



**Certified Counselors & Hypnotherapists Advisory Committee  
Regular Meeting Notice  
Proposed Agenda  
October 11, 2024**

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**Time:** 9:00 a.m.

**Location:** Hybrid Meeting ([Teams info](#))  
111 Israel Road  
Town Center 2, Room 153  
Tumwater, WA 98501

**Contact Person(s):** Carmen Leso, Program Manager  
(360) 742-1463  
[carmen.leso@doh.wa.gov](mailto:carmen.leso@doh.wa.gov)

**Committee Members:** Drue Larson, Certified Counselor, Chair  
Betty Jensen, Certified Counselor  
Anthony Gitch, Hypnotherapist  
Sarah Prince, Public Member  
Nichole Basile, Public Member  
Lisa Haglund, Public Member  
Vacant, Hypnotherapist

**Assistant Attorney General:** Luke Eaton, Assistant Attorney General

**Staff:** Eve Austin, Executive Director  
Carmen Leso, Program Manager  
Katie Impehoven, Program Support  
Alie Dobson, Program Support  
Rhianna Due, Credentialing Coordinator  
Melody Casiano, Policy Analyst

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.

For more information, please see [last page](#) of this agenda.

**Please Note:** Comments from the public in attendance may be solicited after each agenda item.

## OPEN SESSION:

### **1. Call to Order – Drue Larson, Certified Counselor, Chair**

- 1.1. Introductions – committee, staff, and public.
- 1.2. Approval of the October 11, 2024 meeting agenda.
- 1.3. Approval of the July 19, 2024 meeting minutes.

### **2. Public Comment – Drue Larson, Chair**

The public will have the opportunity to provide comment during this time.

### **3. Management Reports – Carmen Leso, Program Manager and Rhianna Due, Credentialing Coordinator**

- 3.1. Budget report
- 3.2. Credentialing report
- 3.3. Program report

### **4. Committee Member Elections – Drue Larson, Chair**

The committee will elect a chair and vice chair for 2025.

### **5. Ad Hoc Committee Formation – Carmen Leso, Program Manager**

Identify member interest in an ad hoc committee for strategic planning and credential sustainability.

### **6. Future Business – Drue Larson, Chair**

The committee will discuss agenda items for next meeting.

### **7. Meeting Adjourned**

## Meeting Access

**Virtual Meeting Access:** This meeting is being held via Teams. You can access the meeting here:

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

**Meeting ID: 295 404 795 887**

**Passcode: 6hTvRh**

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**Or call in (audio only)**

[+1 564-999-](#)

[2000,,121456763#](#) United States,  
Olympia

[\(833\) 322-](#)

[1218,,121456763#](#) United States

**(Toll-free)**

**Phone Conference ID: 121 456 763#**

### **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 may be taken after each agenda item.

[DOH Tumwater Office Directions](#)

**This meeting is being recorded.**

If anyone objects or does not consent, please let us know.

**Accessibility:** This meeting is accessible to people with disabilities. Special aids and services can be made available upon advance request. Advance request for special aids and services must be made no later than one week before the meeting. If you wish to receive general information about this meeting, please call the program at 360-236-4912. If you need assistance with special needs and services, you may leave a message with your request at 1-800-525-0127, or if calling from outside Washington State call 360-236-4052. Please call 711 or 1-800-833-6388 to reach the Washington State Relay Service for deaf callers. If you need assistance because of a speech disability, Speech-to-Speech provides human voice for people with difficulty being understood. The Washington State Speech-to-Speech toll-free access number is 1-877-833-6341.

This meeting is fragrance free. We ask that you please refrain from applying perfume, hairspray, cologne, or aftershave prior to your visit. Your cooperation is appreciated.

## Next Scheduled Meeting:

Date: January 17, 2025  
Time: 9 a.m.  
Location: Hybrid Meeting



**Certified Counselors & Hypnotherapist Advisory Committee**  
**Regular Meeting Minutes**  
**July 19, 2024**

Hybrid Meeting via Microsoft Teams and in-person WA DOH 111 Israel Road SE, Town Center  
2, Room 153, Tumwater, WA 98501

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<b>Committee members present:</b>	Drue Larson, Certified Counselor, Chair Betty Jensen, Certified Counselor Anthony Gitch, Hypnotherapist Sarah Prince, Public Member Vacant, Hypnotherapist Vacant, Public Member Vacant, Public Member
<b>Committee members absent:</b>	None
<b>Staff members present:</b>	Eve Austin, Executive Director Carmen Leso, Program Manager Katie Hao, Program Support Melody Casiano, Policy Analyst Jennifer Herbrand, Deputy Credentialing Manager
<b>Assistant Attorney General:</b>	Luke Eaton, Assistant Attorney General
<b>Guest presenters:</b>	None

On July 19, 2024, the Washington State Certified Counselors and Hypnotherapist Advisory Committee met in person at Washington State Department of Health and online via Microsoft Teams. In accordance with the Open Public Meetings Act, notice of the meeting was published on the Certified Adviser, Certified Counselor, and Hypnotherapist professions' websites and was sent out via the GovDelivery listserv for each profession.

1. **Call to Order – Drue Larson, Certified Counselor, Chair** – The meeting began at 9:00 a.m.
  - 1.1. Introductions
 

Mr. Gitch introduced all committee members, staff, and guests introduced themselves.
  - 1.2. Approval of the July 19, 2024 agenda. Motion to approve agenda, seconded, vote 4-0.
  - 1.3. Approval of April 12, 2024, meeting minutes. Motion to approve minutes as amended, seconded, vote 4-0.

**2. Public Comment – Drue Larson, Certified Counselor, Chair**

- 2.1. No public comments at this time.

**3. Management Reports**

**3.1. Budget Report – Carmen Leso, Program Manager**

Ms. Leso presented the program budgets for certified counselors/advisers and hypnotherapists as of May 2024.

Program	Current Fund Balance
Certified Counselors/Advisers	(\$1,500,000)
Hypnotherapists	\$ 57,520

**3.2. Credentialing Report – Jennifer Herbrand, Deputy Credentialing Manager**

Ms. Leso presented the latest licensure statistics for certified counselors/advisers and hypnotherapists on behalf of Jennifer Herbrand.

Program	Active	Pending
Certified Counselors	284	77
Certified Advisers	1	3
Hypnotherapists	698	0

**3.3. Program Report – Carmen Leso, Program Manager**

- 3.3.1. Ms. Leso shared Ms. Simmons has been promoted to a new position at the department and recruitment for a new administrative assistant has begun.
- 3.3.2. Ms. Leso shared the committee will be gaining two new members, Lisa Heglund and Nichole Basile starting August 1<sup>st</sup>, 2024.

**4. Schedule 2025 Meeting Dates – Carmen Leso, Program Manager**

- 4.1. The committee reviewed the proposed 2025 advisory committee meeting dates. Motion to approve the proposed meeting dates as amended, seconded, vote 4-0.

**5. Rulemaking Workshops Update – Carmen Leso, Program Manager**



5.1. Ms. Leso provided an update on the rulemaking workshops that were held to develop the coursework requirements for the new Licensed and Certified Agency Affiliated Counselor credentials.

6. **Break** (was taken after agenda item 8)

**7. WAC 246-810-024, Draft Language – Carmen Leso, Program Manager**

- 7.1. Ms. Leso presented the department’s decision regarding coursework requirements for certified counselors and certified advisers in WAC 246-810-024.
- 7.2. Ms. Leso shared that the department will be holding one last rules workshop for WAC 246-810 on July 31<sup>st</sup>, 2024.
- 7.3. Mr. Eaton gave credit to Ms. Leso’s hard work and time spent working on the draft language for WAC 246-810.

**8. Credential Crosswalk – Carmen Leso, Program Manager**

- 8.1. Ms. Leso shared the updated credential crosswalk with the committee.
- 8.2. Ms. Larson shared an update on the credential crosswalk with the committee.

**9. SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis/Future Planning – Drue Larson, Chair and Carmen Leso, Program Manager**

- 9.1. Ms. Leso and Ms. Larson facilitated the discussion to complete a SWOT analysis for the credentials within the advisory committee.

**10. Future Business – Drue Larson, Chair**

- 10.1. Ms. Larson informed the committee elections will be held at the next meeting.
- 10.2. Ms. Larson informed the committee that formation of a subcommittee will be occurring and the vision for the subcommittee will be discussed at the next committee meeting.

**11. Meeting Adjourned – Drue Larson, Chair**

- 11.1. The meeting adjourned at 10:46 a.m.

**Submitted by:**  
Carmen Leso, Program Manager  
Certified Counselors & Hypnotherapists  
Advisory Committee

**Approved by:**  
Drue Larson, Chair  
Certified Counselors & Hypnotherapists  
Advisory Committee

On file  
SIGNATURE

On file  
SIGNATURE

DATE

DATE



# Certified Counselor/Advisor

**FY2024 Starting Fund Balance**  
**(\$1.5M)**

**Current Fund Balance**  
**(\$1.31M)**

**Helms Cost Allocation**  
**\$1.85K**

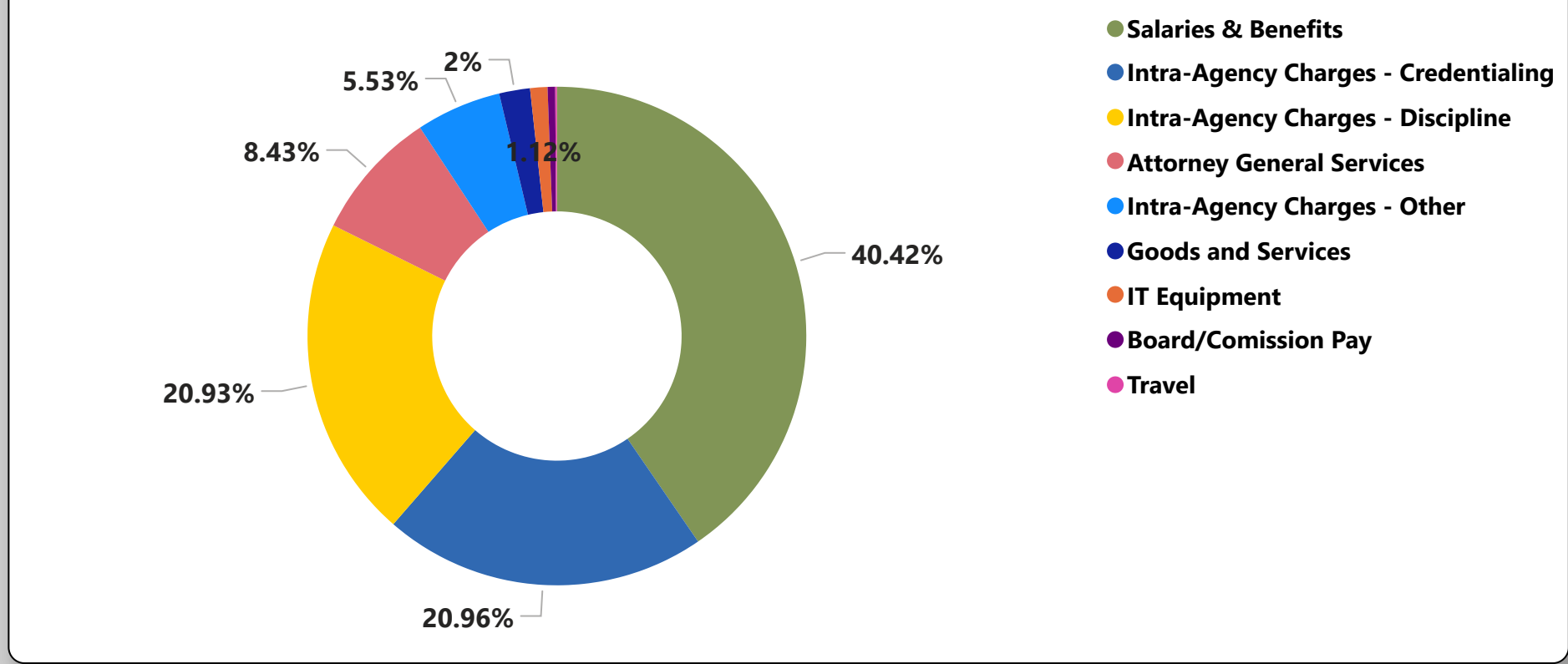
**Revenue**  
**\$303.22K**

**Expenses+Total Indirect+HELMS**  
**\$121.81K**

**Budget Status by Spending Category**

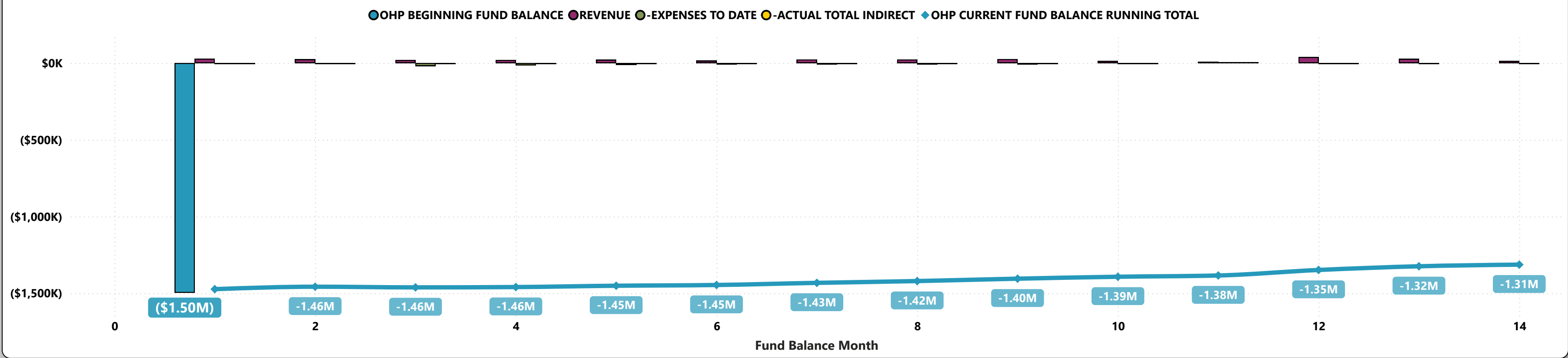
Health Professions	ALLOTMENT TO DATE	EXPENSES TO DATE	VARIANCE TO DATE
Counselor - Certified	\$147,891	\$96,588	\$51,303
Travel	\$42	\$106	(\$64)
Salaries & Benefits	\$38,486	\$39,201	(\$715)
IT Equipment		\$1,089	(\$1,089)
Intra-Agency Charges - Other	\$7,273	\$5,358	\$1,915
Intra-Agency Charges - Discipline	\$48,242	\$20,302	\$27,940
Intra-Agency Charges - Credentialing	\$33,002	\$19,942	\$13,060
Goods and Services	\$6,286	\$1,938	\$4,348
Board/Comission Pay		\$475	(\$475)
Attorney General Services	\$14,560	\$8,177	\$6,383
<b>Total</b>	<b>\$147,891</b>	<b>\$96,588</b>	<b>\$51,303</b>

**Expenses By OHP Spending Category**

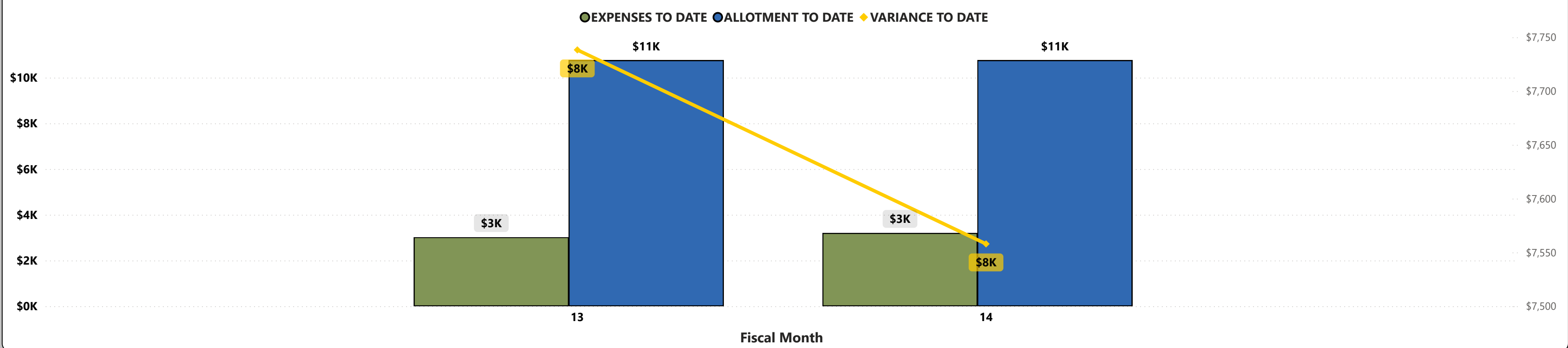


Health Professions	ESTIMATED REVENUE	REVENUE	REVENUE VARIANCE
Counselor - Certified	\$432,579.00	\$303,220	(\$129,359)
<b>Total</b>	<b>\$432,579.00</b>	<b>\$303,220</b>	<b>(\$129,359)</b>

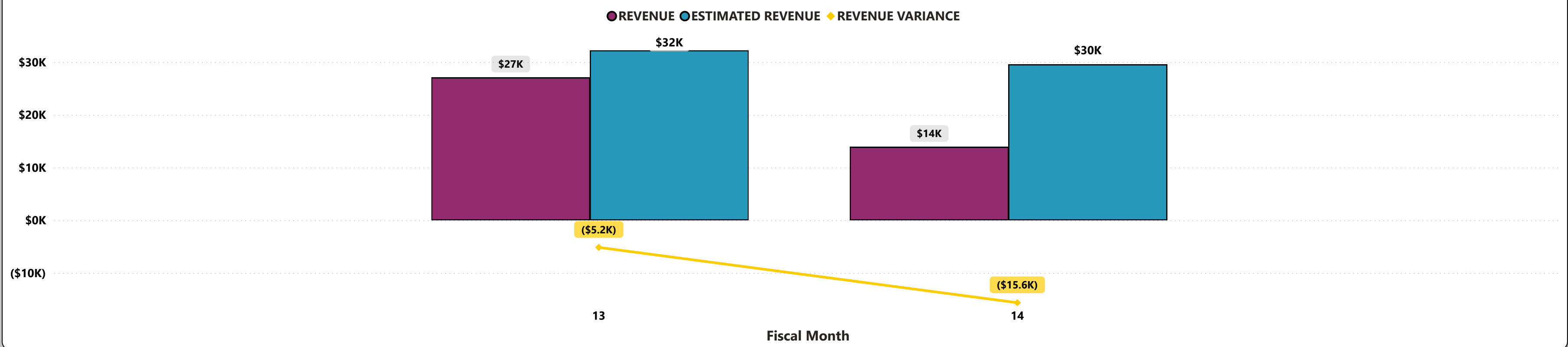
**Revenue vs Expenditure - Fund Balance by Fiscal Month**



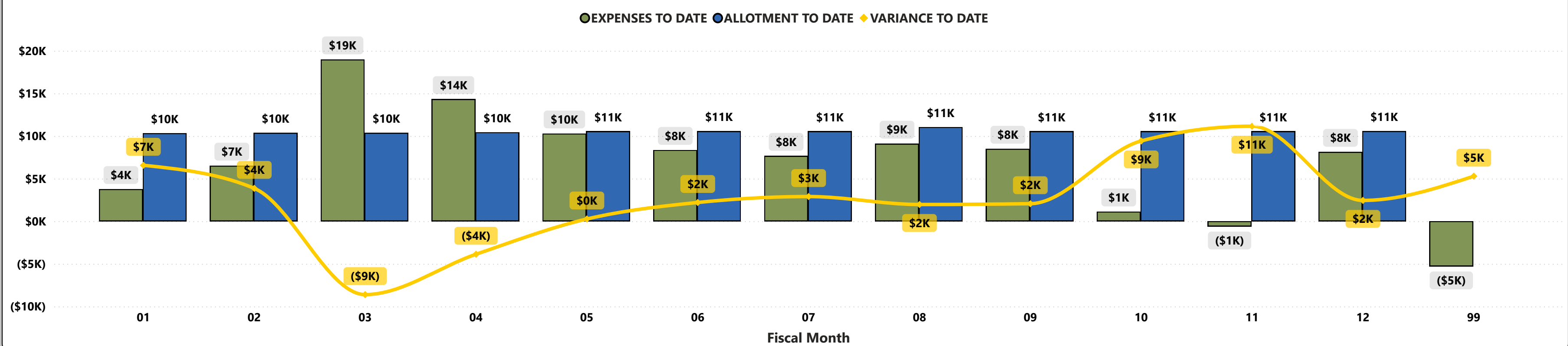
**FY25 Estimated and Actual Expenditure Variance**



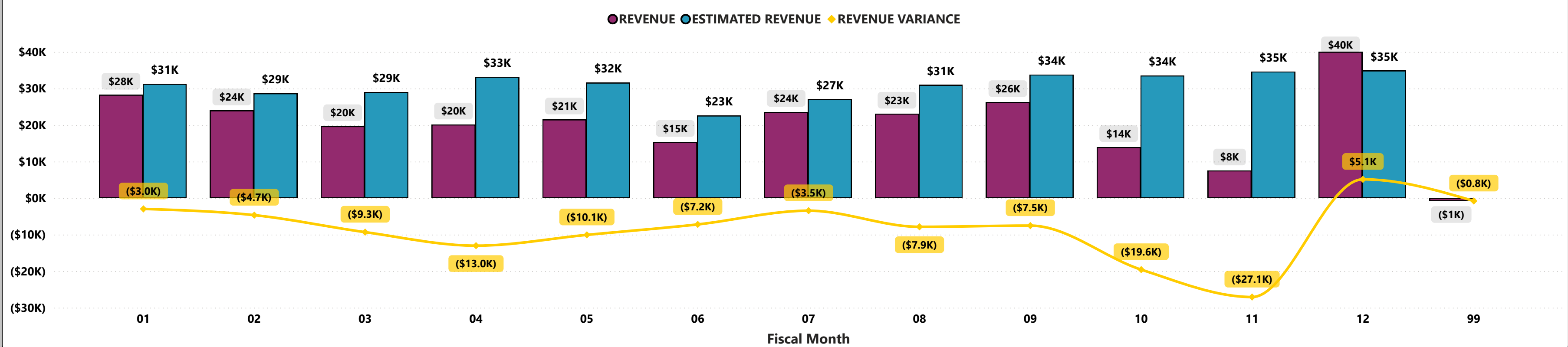
**FY 25 Estimated and Actual Revenue Variance**



**FY24 Estimated and Actual Expenditure Variance**



**FY24 Estimated and Actual Revenue Variance**





# Hypnotherapist

FY2024 Starting Fund Balance

**\$57.52K**

Current Fund Balance

**\$47.12K**

Helms Cost Allocation

**\$3.41K**

Revenue

**\$84.12K**

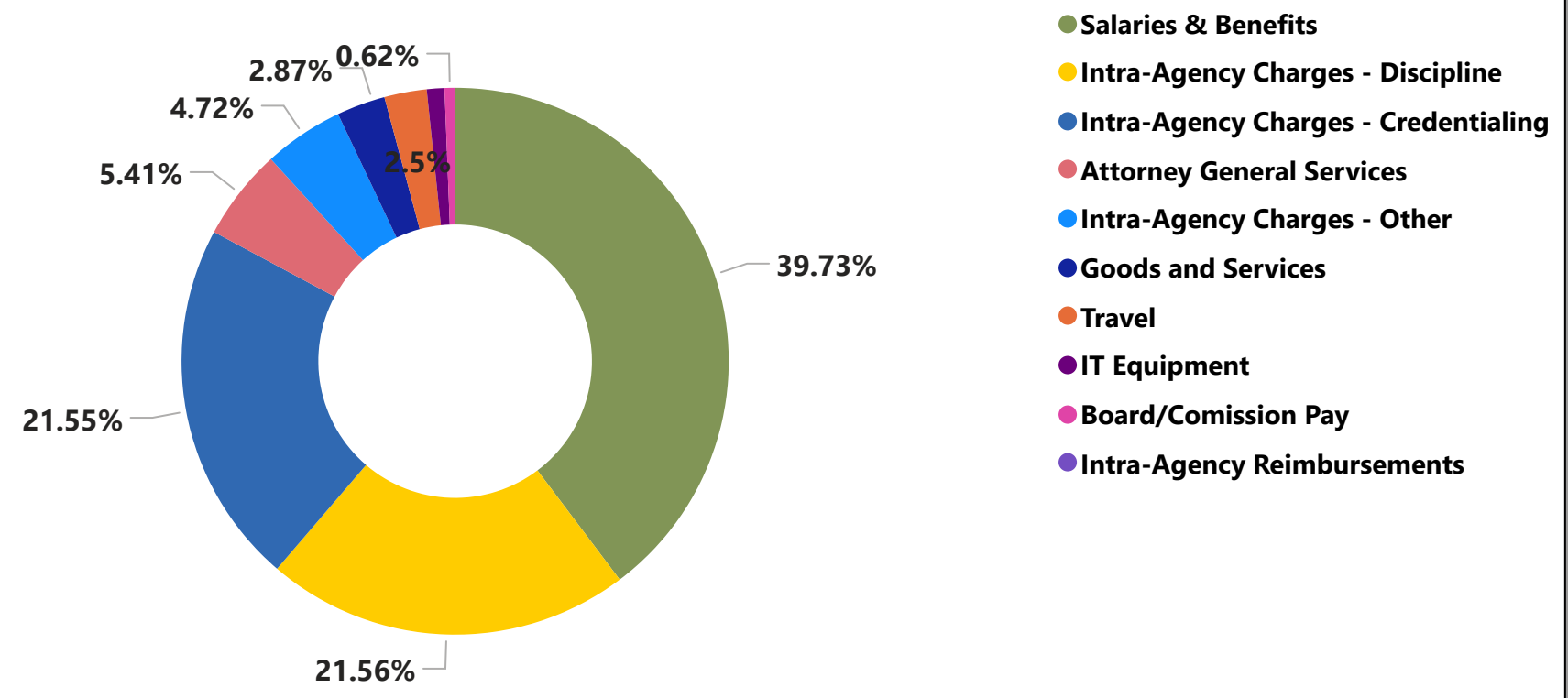
Expenses+Total Indirect+HELMS

**\$97.94K**

Budget Status by Spending Category

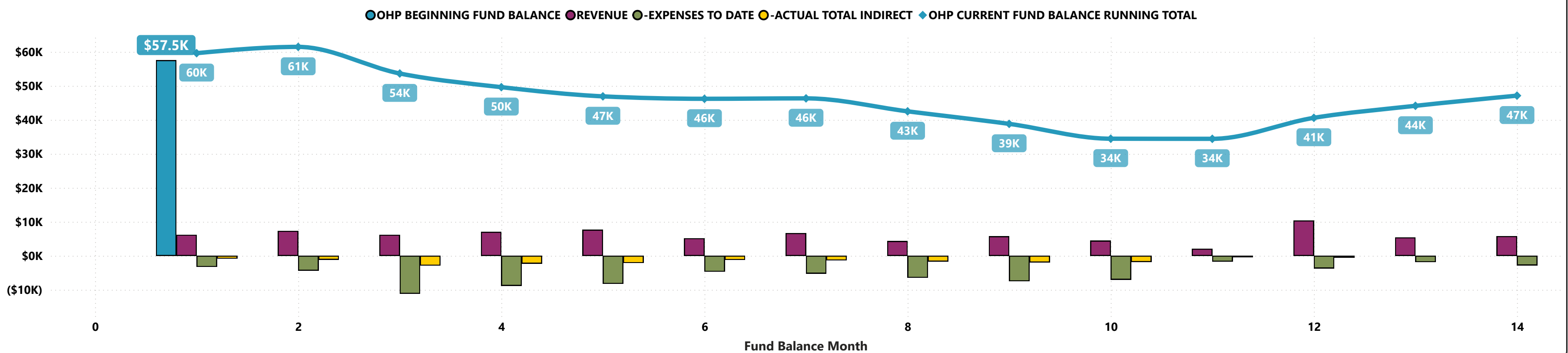
Health Professions	ALLOTMENT TO DATE	EXPENSES TO DATE	VARIANCE TO DATE
Hypnotherapist	\$93,263	\$76,168	\$17,095
Travel	\$140	\$1,916	(\$1,776)
Salaries & Benefits	\$37,150	\$30,394	\$6,756
IT Equipment		\$794	(\$794)
Intra-Agency Reimbursements		(\$2)	\$2
Intra-Agency Charges - Other	\$5,464	\$3,613	\$1,851
Intra-Agency Charges - Discipline	\$21,028	\$16,491	\$4,537
Intra-Agency Charges - Credentialing	\$27,339	\$16,151	\$11,188
Goods and Services	\$518	\$2,200	(\$1,682)
Board/Comission Pay	\$504	\$475	\$29
Attorney General Services	\$1,120	\$4,137	(\$3,017)
<b>Total</b>	<b>\$93,263</b>	<b>\$76,168</b>	<b>\$17,095</b>

Expenses By OHP Spending Category

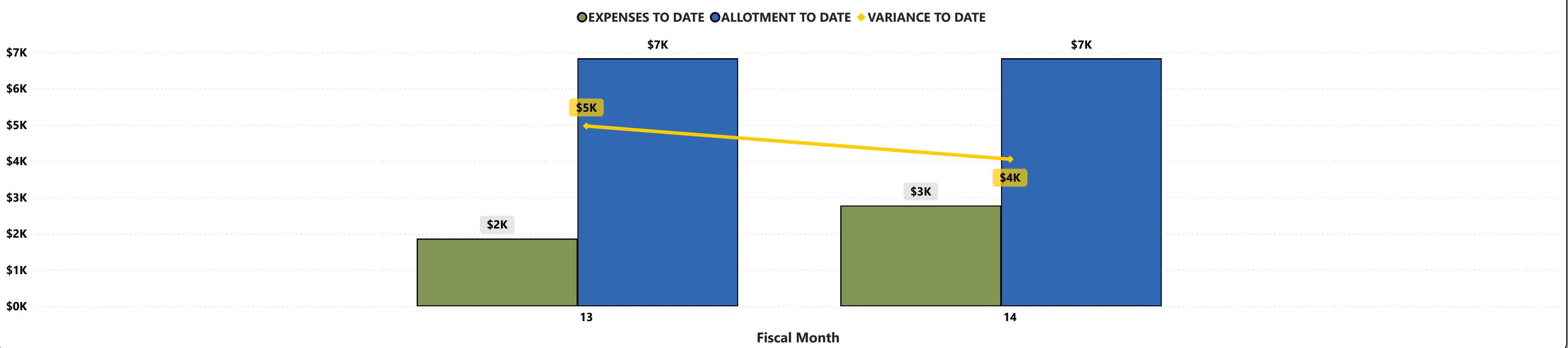


Health Professions	ESTIMATED REVENUE	REVENUE	REVENUE VARIANCE
Hypnotherapist	\$87,677.00	\$84,122	(\$3,555)
<b>Total</b>	<b>\$87,677.00</b>	<b>\$84,122</b>	<b>(\$3,555)</b>

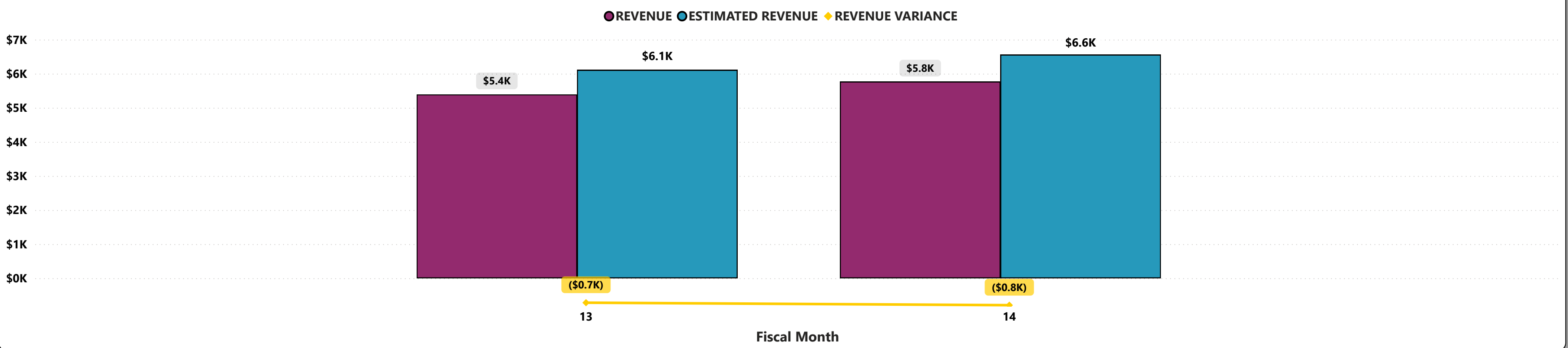
Revenue vs Expenditure - Fund Balance by Fiscal Month



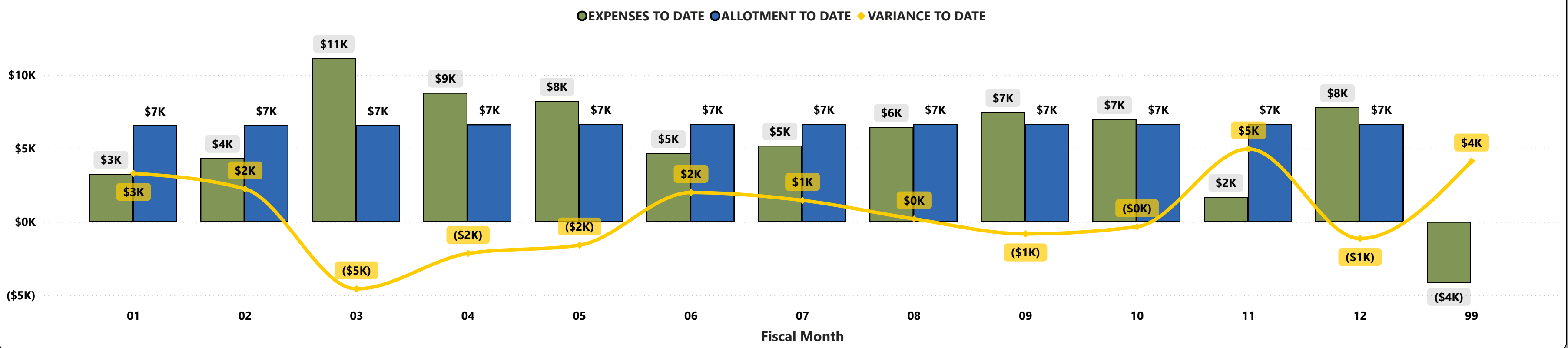
FY25 Estimated and Actual Expenditure Variance



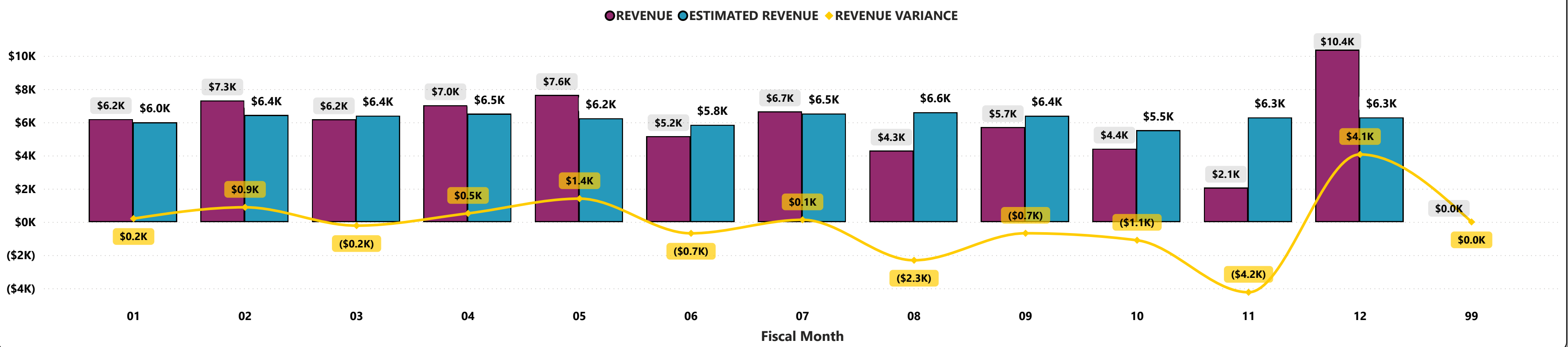
FY 25 Estimated and Actual Revenue Variance



FY24 Estimated and Actual Expenditure Variance



FY24 Estimated and Actual Revenue Variance



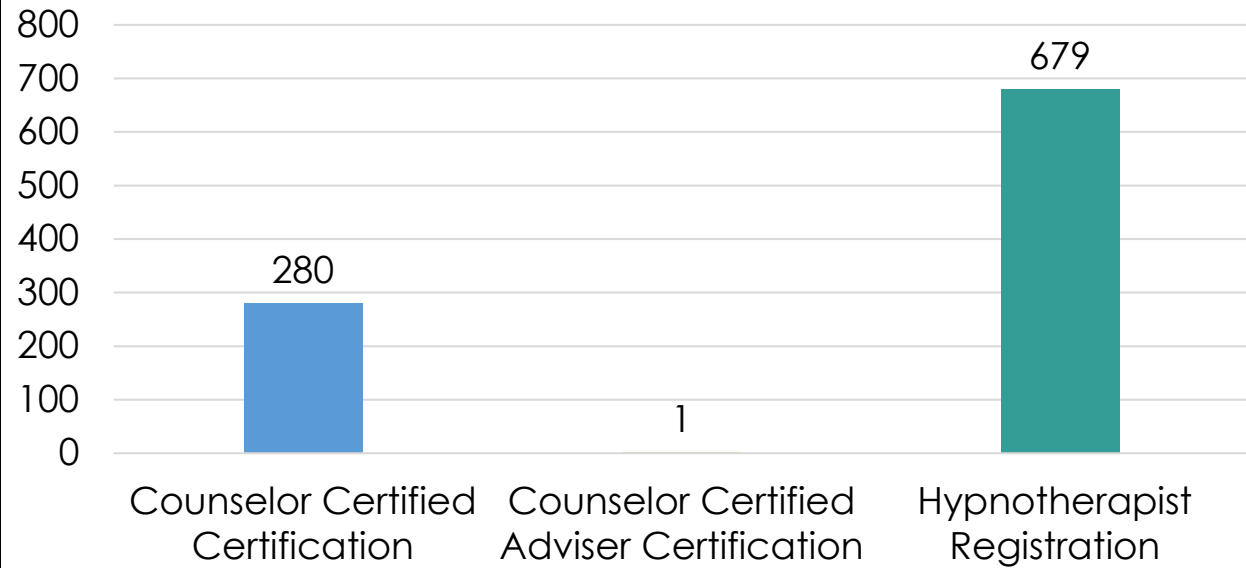




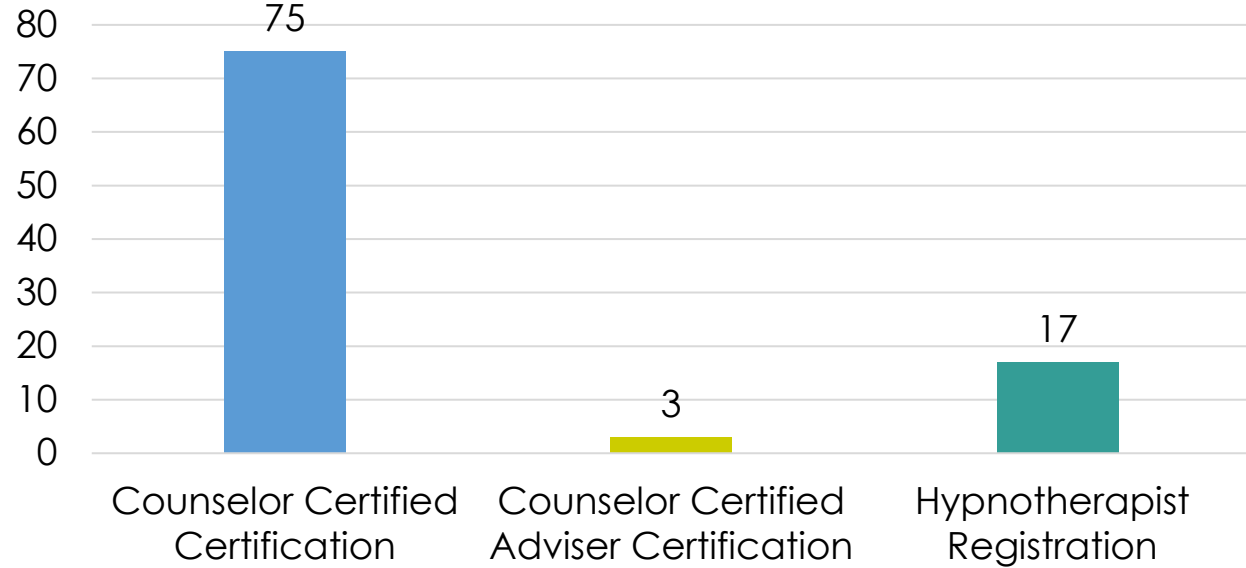
# **CERTIFIED COUNSELORS AND HYPNOTHERAPISTS ADVISORY COMMITTEE**

**October 11, 2024**

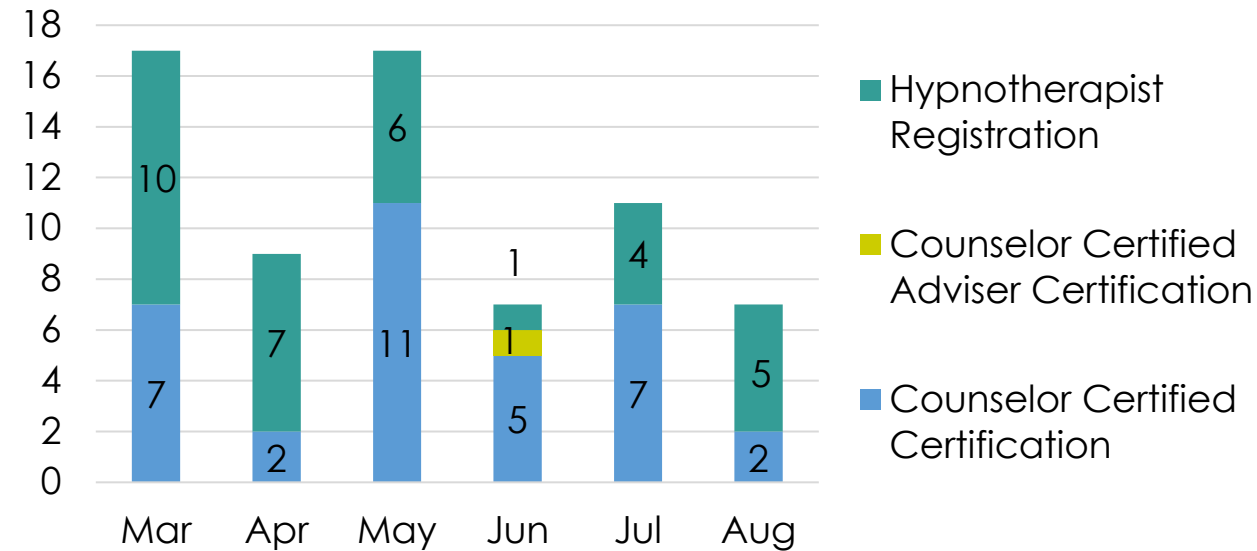
### Active Status Counts



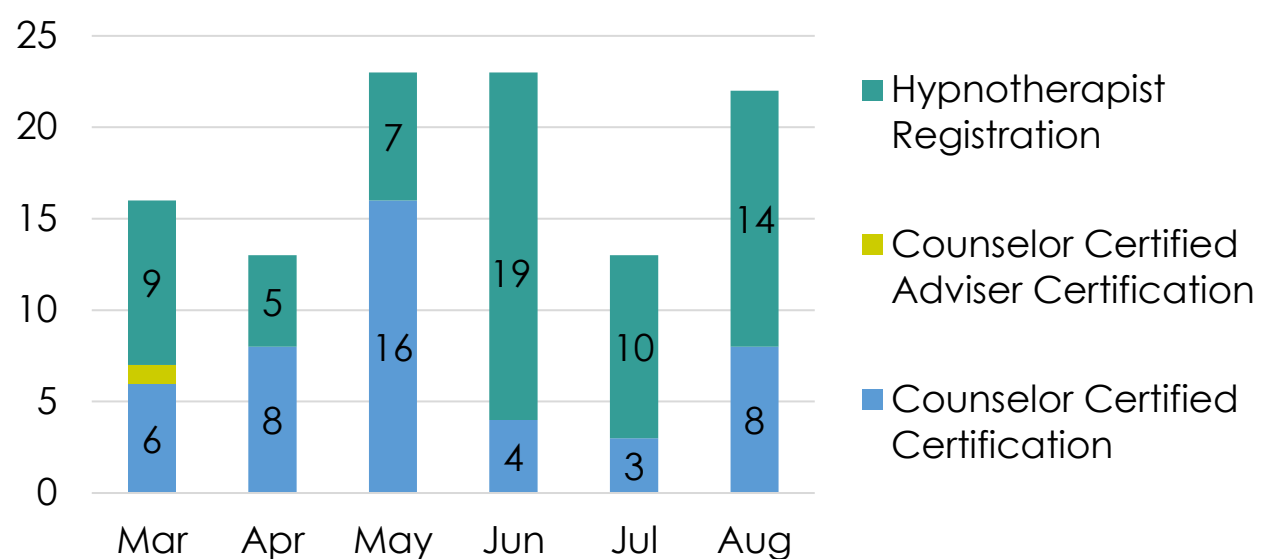
### Pending Status Counts



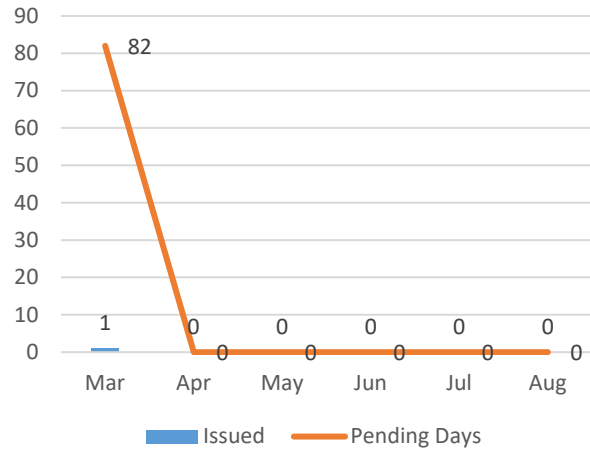
### Applications Received



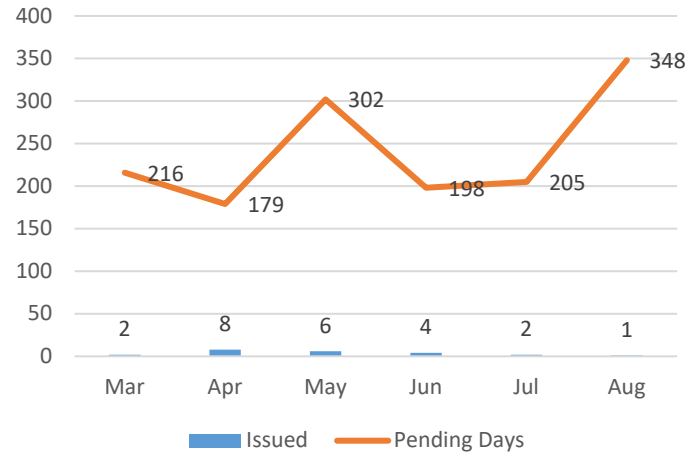
### Credentials Expiring by Month



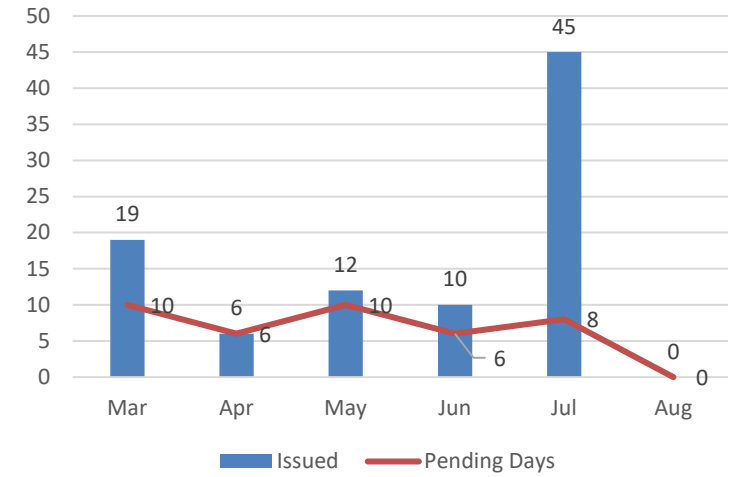
Certified Adviser Overall Processing Time



Certified Counselor Overall Processing Time



Hypnotherapist Overall Processing Time



## Contact Information

DOH website: [www.doh.wa.gov](http://www.doh.wa.gov)

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

Health Professions Executive Director:

Eve Austin [eve.austin@doh.wa.gov](mailto:eve.austin@doh.wa.gov) 360-236-2850

Health Professions Supervisor

Melissa Derefield [melissa.derefield@doh.wa.gov](mailto:melissa.derefield@doh.wa.gov) 360-236-2713

QA/CQI Administrator:

Zach Patnode [zachary.patnode@doh.wa.gov](mailto:zachary.patnode@doh.wa.gov)

Deputy Credentialing Manager:

Vacant



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## Advisory Committee Position Descriptions

### Chair

- Lead and facilitate committee meetings efficiently by following a structured agenda, using simplified Robert's Rules of Order, ensuring timely decisions, and recognizing member contributions.
- Ensure inclusive and productive discussions by giving all members a chance to speak, managing time, balancing participation, and fostering an open, collaborative atmosphere.
- Support recruitment and onboarding processes, ensuring an inclusive, bias-free environment.
- Welcome, educate, and engage new and current committee members by providing guidance, encouraging participation, and promoting personal growth and skill development.
- Contact absentee members to foster and promote more active participation.
- And if necessary, assign tasks to members and represent the advisory committee at public events.

### Vice Chair

- Act on behalf of the Chair upon request or in their absence, leading committee meetings and special workgroups, and ensuring adherence to simplified Robert's Rules of Order.
- Assist with onboarding new members by offering guidance and support.
- Foster participation and member growth by encouraging engagement in knowledge-enhancing opportunities and maintaining open communication, especially with absentee members.



# AD HOC COMMITTEE TERMS OF REFERENCE

## Strategic Planning Committee

### **1. Purpose of the Committee:**

#### A. Synthesize SWOT Findings

- Evaluate the insights gained from the SWOT analysis and organize them into actionable categories. Identify key themes or issues that emerged.

#### B. Define Strategic Objectives

- Based on the SWOT findings, set clear and measurable goals that align with the department's mission and vision.

#### C. Formulate Strategies

- Develop actionable strategies to achieve the defined objectives.

#### D. Develop Action Plans

- Create specific action plans to implement each strategy. Break down the plan into short-term and long-term actions with clear timelines and milestones.

### **2. Member Expectations**

- Work collaboratively to achieve the ad hoc committee's purpose.
- Provide perspective of what is best for the credentials.
- Attend meetings and follow through in a timely manner on any commitments.

### **3. Composition of the Committee:**

Members: TBD

### **4. Roles and Responsibilities:**

### **5. Meetings:**

- Meetings will be called by: TBD
- Meetings schedule: Monthly (?) until June 2025 - tentative

### **6. Reporting/Communication:**