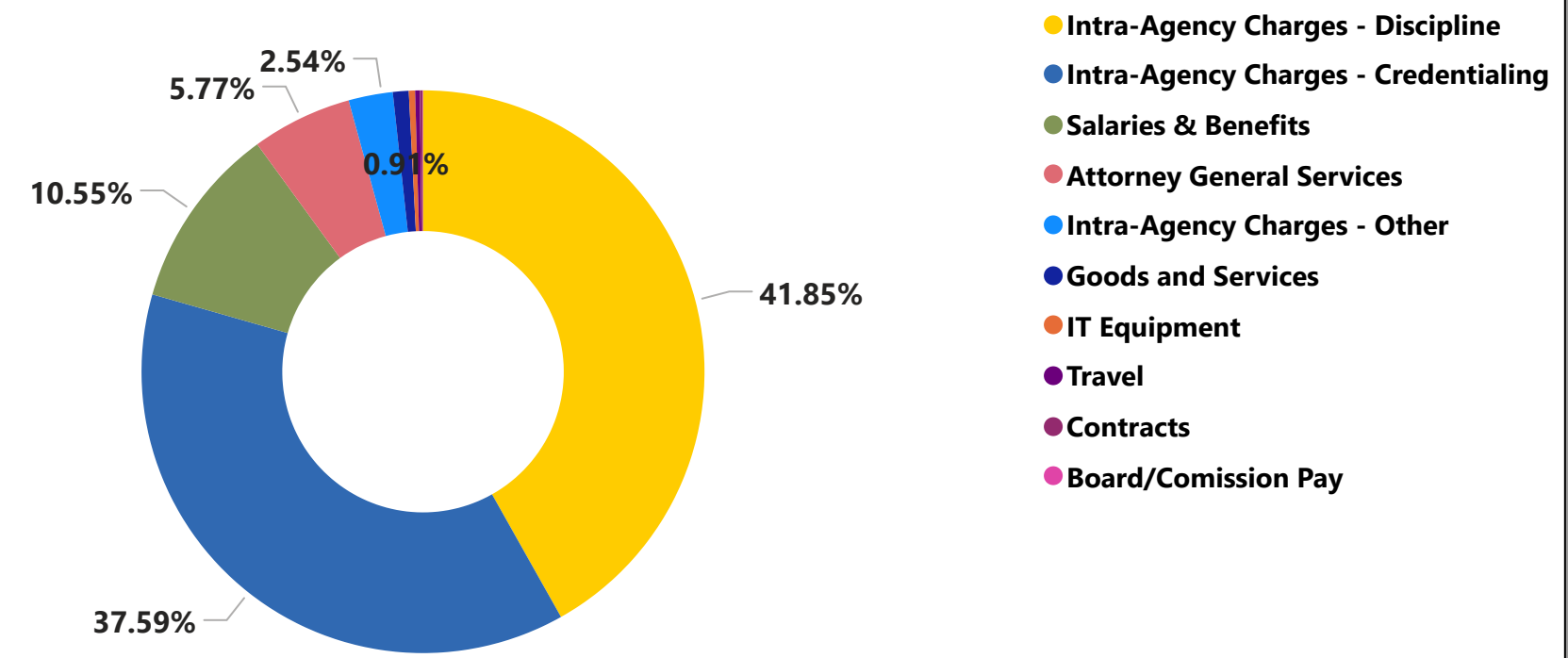
Expenses+Total Indirect+HELMS

\$1.22M

Budget Status by Spending Category

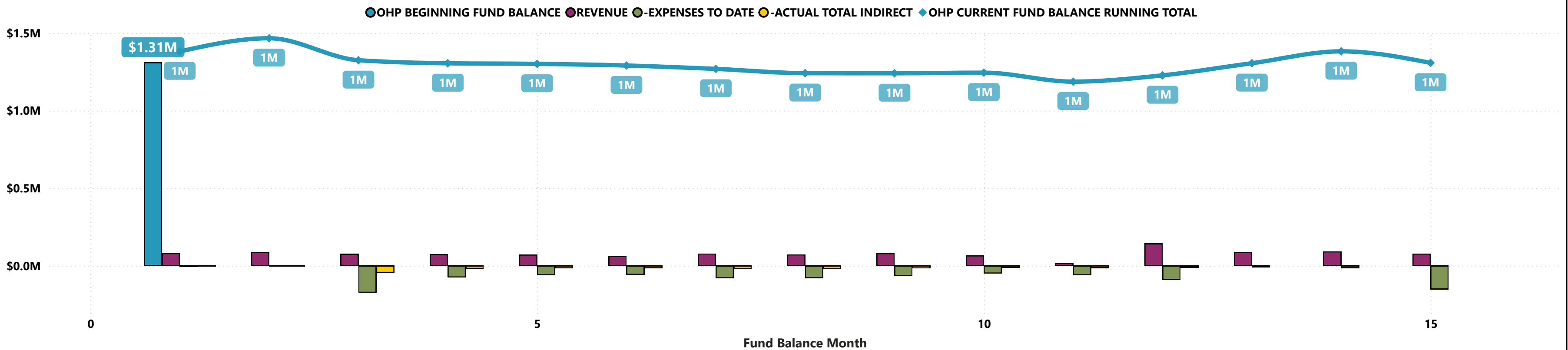
Health Professions	ALLOTMENT TO DATE	EXPENSES TO DATE	VARIANCE TO DATE
Social Worker & Social Worker Assoc	\$1,045,313	\$962,196	\$83,117
Travel	\$2,385	\$2,608	(\$223)
Salaries & Benefits	\$113,598	\$102,405	\$11,193
IT Equipment	\$2,415	\$3,514	(\$1,099)
Intra-Agency Charges - Other	\$35,199	\$24,669	\$10,530
Intra-Agency Charges - Discipline	\$360,218	\$406,378	(\$46,160)
Intra-Agency Charges - Credentialing	\$497,103	\$356,082	\$141,021
Goods and Services	\$8,025	\$8,817	(\$792)
Contracts	\$2,505	\$1,530	\$975
Board/Comission Pay	\$225	\$204	\$21
Attorney General Services	\$23,640	\$55,988	(\$32,348)
Total	\$1,045,313	\$962,196	\$83,117

Expenses By OHP Spending Category

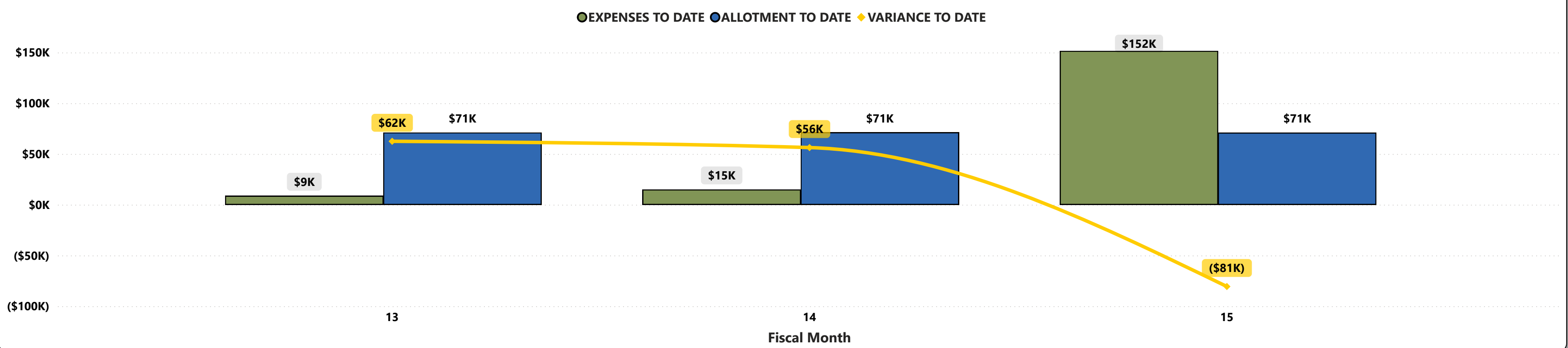


Health Professions	ESTIMATED REVENUE	REVENUE	REVENUE VARIANCE
Social Worker & Social Worker Assoc	\$1,203,151.00	\$1,160,240	(\$42,911)
Total	\$1,203,151.00	\$1,160,240	(\$42,911)

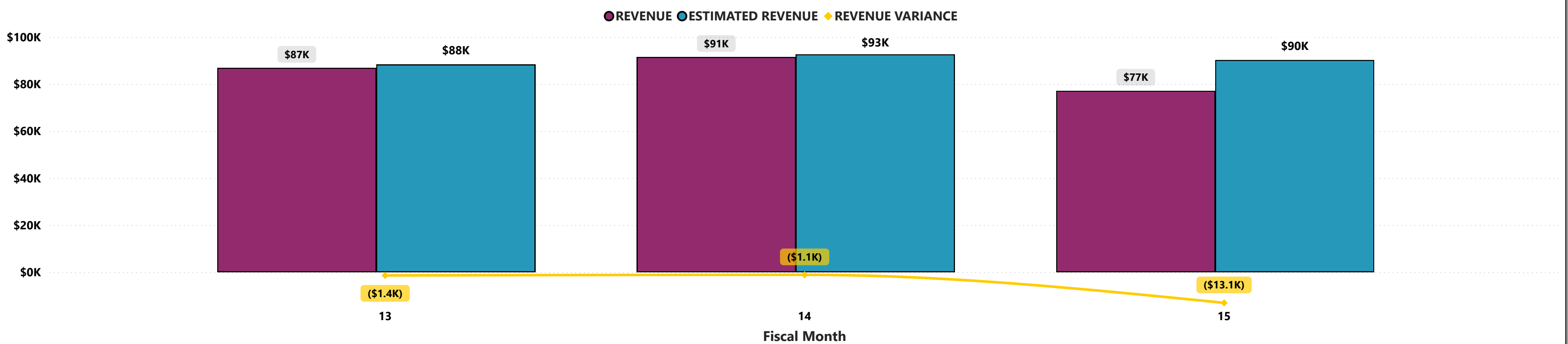
Revenue vs Expenditure - Fund Balance by Fiscal Month



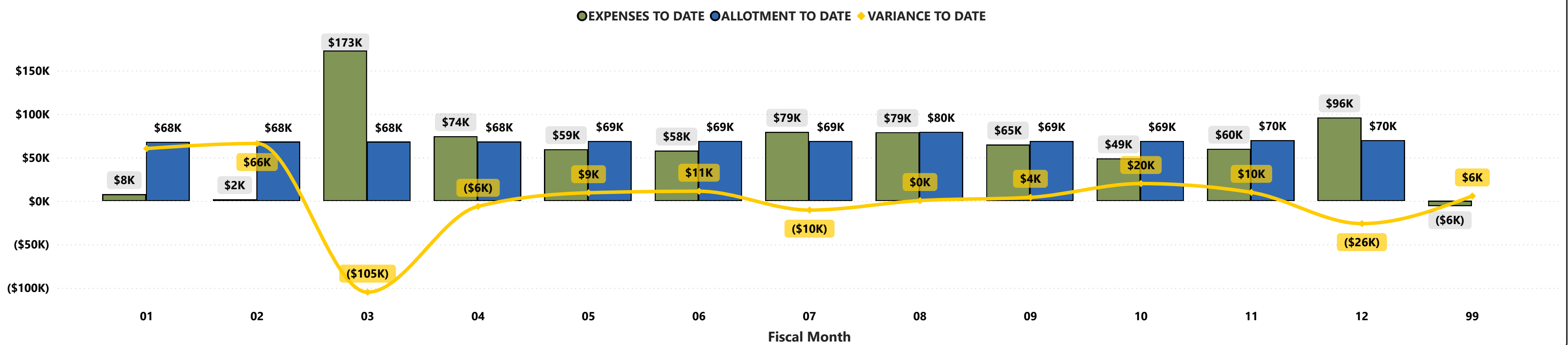
FY25 Estimated and Actual Expenditure Variance



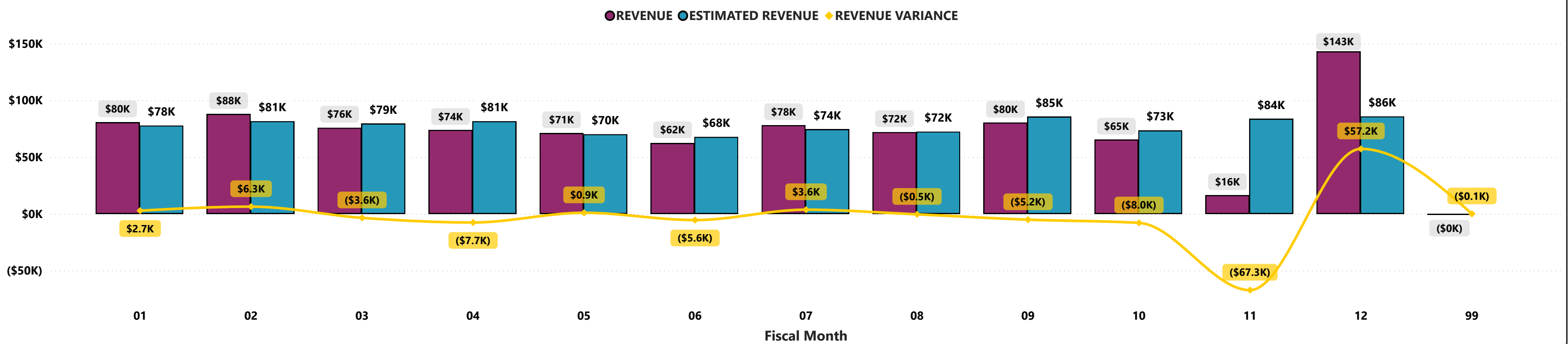
FY 25 Estimated and Actual Revenue Variance



FY24 Estimated and Actual Expenditure Variance



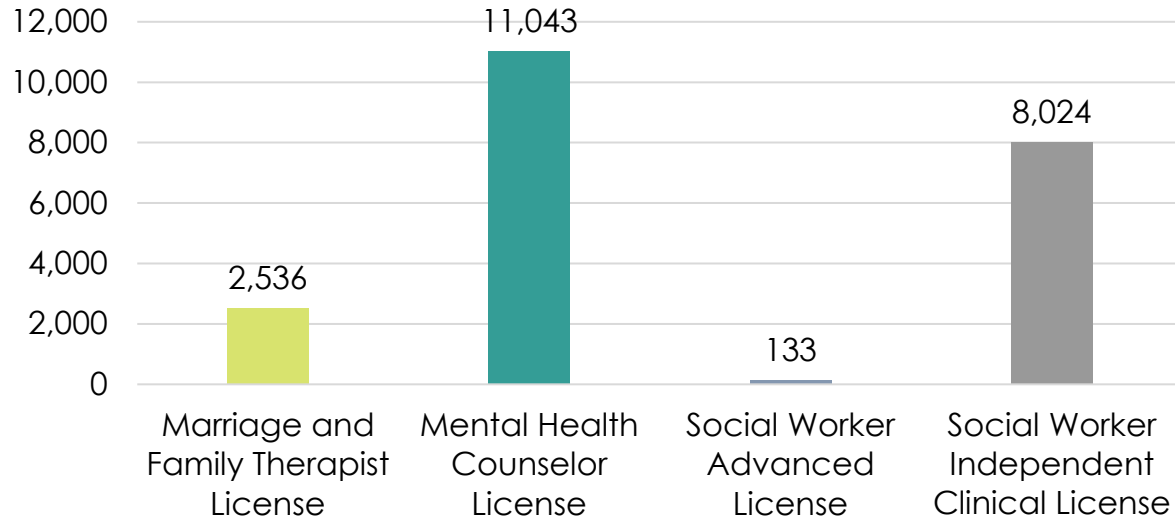
FY24 Estimated and Actual Revenue Variance



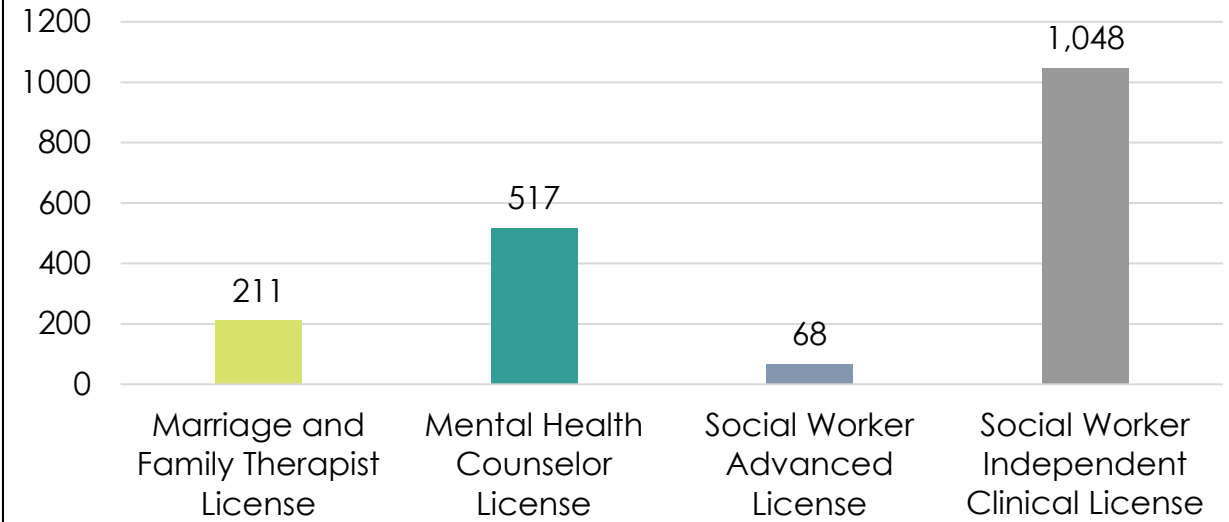


**MENTAL HEALTH COUNSELORS, MARRIAGE & FAMILY
THERAPISTS, SOCIAL WORKERS ADVISORY COMMITTEE**
November 15, 2024

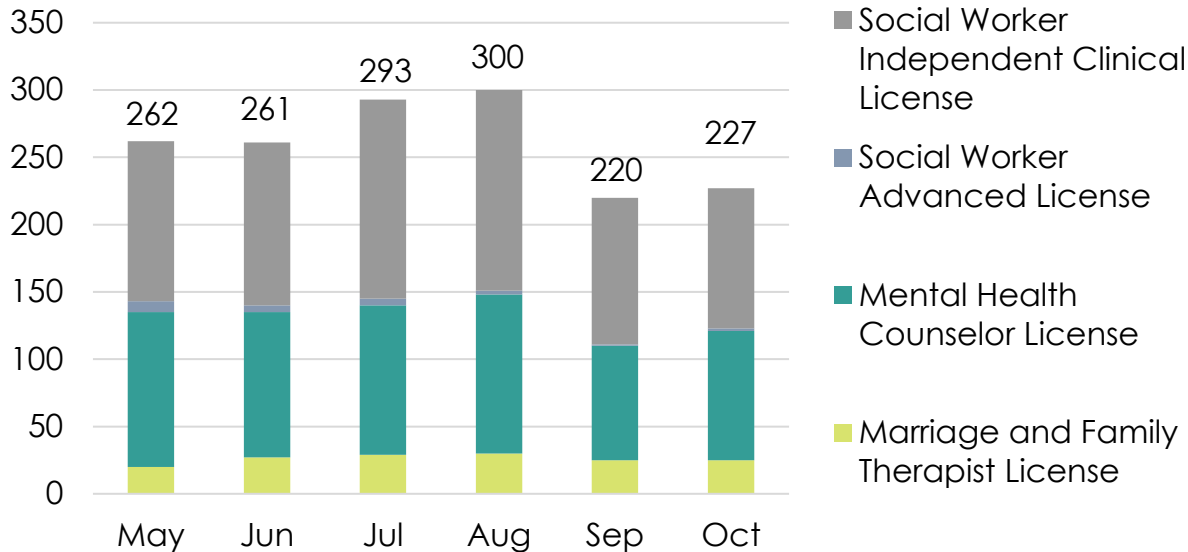
Active Status Counts



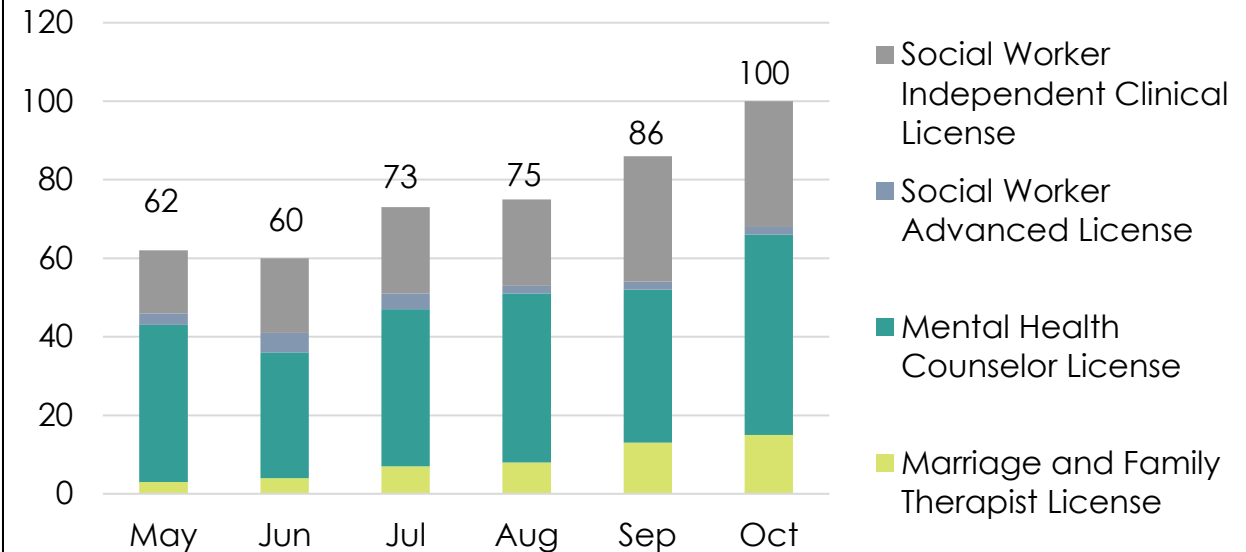
Pending Status Counts



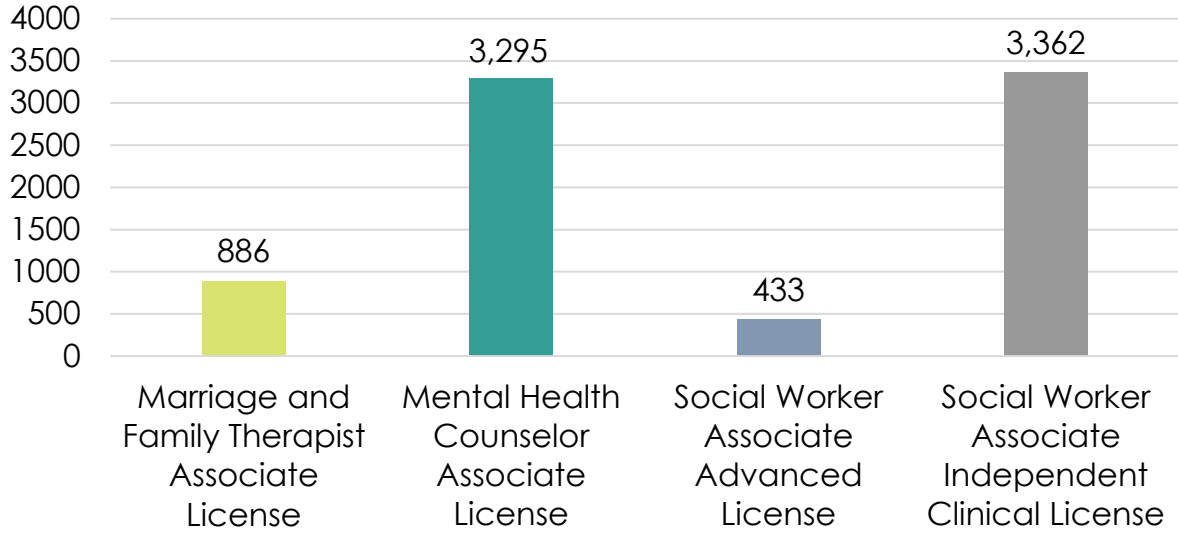
Applications Received



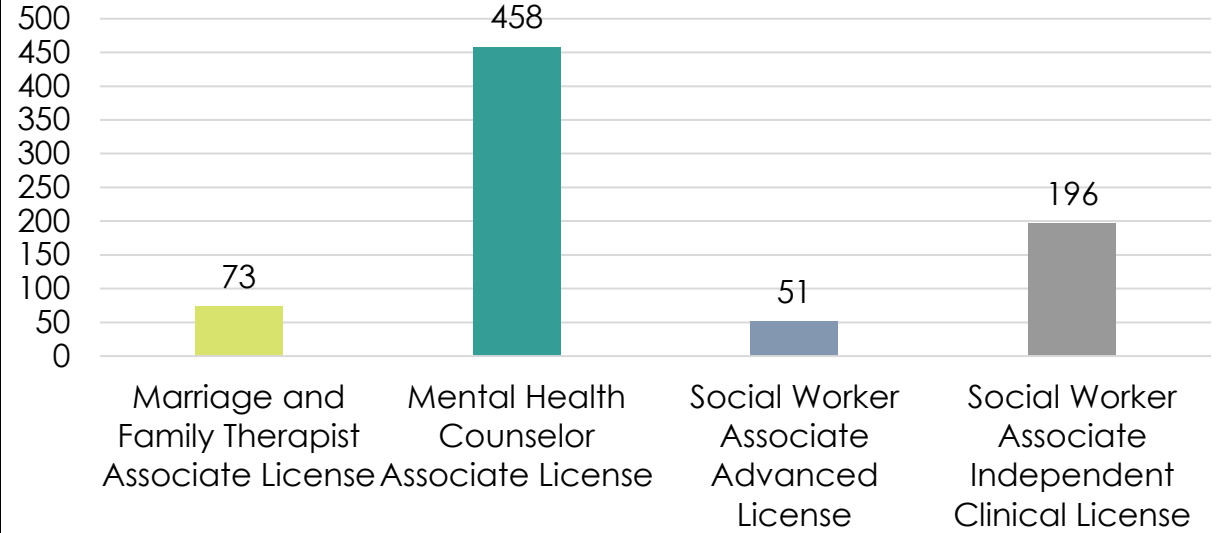
Credentials Expiring by Month



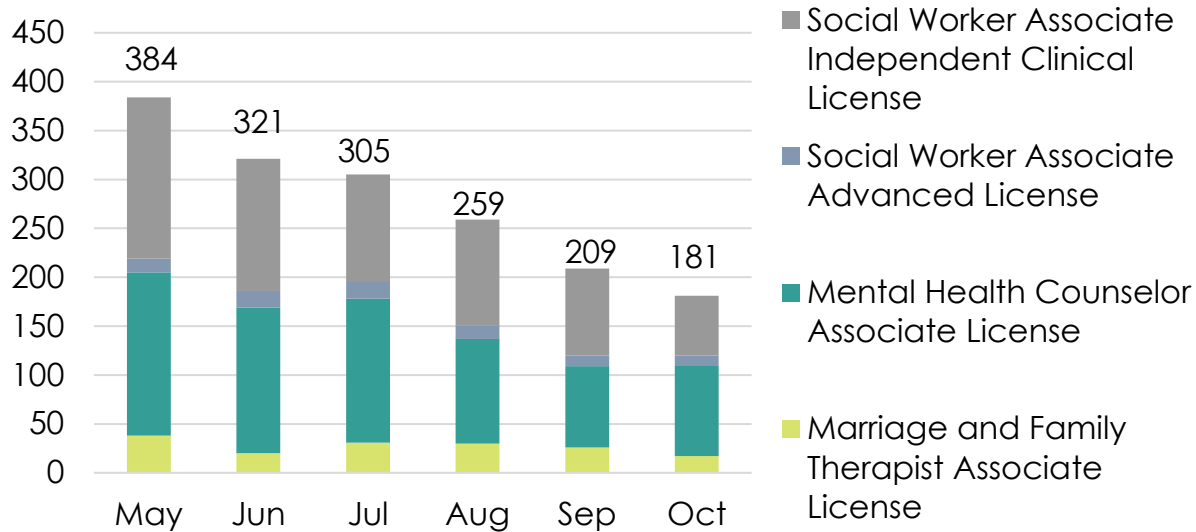
Active Status Counts



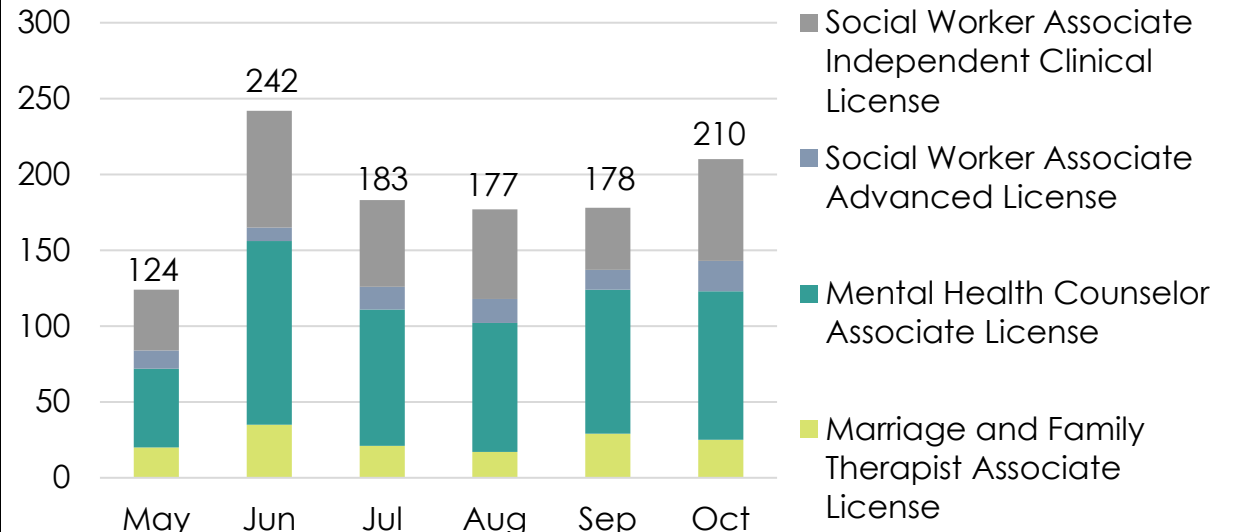
Pending Status Counts



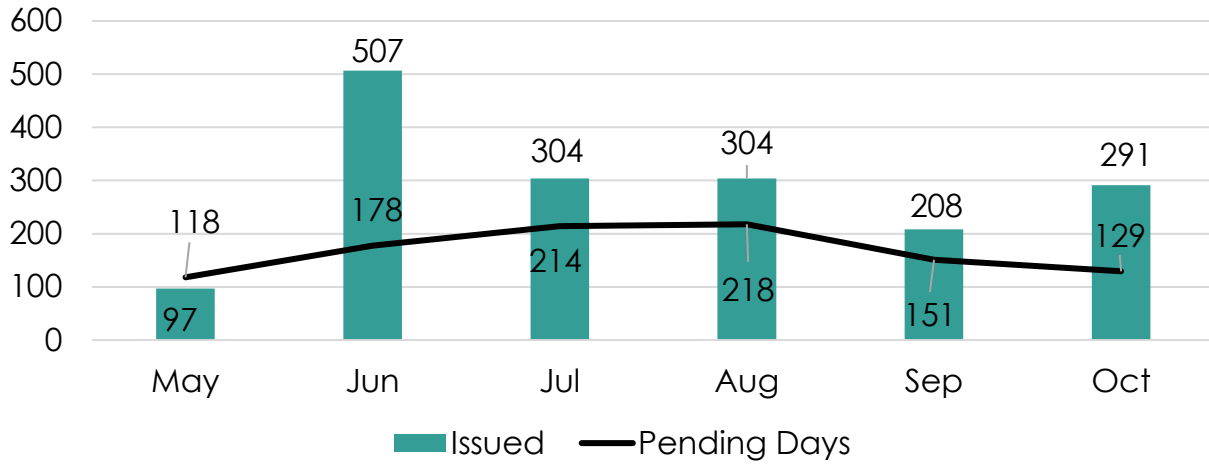
Applications Received



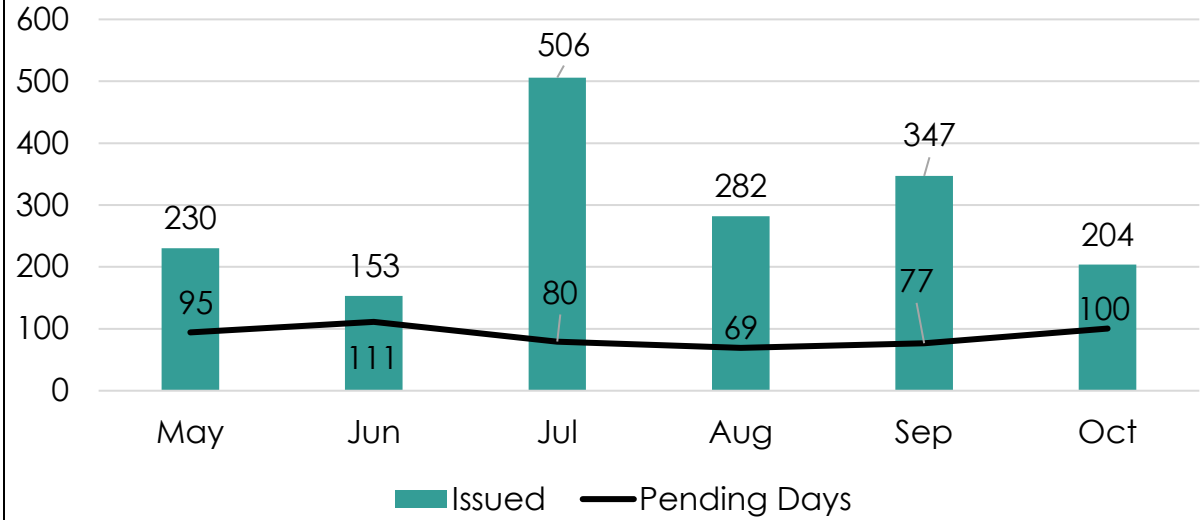
Credentials Expiring by Month



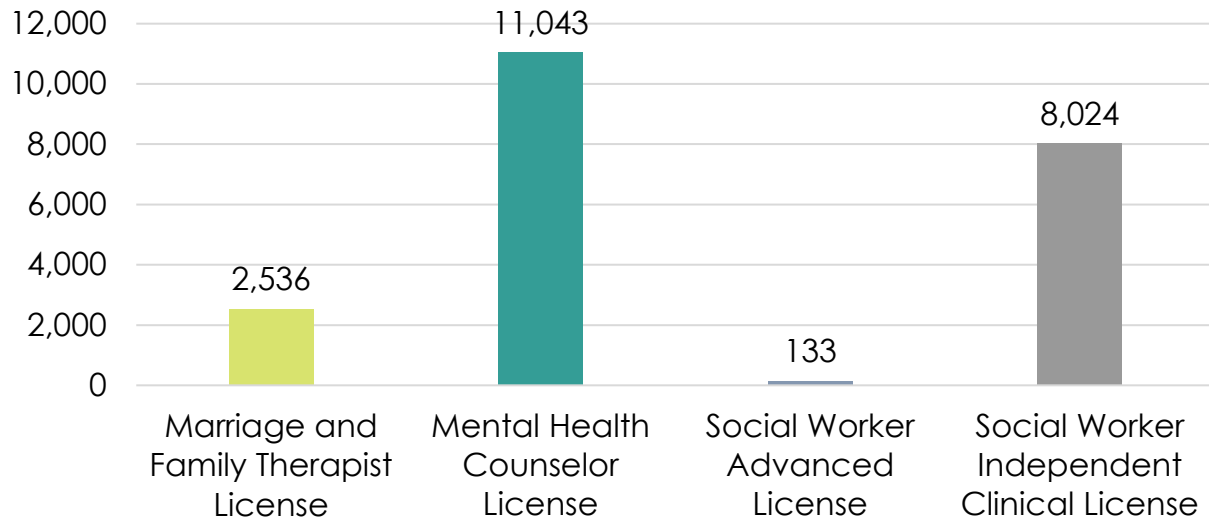
Overall Application Processing Time - Full Licences



Overall Processing Time - Associates



Retired Active Status Counts



Updates:

Contact Information

DOH website: www.doh.wa.gov

Licensing/Certification link for requirements and forms and the
Provider Credential Search link for credential status

QA/CQI Administrator:

Zach Patnode zachary.patnode@doh.wa.gov

Health Professions Executive Director:

Joseph Miller Joseph.miller@doh.wa.gov

Deputy Credentialing Manager:

Vacant

Health Professions Supervisor

Tiffany Drake tiffany.drake@doh.wa.gov 360-236-4933



Washington State Department of Health is committed to providing customers with forms and publications in appropriate alternate formats. Requests can be made by calling 800-525-0127 or by email at civil.rights@doh.wa.gov. TTY users dial 711.



Washington State Department of
HEALTH

♦ *Meetings will begin at 9:00 a.m. and will continue until all agenda items are completed.*

♦ *June 13, 2025 – Joint Advisory Meeting with Substance Use Disorder Professionals.*

2025

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAY

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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

S	M	T	W	T	F	S
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28	29	30				

FEBRUARY

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Mental Health Counselors, Marriage and Family Therapists, and Social Workers Advisory Committee Bylaws

Adopted/Revised Effective _____
Date

- Article I. [Name and Statutory Authority](#)
- Article II. [Mission and Purpose](#)
- Article III. [Membership](#)
- Article IV. [Officers](#)
- Article V. [Meetings](#)
- Article VI. [Meeting Procedures](#)
- Article VII. [Committees](#)
- Article VIII. [Administrative Responsibilities of Members](#)
- Article IX. [Adoption and Amendment of Bylaws](#)

Article I – Name and Statutory Authority

1. The full name of the advisory committee is the Mental Health Counselors, Marriage and Family Therapists, and Social Workers Advisory Committee; for brevity, these bylaws will refer to it as “the Committee.”
2. The Committee derives its authority from the Washington State Legislature. The Committee’s authority is codified in Chapter 18.225 RCW.

Article II – Mission and Purpose

The mission and purpose of the Committee is to advise and assist the Secretary of the Department of Health (Secretary) on issues including, but not limited to, the educational requirements, continuing education, and discipline of mental health counselors, marriage and family therapists and social workers. The Committee may also make recommendations to the Secretary regarding the enhancement of consumer education.

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Commented [LC1]: Discuss with advisory committee 11/15

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Article III - Membership

1. Committee membership composition. The committee shall be comprised of nine members: two licensed mental health counselors; two licensed marriage and family therapists; one licensed independent clinical social worker; and one licensed advanced social worker. Three members must be consumers representing the public at large and may not be licensed mental health care providers. Committee members are appointed by the Secretary.
2. **Duration of Terms.** Appointments are made for three-year terms. No person may serve as a member of the committee for more than two consecutive terms.
3. Resignation. Any committee member may resign at any time by providing written notice to the Secretary's office, with a copy to the committee chair and the program.
4. **Termination.** An advisory member may be terminated for reasons including, but not limited to, unprofessional conduct, failure to fulfill duties, or a conflict of interest.
5. Vacancies. As vacancies occur on the committee by resignation, death, incapacity, etc., the vacancy shall be filled by appointment by the Secretary for the remainder of the term.

Commented [LC2]: Waiting to hear from Marie on the possibility of this.
Alternative language option:
Duration of Terms. Appointments are made for three-year terms. No person may serve as a member of the committee for more than two consecutive terms. In the event of a vacancy, the current member may continue to serve until a new appointment is made.

Commented [LC3]: Possible language

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Article IV - Officers

1. Officer Positions. The committee designates the officer positions of Chair and Vice Chair to provide leadership to the committee. The duties of each officer are as follows:
 - A. Chair. The Chair of the committee provides overall leadership to the work of the committee. This may include, but is not limited to:
 - i. Presiding over business meetings
 - ii. Regulating comments by members of the public at meetings
 - iii. Representing the committee at public events, with the media as needed, etc.
 - iv. Assigning tasks to other members of the committee
 - v. Counseling other members on proper attendance and participation in committee work.

- B. Vice Chair. In the absence of the Committee Chair, the Vice Chair shall perform the duties of the Chair. The Vice Chair may be delegated duties, on a standing basis, by the Chair.
2. **Terms of office.** The terms of office for all officer positions for the committee shall be one year in length. Allowances in the terms of office will be made to accommodate the differences in calendaring committee meetings from year to year.
3. Elections.
- A. **Date(s) for Election.** Elections will be held during the last committee meeting of each year for the following year.

Procedure. As with other forms of action taken by the committee (See Article VI, Section 4), elections of officers shall be public. Secret ballots are not allowed. Members of the committee can volunteer or be nominated by another committee member for a position. Voting shall be a majority vote of the committee at any regular or special meeting of the committee at which a quorum is present

4. Vacancies in Officer Positions.
- A. In the event that the office of Chair becomes vacant, the Vice-Chair shall assume the office of Chair in the interim until an election can be scheduled to permanently fill the position for the unexpired portion of the term.
- B. In the event that **the** office of Vice Chair becomes vacant, the Chair shall appoint an interim officer(s) to fill the vacant office until an election can be scheduled to permanently fill the position for the unexpired portion of the term.
5. Removal/replacement of Officer Positions.:
- An officer of the committee may be removed by a majority vote of the committee at any regular or special meeting of the committee at which a quorum is present, or by the Secretary.

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Article V - Meetings

1. Type and frequency of meetings. The committee may, at the end of each calendar year, set a schedule of regular meetings¹ for the upcoming year. This schedule shall be filed in

¹ According to RCW 42.30.075, "state agencies which hold regular meetings shall file with the code reviser a schedule of the time and place of such meetings on or before January of each year for publication in the Washington state register. Notice of any change from such meeting schedule shall be published in the state register for distribution at least twenty days prior to the rescheduled meeting date. For the purposes of this section "regular" meetings shall mean recurring meetings held in accordance with a periodic schedule declared by statute or rule."

Commented [LC4]: Discuss with Advisory Committee

Commented [LC5]: Needs clarification.

Commented [LC6R5]: "Allowances in the terms of office will be made to accommodate the differences in calendaring committee meetings from year to year" means that the duration or terms of office for committee members may be adjusted to align with the varying schedules of committee meetings each year. Essentially, this flexibility ensures that the terms of office for committee members can be modified if necessary to better fit the meeting calendar and maintain continuity in committee operations

Commented [LC7R5]: Alternative language: Terms of office may be adjusted to align with the varying schedules of committee meetings from year to year.

Commented [LC8]: Discuss with Advisory Committee

accordance with the Open Public Meeting Act (OPMA), RCW 42.30.075. Cancellation of any regular meetings must also be done in accordance with the OPMA.

2. Should the committee wish to change or add to its meeting schedule for the year, it may schedule special meetings². At a special meeting, final disposition by the committee is limited to the matters identified as the business to be conducted in the notice. The publication of the meeting includes the agenda, and the committee must stick to that agenda.
3. Use of conference calls, videoconferencing and other media. The committee may make use of electronic media, such as conference calls, videoconferences, and webinars to conduct regular meetings, and special meetings. Such meetings will provide public access in at least one location as is required by subsection 5A below.
4. Adherence to the Open Public Meetings Act.
 - A. The committee will provide public notice and conduct its meetings in adherence with the OPMA. The committee will limit its use of executive session to the circumstances outlined in RCW 42.30.110.
 - ~~B. The committee will ensure that individuals with disabilities have equal opportunities to participate in meetings by conducting them in facilities that are accessible. The committee will afford members of the public with disabilities an equal opportunity to participate in meeting by holding meetings in facilities which are accessible to persons with disabilities.~~
5. Quorum: What about cancellations? How notified, who is responsible, who reschedules? Cancellation – the Chair may cancel meetings. Regularly scheduled meetings will be cancelled in accordance with the Quorum:
 - A. A quorum is the number of members who must be present to conduct official business. A majority of the committee members currently serving constitutes a quorum for committee meetings, and a majority vote of those present decides any issue.
 - B. At meetings where a quorum is not present, the only actions that may be legally taken by the committee members present are to fix a time for adjournment, adjourn, recess

² According to RCW 42.30.080, "a special meeting may be called at any time by the presiding officer of the governing body of a public agency or by a majority of the members of the governing body by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the governing body; and to each local newspaper of general circulation and to each local radio or television station which has on file with the governing body a written request to be notified of such special meeting or of all special meetings...such notice must be delivered or posted, as applicable, at least twenty-four hours before the time of such meeting as specified in the notice."

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or take measures to obtain a quorum (such as contacting absent members). If a quorum is not present, any official business conducted is null and void.

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Article VI - Meeting Procedures

1. Leadership.
 - A. Meetings shall typically be led by the committee Chair. At any point during the meeting, the Chair may designate the Vice Chair or another committee member to lead the meeting on a pro-tem basis.
 - B. In the event that the Chair will not be present at a meeting, the Vice Chair shall lead the meeting in the Chair's absence.
 - C. If neither the Chair nor the Vice Chair are expected to be present at a meeting, the Chair may designate another committee member to lead the meeting on a pro-tem basis. If, due to unforeseen circumstances, neither the Chair nor the Vice Chair are present at the meeting, the remaining committee members shall elect a pro-tem leader for the meeting until either the Chair or Vice Chair is available.
2. Agenda/Order of Business. The first task of the committee at each meeting will be to approve an agenda or order of business. For regular meetings, the committee may amend or change the order of the agenda. For special meetings, the committee must adhere to the agenda as publicly posted.
3. Decisions by Consensus. Minor administrative or procedural decisions may be made by a consensus of the committee. An example of a consensus decision would be when the committee chooses to take breaks during a meeting.
4. Actions Requiring Motion and Vote. Any committee transaction of official business is defined as an action and requires a motion and vote.
5. Voting.
 - A. The committee chair may vote on any action as would any other member. The chair has only one vote and may not vote both as a member and as a presiding officer (that is, for example, to break a tie or to attain a two-thirds majority).
 - B. Voting by secret ballot is prohibited by the OPMA.

- C. If the Committee meeting is convened by conference call, the voting shall be by roll call.
6. Public Participation. The Chair will recognize members of the audience if/when public comment is part of the agenda or at the discretion of the Chair.
7. Disruptions. In the event that a committee meeting is interrupted by a group or groups of ~~persons~~ people so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are interrupting the meeting, the Chair, Vice-Chair, or other pro-tem presiding member may:
 - A. Order the meeting room cleared and continue in session or
 - B. May adjourn the meeting and reconvene at another location selected by majority vote of the members. In such a session, final disposition may be taken only on matters appearing on the agenda.
 - C. The committee shall allow individuals not responsible for disturbing the orderly conduct of the meeting to be readmitted to the reconvened meeting.
 - D. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to continue to attend the meeting.

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Article VII - Committees

1. Standing sub-committees.
 - A. The Committee may establish standing committees to help execute its mission. Standing committees will be comprised of Committee members.
 - B. The Committee Chair may designate a Committee member to serve as the standing sub-committee Chair.
2. All committee meetings must conform to the requirements of the OPMA.

Article VIII – Administrative Responsibilities for Committee Members

1. Attendance. All committee members shall attend and participate in meetings and other official business events of the committee. If any member fails to attend two or more consecutive meetings without a good and valid cause, that person may be subject to

counseling by the Chair and/or the Secretary. Additional attendance problems may be cause for the committee to notify the Secretary's Office in writing about concerns of malfeasance and request that appropriate action(s) be taken.

2. Commitment to Participation in the Full Range of committee Activities. All committee members, ~~in~~ volunteering to serve, must commit to actively participating in the full range of committee activities, including business meetings, conference calls, and administrative hearings. This may also include attending professional organization meetings, interacting with schools and training programs, and other forms of outreach.
3. Conflict of Interest and Ethics.
 - A. All committee members are responsible to uphold a high ethical standard and to avoid conflicts of interest or even the appearance of conflicts of interest. Using a public position for private gain is improper and illegal, as is taking or facilitating actions that benefit friends or close relatives.
 - B. Examples of conflicts of interest include:
 - i. Directing state contracts to a business in which a member has a financial interest.
 - ii. Using confidential information for private investments.
 - iii. Accepting gifts or favors in exchange for certain regulatory rulings.
 - iv. Accepting gifts or favors in exchange for making certain purchases.
 - v. Obtaining personal favors from employees.
 - vi. Accepting favors for disclosure of confidential information.
 - vii. Engaging in outside employment which assists non-governmental entities in their quests for state business.
 - C. All committee members are responsible for knowing and must adhere to the Ethics in Public Service Act, Chapter 42.52 RCW while serving on the committee. The committee members may incur penalties for violations of state ethics statutes.
4. Lobbying and Political Activity.
 - A. Committee members are in a unique position that allows them to provide information and recommendations on issues. However, a committee member becomes a lobbyist

when he or she attempts to influence the passage or defeat of any legislation by the Legislature³, or the adoption or rejection of any rule, standard, rate or other legislative enactment or any state agency action under the Administrative Procedure Act, Chapter 34.05 RCW.

- B. Any committee member that undertakes lobbying must submit quarterly reports to the Program that detail all lobbying expenditures, regardless of source, made or incurred by the committee member during the calendar quarter. Lobbying that must be reported includes in-person contacts with legislators or staff to influence action or inaction on legislation.
 - C. Providing legislative testimony is not a form of lobbying if it is done on behalf of the committee and at the request of the committee. However, testimony provided by individuals outside of their official committee activities and for personal interest may be considered lobbying.
 - D. As committee members, it is inappropriate to assist in a campaign or election of any person to any office or the promotion or opposition to any ballot proposition, per Chapter 42.17A RCW.
5. Preserving Confidentiality. All committee members are required to safeguard information provided to them in their roles on the committee. Especially important is that they preserve the confidentiality of protected information, such as attorney-client opinions from the committee's advising assistant attorney general.
 6. Proper Communication and Ex-parte Contact. As representatives of the committee and, by extension, the Department of Health, all members should refrain from inappropriate communications, including e-mail communications, including those that may represent ex-parte contact. This may include, but is not limited to, unauthorized communication with the media on behalf of the committee.
 7. Public Disclosure. All committee members are responsible for knowing and must adhere to state requirements for public disclosure of documents. These requirements are set forth in Chapter 42.56 RCW. Records relating to the conduct of official business of the committee, including e-mail, are subject to disclosure, even if they are the personal computer of the committee member.

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Article IX - Adoption and Amendment of Bylaws

1. These bylaws will be initially adopted by the committee by a majority vote of the committee. The bylaws will take effect immediately upon adoption.

³ Lobbying also includes trying to influence the Governor's actions on legislation that has passed both houses.

- A. These bylaws may be altered, amended or repealed by a majority of the committee members at any committee meeting. A majority vote of the entire committee is required for approval.
- B. Amendments to these bylaws may be proposed ~~from~~by any committee member at a committee meeting.
- C. Proposed amendments to these bylaws will be circulated to the entire committee between meetings and voted upon at a future committee meeting as stipulated in **Article VI - Meeting Procedures**.

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These bylaws adopted on the above date and signed/attested to below, hereby nullify and replace any prior committee bylaws.

APPROVED:
Mental Health Counselors, Marriage and Family
Therapists, and Social Workers Advisory Committee

By: _____
Megan Simmons, LMFT
Chair

Attest: _____
Lana Crawford
Program Manager