

**VIRGINIA BOARD OF COUNSELING
DRAFT MINUTES
INFORMAL CONFERENCE
December 29, 2006**

TIME & PLACE: The meeting of the Informal Conference Committee convened at 10:50 a.m. on Friday, December 29, 2006 at the Department of Health Professions, 6603 West Broad Street, 5th Floor, Richmond, Virginia.

MEMBERS PRESENT: Linda Seeman, Ph.D., Chair
Donnie G. Conner, Ph.D.

STAFF PRESENT: Evelyn B. Brown, Executive Director
Rachel Welch, Adjudication Specialist
Joyce D. Williams, Administrative Assistant

**CONFERENCE
SCHEDULED:** **Judy West (111503)**

Ms. West, appeared before the Informal Conference Committee at 3:05 p.m. to review allegations that she may have violated portions of the laws and regulations governing the practice of psychology in the Commonwealth of Virginia in that she did comply with the continuing education requirements to renew her license for the July 1, 2005 through June 30, 2006 licensure renewal period.

The Chair recognized Ms. West and invited her comments regarding the allegations. Ms. West made her opening statement.

Dr. Conner moved that the Committee convene a closed meeting pursuant to Section 2.2-3711(A)(28) of the *Code of Virginia* for the purpose of deliberation to reach a decision in the matter of Ms. West regarding the allegations outlined in the Notice of Hearing. Additionally, Dr. Conner moved that Ms. Brown, Ms. Welch and Ms. Williams attend the closed meeting because their presence in the closed meeting is deemed necessary, and their presence will aid the Committee in its deliberations.

The motion was seconded and carried.

The Committee reconvened in open session.

Dr. Conner moved that the Informal Conference Committee certify that it heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom on Information Act and only such public business matters as were identified in the motion by which the Closed Meeting was convened. The motion was seconded and carried.

ACTION:

A motion was made by Dr. Conner that the Committee take no action at this time. Ms. West will have to document completion of 20 hours of continuing education, to include two hours in ethics received from December 29, 2006 to June 30, 2007 by the next renewal period .

The motion was seconded and carried.

ADJOURNMENT:

The conference was adjourned at 11:55 a.m.

Linda Seeman, Ph.D. Chair
Board of Counseling

Evelyn B. Brown, Executive Director
Board of Counseling