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PCA Board of Directors Meetings

Pennsylvania Counseling Association (PCA)

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2023

### 2023-11-03 Cumulative Report

Pennsylvania Counseling Association

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	<b>2023</b>
	November 3rd
	First Quarter Meeting
	In-person and virtual



PENNSYLVANIA COUNSELING  
ASSOCIATION

*A Branch of the American Counseling Association*

<p><b>BOARD MEETING: CUMULATIVE REPORT</b></p>
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# PRESIDENT

Date: 10/20/23

Division/Branch/Position: President

Chair Person Name: Ashley Deurlein

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

**YES** NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)

YES **NO**

If attending via conference call, please provide phone number:

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

**Updates:**

- Attended NAR meetings
- Meetings and correspondence with new leadership to assist with their transition into the role
- Outreach with Grad classes about PCA
- Collaboration with Nominations and Elections for NEPCA & PACAC Elections
  - NEPCA President – Karen James
  - PACAC - Vacant
- Meetings with Policy Chair for revisions and addition to current PCA Policies.
- Attended Counselors in the Classroom Task Force Meeting (SB791 Amendment)
- Attended GRC Meeting
- Conference Planning and Finalization with the Conference Committee
- Collaborative meetings with PSCA
- PSCA Proposal Acceptance for presentation on Professional Counselor and School Counselor collaboration and relationship
- Outreach to NA-SWPA regarding creative therapist licenses/board
- J.Otis cancellation of Survey Monkey
- Contacts with TCS and JPCA for CrossRef (ongoing)

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES** NO

- Looking for addition to Marketing Committee to assist with social posts
- Art Therapist Letter
- New Leadership Mentor for NEPCA

Action Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

# PRESIDENT-ELECT

Date: 10.13.23

Division/Branch/Position: President-Elect

Chair Person Name: Eric Owens

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

**YES** NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)

YES **NO**

If attending via conference call, please provide phone number:

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Updates:

- Meeting regularly with President to learn role, discuss 55<sup>th</sup> and 56<sup>th</sup> conference
- Met with President and Policy Chair to discuss possible amendments to policy manual
- Finalized 56<sup>th</sup> Annual Conference location: Hilton Harrisburg. Tentative theme “Meeting Pennsylvania’s Need for Mental Health Services: The Role and Value of Professional Counselors” (thanks to Scott Baker for the working title). Focus will be on the mental health/provider crisis and governmental advocacy
- Worked with President and GRC Chair regarding licensure of Art and Music Therapists
- Provided PA House Committee on Insurance with a few anecdotes regarding risks and harms associated with Step Therapy in mental health (per discussion from last meeting)
- Met with PCA President and PSCA Executive Director regarding possible future collaborations
- Held meeting with PCA HB741 Task Force (ie School Social Workers)-discussed possible paths forward regarding integration of LPCs within school mental health teams

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES** NO

- Music and Art Therapists Licensure
- Collaborations with PSCA

Action Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

# IMMEDIATE PAST-PRESIDENT

Date: 9/20/23

Division/Branch/Position: Past-President

Chair Person Name: Matthew Nice

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

**YES** NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)

YES **NO**

If attending via conference call, please provide phone number:

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Updates:

- NARACES Conference 2024 Update
- Transitioning- Leadership Manual
- Art Therapy Letter Update (w/Ashley)

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Discussion Item(s):**

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Action Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

**Action Item(s):**

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# SECRETARY

Date: October 20, 2023

Division/Branch/Position: Secretary

Chair Person Name: Patricia Obilo-Azandegbe

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

**YES** **NO**

Attending the Upcoming PCA Meeting via phone: (please highlight one)

**YES** **NO**

If attending via conference call, please provide phone number:

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

**Updates:**

- Please continue to send me your quarterly reports using the newly revised guidelines to ensure that the cumulative report is sent back to the board in a timely manner. Thank you all!

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES** **NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Discussion Item(s):**

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Action Item for Upcoming PCA Meeting: (please highlight one) **YES** **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

**Action Item(s):**

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# TREASURER

Date: 9/30/2023

Division/Branch/Position: Treasurer

Chair Person Name: Jennifer Park

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

**YES** **NO**

Attending the Upcoming PCA Meeting via phone: (please highlight one)

**YES** **NO**

If attending via conference call, please provide phone number:

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Updates:

- Treasurer Financial Report has been completed, and sent out
- Filed 990 taxes for 2021-2022 and submitted information to accountant for 990 taxes 2022-2023

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES** **NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Discussion Item(s):**

- Lewis Johnson asked about PASERVIC's accounting and division finances (i.e., efficient methods of deposit and record-keeping). It would be helpful to know what other divisions do and how many have separate treasurers.
- 

Action Item for Upcoming PCA Meeting: (please highlight one) **YES** **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

**Action Item(s):**

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# GPACA

Date: 10/18/2023

Division/Branch/Position: GPACA

Chair Person Name: Lisa Corbin

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

YES NO

Not sure if I am going to make it in person or virtual!

Attending the Upcoming PCA Meeting via phone: (please highlight one)

YES NO

If attending via conference call, please provide phone number: 610-209-2013

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Updates:

- Conducting one-hour new professional workshops (licensure, supervision, etc.)
- Beginning stages of the GPACA Trauma Conference – tentative Saturday Feb. 24<sup>th</sup> 2024

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES NO

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Discussion Item(s):**

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Action Item for Upcoming PCA Meeting: (please highlight one) YES NO

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

**Action Item(s):**

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# GPCA

Date: 10/17/2023

Division/Branch/Position: Greater Pittsburgh Counseling Association

Chair Person Name: Kathleen Hays (interim president)

If chair is not attending, please indicate name of designee: n/a

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) YES

Attending the Upcoming PCA Meeting via phone: (please highlight one) NO

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Updates:

- Submitted PCA report for meeting on 11/3/23.
- Mary Matlak attended the previous PCA Board meeting by phone on 8/12/23.
- GPCA held an executive board meeting on Friday, October 13, 2023 through Zoom. Kathleen Hays, the interim president for the next year, will continue the search for stable, engaged leadership in order to fulfill the mission of GPCA. Current GPCA leadership consists of Mary Matlak, past (interim) president, Courtney Alvarez, treasurer, and Kelli Lampe, secretary. Abra Kuniak is the Westmoreland County geographic representative; Jessica Snyder is the social media chair.
- Membership survey results have indicated 29 responses out of 82 current members. 68% of indicated an interest in continuing education workshop with the majority interest with in-person rather than online participation. Top 5 CE topics include: supervision, trauma, academic research related to profession, ethical documentation, DBT and ACT skills. Interim President Kathleen Hays to coordinate with Secretary Kelli Lampe as to previous webinar topics to move forward with continuing education presentation in the near future.
- GPCA to move forward with purchase of Google Workspace to streamline email communication and online access among Board members.
- Past president, Mary Matlak, is looking at developing GPCA policy manual similar to PCA.

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Discussion Item(s):**

Highmark Blue Cross Blue Shield has announced institution of changes to their policies as it pertains to eliminating reimbursement for pre-licensed LPCs in 2024 thereby restricting future employment opportunities, income and shines light on the need for Pennsylvania to have something in place for therapists as they are working toward their hours for licensure. UPMC currently does not permit reimbursement for pre-licensed LPCs. However, social workers can be considered LSWs and become credentialed (Highmark refers to this as enumerated) thereby providing the opportunity to see clients and receive reimbursement. Attached are the recent Highmark bulletins as they pertain to reimbursement. Is there a way to focus attention on researching provisions for pre-licensed LPCs to gain parity to that of an LSW? The primary concern is that we will continue to see a separation in Pennsylvania between the professions on our board when we're all aiming to help people with their mental health.

Action Item for Upcoming PCA Meeting: (please highlight one)    **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

# NEPCA

Date: 10/7/2023

Division/Branch/Position: Northeast Pennsylvania Counseling Association (NEPCA)

Chair Person Name: Karen Andrea James

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

**YES** **NO**

Attending the Upcoming PCA Meeting via phone: (please highlight one)

**YES** **NO**

If attending via conference call, please provide phone number:

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Updates:

- Karen James appointed as the new NEPCA President in September 2023
- Committee Election will be decided in November at conference - Secretary, Treasurer, Graduate Student Representative.
- Will be sending email to current members to introduce new President and setting up first meeting.
- Plans to explore ways to increase membership and involvement.

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES** **NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Discussion Item(s):**

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Action Item for Upcoming PCA Meeting: (please highlight one) **YES** **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

**Action Item(s):**

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**PACAC**

*No report submitted*

# PACES

Date: October 20, 2023

Division/Branch/Position: PACES President

Chair Person Name: Derek J. Parker

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

**YES** NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)

**YES** NO

If attending via conference call, please provide phone number:

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

**Updates:**

- PACES is working to develop a track to the 2023 PCA Conference
- PACES will have a in-person division meeting at the upcoming conference.
- PACES will put together a committee to review the division by-laws in 2024
- Starting in February 2024, there will be monthly “support” groups for Counselor Educators, Supervisors, and PhD Students.
- We will be holding an upcoming election in Spring 2024 for a new President and Secretary/Treasurer.
- Will continue to encourage members to submit CE ideas to present to PACES and PCA in the Spring/Summer 2024.

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES** **NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Discussion Item(s):**

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Action Item for Upcoming PCA Meeting: (please highlight one) **YES** **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

**Action Item(s):**

# PAMCD

Date: 9/22/23

Division/Branch/Position: PAMCD

Chair Person Name: Leslie Cogorno

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

YES NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)

YES NO

If attending via conference call, please provide phone number:

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Updates:

- Meet & Greet meeting- Sep 19th.
- Will schedule free seminars monthly or bimonthly (working on a schedule)
- Awarding scholarship for three members.
- Committee Election will be decided on Nov 1 (President-elect, secretary, treasurer, student representative).
- Membership increased (50 to 54 members).

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES NO

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Discussion Item(s):**

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Action Item for Upcoming PCA Meeting: (please highlight one) YES NO

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

**Action Item(s):**

# PASGW

Date: 9/29/2023

Division/Branch/Position: PASGW

Chair Person Name: Jennifer Williams

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

**YES** NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)

YES **NO**

If attending via conference call, please provide phone number:

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Updates:

- PASGW's Virtual Grad Student Support Group will begin meeting the 1st and 3<sup>rd</sup> Thursdays and has continued interest from grad students across the state! Please spread the word to grad students in your life.
- PASGW's webinar series kicked off on Friday 9/30/23 and will occur regularly so be on the lookout for upcoming opportunities to attend OR present!

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Discussion Item(s):**

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Action Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

**Action Item(s):**

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# PASERVIC

Date: October 20, 2023

Division/Branch/Position: PASERVIC

Chair Person Name: Lewis Johnson

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

**YES** NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)

YES **NO**

If attending via conference call, please provide phone number:

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

**Updates:**

- Our first **Grounding Support Group (GSG)** of the 2023-2024 year had a total of 4 attendees. The group is offered online via Zoom on the third Friday of each month for PCA members and non-members (free for PASERVIC members and a small fee for non-PASERVIC members). The remaining dates for the year are Fridays from 9:00 AM-9:55 AM on the following dates:
  - **2023:** 11/17 and 12/15
  - **2024:** 1/19/, 2/16, 3/15, 4/19, and 5/17
- The presentations for the **PASERVIC workshop track** are almost finalized. This year's conference attendees will be able to choose if they would like their conference experience focused on religion, spirituality, and ethics.
- The PASERVIC board continues to revise the structure and membership of the division, which includes streamlining internal policies, advancing our social media presence, and providing more networking/support opportunities. We have a few endeavors we hope to bring to the PASERVIC community and PCA at large in the first quarter of 2024. The hope is to provide more information on these endeavors during the next PCA board meeting.

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES** NO

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Discussion Item(s):**

- Over the years, how have other divisions handled payments for events? Venmo? PayPal? Etc.? Do other divisions have a treasurer?



- Has there been any consideration of PCA website update to allow divisions to manage their content and receive payment for their events through their specific division page? Potential PayPal integration? Currently, our membership chair receives payment for the GSG and annual webinar through his Venmo account, and then he sends a check to PCA.

Action Item for Upcoming PCA Meeting: (please highlight one)   YES   **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

**Action Item(s):**

- N/A

# PAMGCA

Date: October 22, 2023

Division/Branch/Position: PMGCA

Chair Person Name: Michelle Steimer

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

**YES** **NO**

Attending the Upcoming PCA Meeting via phone: (please highlight one)

**YES** **NO**

If attending via conference call, please provide phone number: 412-722-7602

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

**Updates:**

- Election for new President is underway. Only one person has self-nominated. Election closing. Change in November 2023.
- The quarterly update and advocacy newsletter was sent in June with next due to be disseminated in November 2023.
- Continue to Coordinate with state prison system to market membership to PCA as a resource for government counselors working in state corrections. These counselors often work with limited supervision and a poor support network.
- Prepared handouts, basket, and advocacy and educational materials for PCA Conference.
- Increased recruiting efforts with assistance of graduate liaison.

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES** **NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Discussion Item(s):**

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Action Item for Upcoming PCA Meeting: (please highlight one) **YES** **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

**Action Item(s):**

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# PCCA

Date: 10/15/23

Division/Branch/Position: PCCA

Chair Person Name: Ken Messina

If chair is not attending, please indicate name of designee: We are currently determining who will attend as chair has recently transitioned

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

**YES NO**

Attending the Upcoming PCA Meeting via phone: (please highlight one)

**YES NO**

If attending via conference call, please provide phone number:

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Updates:

- Dr. Jody Vernam is the new PCCA president following Dr. Wright's resignation.
- Dr. Ken Messina will return to past-president role as he was filling the role of PCCA president until a replacement was found.

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Discussion Item(s):**

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Action Item for Upcoming PCA Meeting: (please highlight one) **YES NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

**Action Item(s):**

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**PS-SAIGE**

*No report submitted*

# ARCHIVES

Date: 10/9/2023

Division/Branch/Position: Archives Chair

Chair Person Name: Deborah Duenyas

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

**YES** **NO**

Attending the Upcoming PCA Meeting via phone: (please highlight one)

**YES** **NO**

If attending via conference call, please provide phone number:

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

**Updates:**

- Continued correspondence with Kutztown University archives liaison, Sue Czerny, regarding online database.
- Organized archival data (i.e., board minutes, agendas, government relations newsletter) into digital folders.
- Current progress can be found on Research Commons platform:

<https://research.library.kutztown.edu/pcaarchives/>

- Uploaded PCA documents to the Research Commons platform.

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES** **NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Discussion Item(s):**

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Action Item for Upcoming PCA Meeting: (please highlight one) **YES** **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

**Action Item(s):**

# AWARDS

Date: 9/18/2023

Division/Branch/Position: Awards Committee Chair

Chair Person Name: Abra Kuniak

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

**YES** **NO**

Attending the Upcoming PCA Meeting via phone: (please highlight one)

**YES** **NO**

If attending via conference call, please provide phone number:

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

**Updates:**

- Lisa Corbin stepped down from the Awards Committee Chair position and Abra Kuniak has stepped in.
- Plaques for the awards were ordered through Lazer Graphics for \$384.72 in September 2023. Last year the plaques cost \$913.93, so PCA saved \$529.21 returning to a known vendor. We also ordered two extra plaques last year and are going back to the 9 from previous years, which include the President's Award and the 8 PCA awards.
- The presentation and awards are ready for the awards ceremony. We were able to receive many nominees and all 8 awards will be presented.
- This year the Awards Committee started sending letters to those that are nominated even though they are not receiving an award, so that they can have this for their records. This was not done in previous years, so there are times that a person did not know they were nominated. The language focuses on it being a competitive year and thanking them for their dedication to the field.

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES** **NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Discussion Item(s):**

- Adding more information to improve the application. (ie counseling program contact person/program director). Does anyone see an issue for adding information to improve clarity in the application process?
- Considering areas that are ongoing limitations - PCA member numbers are not always known, and support letters can be a challenge to obtain. Limitations can lead to less nominations. PCA membership

can be verified prior to the award selection process for all candidates. What is the history of these items? Are there any other limitations for discussion?

Action Item for Upcoming PCA Meeting: (please highlight one)   YES   **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

**Action Item(s):**

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# BUDGET & FINANCE

Date: October 20, 2023

Division/Branch/Position: Budget and Finance

Chair Person Name: Derek J. Parker

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

**YES** NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)

YES **NO**

If attending via conference call, please provide phone number:

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Updates:

- Submitted 2021/2022 990 to the IRS
- Worked with the Treasurer to submit paperwork for the 2022/2023 990
- Continued to work with the Treasurer to answer questions about the Treasurer position.

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Discussion Item(s):**

Action Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

**Action Item(s):**

# CARIA

Date: 9/27/2023

Division/Branch/Position: Committee for Anti-Racism and Inclusive Action

Chair Person Name: Christina Green and Anthony Vajda

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one) YES  
**NO**

Attending the Upcoming PCA Meeting via phone: (please highlight one)

NO **YES**

If attending via conference call, please provide phone number: 215-817-0281

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Discussion Item(s):**

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Action Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

**Action Item(s):**

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# CONFERENCE

Date: 10/20/23

Division/Branch/Position: Conference Committee – Programs and Logistics

Chair Person Name: Joe Charette, Derek Parker, Patricia Obilo-Azandegbe

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

**YES** NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)

YES **NO**

If attending via conference call, please provide phone number:

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Updates:

- Roughly 250 Attendees registered
- PS-SAIGE, PAMCD, PASERVIC training tracks as part of the conference
- 121 presentations, including posters going into the conference
- All conference merchandise has been purchased and delivered, with the exception of the tote bag at the time of this report (300 lanyards, 300 pens, 250 plastic badge holders, and 300 tote bags).
- 7 divisions RSVP'd for tables and raffle baskets (to be displayed during the networking event).

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Discussion Item(s):**

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Action Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

**Action Item(s):**

# ETHICS/BY-LAWS

Date: 10/20/2023

Division/Branch/Position: Ethics

Chair Person Name: Gregory Roth

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

YES NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)

YES NO

If attending via conference call, please provide phone number:

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Updates:

- PCA's Bylaws were resubmitted to ACA's ethic review board for reapproval

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES NO

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Discussion Item(s):**

- NA
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Action Item for Upcoming PCA Meeting: (please highlight one) YES NO

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

**Action Item(s):**

- NA
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# GOVT RELATIONS

Date: October 10, 2023

Division/Branch/Position: Government Relations Committee

Chair Person Name: Maddie Stevens, PhD, NCC

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

**YES** NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)

YES **NO**

If attending via conference call, please provide phone number:

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

**Updates:**

- Compact still at a stalemate because of DOJ pushback
  - PCA members report wanting to hear an update on where we are with the Compact
- Looking to host 2024 Advocacy Day in-person in Harrisburg before PCA 2024 – Pres-elect shared he would work to host the conference there in 2024
- GRC Needs Surveys are effective in touching base with PCA members!
  - Respondents want master's stipends for internships always
- GRC will table on Friday and Saturday at PCA 2023
  - Will promote three issues via hard copy letters and email letters to send to PA legislators
  - Idea is to implore legislators to work with Rep. Jen O'Mara and Sen. Lisa Boscola to re-introduce Compact legislation in 2024 and to work with relevant PA Gen Assembly committees and PA Congresspeople to lobby DOJ to change their stance on the FBI background checks
- Also will lead education session on Saturday of conference regarding professional advocacy
- Added link to GRC webpage to Google Sheet with Legislative Tracker
- Hoping to host townhalls every other month where we can meet with PCA members who have questions about current legislation and take updates from them about outreach they've done to their legislators
  - Idea is to provide certificates to all PCA members who prove they've engaged in any level of advocacy and post this celebration on social media to recognize our PCA advocates
- Will plan another CE event in early 2024
- GRC reaching out to CE programs across PA to offer our presentation services to master's and doctoral courses
- In process of developing relationships with Governor's office and relevant committees

Discussion Item for Upcoming PCA Meeting: (please highlight one)   YES   **NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Discussion Item(s):**

- Harrisburg conference site for 2024
- We need to hire a lobbyist. We're struggling to make any real headway with corresponding with assembly people.

Action Item for Upcoming PCA Meeting: (please highlight one)   YES   **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

**Action Item(s):**

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# GRADUATE STUDENT LIAISON

Date: November 3, 2023

Division/Branch/Position: Graduate Student Liaison

Chair Person Name: Ellen Wilson

If chair is not attending, please indicate name of designee: N/A

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

**YES** NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)

YES **NO**

If attending via conference call, please provide phone number:

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Updates:

- Met with Ashley and the conference team to discuss updates on conference planning, volunteer organization, and weekend details.
- Communicated Michael Stephens to discuss the distribution of tasks at the conference and the volunteer schedule.

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Discussion Item(s):**

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Action Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

**Action Item(s):**

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# JOURNAL

Date: October 16, 2023

Division/Branch/Position: JPCA Editor

Chair Person Name: Holly Branthoover

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

**YES** NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)

**YES** NO

If attending via conference call, please provide phone number:

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

**Updates:**

- Currently, the Fall 2023 issue is in review for publication. There are four articles accepted. The goal is to have the fall issue disseminated before the conference. It is in formatting with Devon, the Associate editor now and due back to me for final review Friday 10/20.
- There were four articles that were also considered for the Fall 2023 issue. Two were rejected, one is in revise/resubmit due back in November to be considered for spring. One was given a major revision status and the authors have indicated an intention to resubmit after addressing editorial comments.
- Since the last meeting, there are no new submitted manuscripts.
- JPCA will host an exhibit table for the fall PCA conference. Angie and I have requested reviewers to help staff the booth. Our plan is to have author guidelines, reviewer guidelines, and current journal available at the table. We hope to solicit more journal submissions and reviewers.
- Angie and I will an editorial board meeting/update/training. It will be held Friday, November 3, 2024, at 4:30PM. Angie has contacted editorial board members for RSVPs on attendance. We will be using zoom to include members who are not attending the conference.
- My GA, Rachael, worked with Steve to have two author interviews for the PCA website. August 14 and September 11 posts were successful. We plan to have one per month. We have also considered highlighting review board members, too, if needed.
- The Crossref application is stalled due to technical issues with the website. I would like to discuss this at the meeting for trouble shooting.

Discussion Item for Upcoming PCA Meeting: (please highlight one) **YES** NO



If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Discussion Item(s):**

- Cross ref website issues

Action Item for Upcoming PCA Meeting: (please highlight one) YES NO

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

**Action Item(s):**

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# MARKETING & OUTREACH

Date: 9/20/2023

Division/Branch/Position: Marketing and Outreach

Chair Person Name: Steve Kuniak

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)  
NO

YES

Attending the Upcoming PCA Meeting via phone: (please highlight one)

YES NO

If attending via conference call, please provide phone number: Zoom link

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

- PCA Conference 2023 sponsors and exhibitors have exceeded original expectations. At the time of this writing (9/26/2023) the total of committed funds is \$2650
- Invitations for PCA board to enter Discord server will have been launched by 10/2/2023. Plan will be for all members to be invited to enter by November.
- Journal and Government Relations content continues to be provided and posted.
- Instagram account continues to have the highest engagement, though content on all platforms remains active.
- PCA online store is created. A higher resolution PCA image is needed in order to create printable merchandise. A graphic artist has been contacted to attempt to recreate the logo in higher resolution.

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES NO

Action Item for Upcoming PCA Meeting: (please highlight one) YES NO

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

# **MEMBERSHIP**

*No report submitted*

# NOMINATIONS & ELECTIONS

Date: 09/19/23

Division/Branch/Position: Chair, Nominations and Elections

Chair Person Name: Samantha Urbanick

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

**YES** NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)

YES **NO**

If attending via conference call, please provide phone number:

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Updates:

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Discussion Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Discussion Item(s):**

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Action Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

**Action Item(s):**

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# POLICIES & PROCEDURES

Date: November, 2023

Division/Branch/Position: Policy and Procedures

Chair Person Name: Joe Behun

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)  
NO

YES

Attending the Upcoming PCA Meeting via phone: (please highlight one)  
YES NO

If attending via conference call, please provide phone number:

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES NO

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

## **Discussion Item(s):**

- How often should a PCA member or institution be able to receive the same award?

Action Item for Upcoming PCA Meeting: (please highlight one) YES

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

**Action Item(s):** Highlighted text indicated the addition of new language.

## 2. PCA Awards Submission and Review Procedures

### a. Double-Blind Reviews

i. Each award nomination is reviewed by reviewers using a double-blind approach. At least two reviewers review all nominations for an award unless there is only one nomination for an award. Reviewers complete the award specific rubric and rank order the nominations.

ii. Award chair (co-chairs) evaluate the rubrics from the reviewers and bring the names of the award winners to the PCA president who confers all winners.

#### b. Conflicts of Interest

i. A conflict of interest is considered to occur when a PCA Awards Committee Chair or reviewer receives a submission by one's own institution, agency, or place of employment or by individuals who are friends, family members, partners, or colleagues.

ii. If a PCA Awards Committee Chair receives an award submission that is considered a conflict of interest, the chair must immediately recuse themselves for that entire awards cycle.

1. In the event that the PCA Awards Committee Chair must be recused, the PCA President will be responsible for appointing a replacement chair.

iii. Reviewers who have been nominated for an award category, are a nominee for an award category, or otherwise have been involved in the submission to a particular award category will be considered ineligible to review for that particular awards category due to a conflict of interest.

1. Reviewers are not considered to have a conflict of interest in award categories to which they are not directly related.

#### c. Lack of Mandate

i. If no submission in a given category meets the criteria or is not representative of the expectations of the PCA awards program, then the reviewer must indicate such concern to the PCA Awards Committee Chair.

ii. In the case that there is a lack of mandate in any awards category, the recommendation of the PCA Committee Chair to the PCA President should be that no recipients be named, and no awards given that particular awards category.

iii. The PCA President shall be the final determining factor in accepting or declining the recommendation of the PCA Awards Committee Chair.

#### d. Confidential Communications with Nominators and Nominees

i. Submissions for review are considered confidential. Reviewers may not, at any time, discuss or disclose any confidential information contained in a submission package with nominators, nominees, or any other individual.

ii. All contact and communications with nominators, nominees, or any other inquiring individual concerning the submission or status of an award will be made only by the PCA Award Committee Chair, PCA President, or an explicitly appointed designee of the PCA President.

#### 3. PCA Awards Timeline

a. The following timeline is designed around the annual conference and each step in the timeline will be days before the conference takes place:

- i. 8 Months before PCA Conference - Call for Awards is distributed by email, social media, and posted on PCA Website. Reminders go out every 3-4 weeks. After the initial call for awards, occasional reminders should be sent.
- ii. 6 Months before PCA Conference - Deadline for nomination submissions. Reviewers score applications.
  - i. June board meeting- Nominations are confirmed by the board. Awards chair/co-chairs contact recipients and gain approval and preferred name and title information for plaque.
  - iii. 3 Months before PCA Conference- Awards chair/co-chairs submit award plaque order.
  - iv. 2 Months before Prior to the PCA Conference- Awards chair/co-chairs create PowerPoint for Awards ceremony.

#### 4. PCA Awards

- b. PCA Lifetime Achievement Award: Awarded to a PCA member who is a Commonwealth of Pennsylvania resident and who has demonstrated outstanding dedication, service, and/or achievement in professional counseling. A PCA member can only receive this award once.

# PROFESSIONAL DEVELOPMENT

Date: October 19 2023

Division/Branch/Position: Professional Development

Chair Person Name: Joy Gray & Sarah Dalton

If chair is not attending, please indicate name of designee:

Attending the Upcoming PCA Meeting in person (at the designated location): (please highlight one)

**YES** NO

Attending the Upcoming PCA Meeting via phone: (please highlight one)

YES **NO**

If attending via conference call, please provide phone number:

**Report:** This report will be shared with PCA, approved without objection, and archived. It should contain as much detail as necessary to inform its audience of all activities, goals, and/or announcements specific to each group. This report should contain information that does not need further discussion and does not require board support or approval.

Updates:

- Attended conference planning meeting on 8/30/2023.
- Lead presenter CVs for sessions at conference checked for NBCC requirements.
- Connected with PASGW, provided information regarding CE sponsorship for future potential webinar events in the new year.

Discussion Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

If you highlighted yes, please describe discussion item(s) below. A discussion item is anything of which group discussion would be beneficial but does not require board approval.

**Discussion Item(s):**

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Action Item for Upcoming PCA Meeting: (please highlight one) YES **NO**

If you highlighted yes, please describe action item(s) below. An action item is anything that requires board support or approval and will be placed on the meeting agenda.

**Action Item(s):**

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