

PSYCHOLOGY AND PROFESSIONAL COUNSELING CAUCUS of WESTERN MARYLAND (PPCCWM)

Meeting – Monday, August 28, 2017

Allegheny College of Maryland, CE Room #6 – Cumberland, Maryland

Minutes

CALL TO ORDER

Anne Sheetz called the meeting to order at 12:00 pm and welcomed everyone. This was the first meeting of the PPCCWM following the elimination of caucus support by AHEC West. Previously the Caucus had been known as AHEC West Psychology and Professional Counseling Caucus. The following individuals were present:

Michael Motter	Anne Sheetz	Richard Kerns
Misti Slaughter	Judlth Altemus	Paul McCusker
Christa Snyder	Jack Zealand	

READ/APPROVAL OF PREVIOUS MINUTES

Minutes of the May 22, 2017 regular meeting and June 29, 2017 special meeting were approved.

REPORTS

Treasurer's Report

Anne reported that the old Caucus account totaled \$30.96 before the meal for the August 28, 2017 meeting and today's meal cost \$46.03. AHEC West agreed to cover the disparity, closing the Caucus account, as was the original goal to accomplish by 8/31/17. Anne noted that the Caucus account had been largely emptied through a \$650 donation to Jason Edwards. This was more than the \$500 the Caucus members had originally agreed to. Furthermore, the AHEC donation of \$100 was not made. Anne said she remained unclear as to how the mix up occurred, and is currently requesting clarification from the Executive Director and accountant. However, members present voted to approve the larger donation to the Edwards family retroactively, one member abstained. Due to accounting regulations, the funds were provided to the family through gift cards from Wal-Mart and Martin's Grocery (considering the preference of the Edwards family). Post note: Anne heard from Susan Stewart on August 29, 2017. She apologized to the caucus and said the incorrect donation amount was her mix up and that she had forgotten about the \$100 AHEC West donation. However, she agreed with the caucus that the extra donation was for a worthy cause.

OLD BUSINESS

AHEC West Account Spend-Down

Issues related to the topic were largely addressed during the Treasurer's report.

Administrative Duties

Anne reported that Jackie Booth had provided a summary of administrative duties performed by AHEC West on behalf of the Caucus, which will no longer be provided under the newly independent Caucus. These duties were:

- Meeting notice is sent out approximately one month before meeting with a reminder sent about two weeks before the meeting. Notices are sent via email.
- Minutes will need to be done from previous meeting and emailed to the Caucus Chair for review.
- Agenda will need to be drafted and emailed to the Caucus Chair for review.
- The date of the meeting the agenda packets are compiled and consist of the following:
Agenda and previous meeting minutes
- A sign-in sheet will also need to be ready for members to sign in.
- NOTE: bylaws and annual plan are reviewed yearly.

The new caucus has agreed that there will be no need for bylaws or an annual plan at this time

Caucus Purposes – Continued Discussion

Anne reviewed the six general new caucus purposes previously identified at the last meeting. These were further clarified today:

1. Serve as a point of contact for professionals in the area
2. Serve as clearinghouse for professional ideas, initiatives
3. Aid in development of CEUs
4. Provide case studies to share with counseling professionals
5. Serve an advocacy role regarding legislative and other matters (NOTE: see discussion below for more detail on this item)
6. Serve an outreach role to promote the profession (Of secondary importance)

All of the general purposes outlined were accepted by the Caucus members **with the exception of number five**, the advocacy role, which prompted extensive discussion.

Paul noted concerns about serving a “collective” advocacy role, saying that reaching consensus on such matters may be beyond the group’s ability. He preferred a statement providing for a more individualized advocacy role. Misti, who had noted the importance of advocacy and legislative issues at the June 29, 2017 special meeting, said she understood Paul’s concern and that she would accept a Caucus purpose that focuses on increasing awareness of legislative and other issues, as opposed to advocacy either pro or con on such matters. The Caucus members agreed that the reformulated fifth purpose could best be summarized as: **“The Caucus will support individual members advocating issues of professional concern.”**

NEW BUSINESS

Election of Officers

Misti agreed to serve as Chair and Paul volunteered to serve as Secretary. Both appointments were made by consensus. It was agreed that the posts would be reviewed annually. It was also decided to not institute a Vice-Chair position. No Treasurer position is required because the new Caucus will not maintain a bank account.

NEXT MEETING DATE/TIME/LOCATION

Misti reported that Jeff O’Neal of Western Maryland Health System welcomes the Caucus to meet at the hospital for future meetings. She said he only requires advanced notice and will reserve a room accordingly in the cluster of meeting spaces adjoining the cafeteria area. It was noted that meetings at the Western Maryland Health System may boost attendance at Caucus meetings by drawing counselors who work at the hospital.

The Caucus members agreed that they should meet bi-monthly instead of quarterly, in part to maintain what Paul described as “momentum” under the group’s new configuration. It was thus decided that the next meeting will be Monday, October 16, 2017 at Western Maryland Health System, beginning at noon.

The length of meetings was another topic of discussion. With Paul slated to deliver his case study at the October 16, 2017 meeting, it was determined that the meeting should last 90 minutes, with the Caucus business to be discussed the first 30 minutes and the case study the remaining 60 minutes. The Caucus members agreed to follow a similar format for future meetings that feature case study/CEUs, however, given the challenges of developing topics and arranging speakers, the group did not commit to providing CEUs for every meeting.

It was noted that providing CEU presentations might boost attendance at Caucus meetings. Christa Snyder further noted that payments for such programs can be made out to Allegany College of

Maryland, eliminating the need for the Caucus to establish a bank account as it had maintained through AHEC West under its previous formulation.

In discussing CEUs, Christa noted that other caucuses will schedule a series of speakers/topics ahead of time and require payment of CEU fees up front, in part as an incentive to encourage attendance at meetings. This topic was left for further discussion at the October 16, 2017 meeting.

Anne adjourned the meeting at 1:05 p.m. Anne and the members again thanked Richard for his efforts and all of the AHEC West staff who have been very involved in the former AHEC West caucus, especially Joy Taylor and Jackie Booth.

Respectfully Submitted by Richard Kerns