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"Strategic Planning - A Work In Progress"

Jennifer Lunde, NDCA President

It is the end of July and I have made several stops in my office over the summer but now it is time to get serious about preparing for the upcoming school year. Our NDCA Board has also been busy preparing for our upcoming year and helping our association move forward with change and hopefully improvements for your association to better serve you. In early July we met on the beautiful campus of Valley City State University, where our board met on usual business items but also attacked our strategic plan. Our strategic plan covers four essential areas including Professional Development, Technology, Leadership/Officer Training, and Education/Advocacy. Please be on the lookout in October for a Google Docs survey regarding how our association can better meet the needs of our membership. Aside from valuable information for our board to fine tune our strategic plan, with your participation your name will be included in a drawing for FREE REGISTRATION at our 2014 NDCA Mid-Winter Conference. Our intention is to distribute the survey via email, but if we are unable to reach you by email a link will be available at our website www.ndcounseling.org. Strategic plans are a work in progress with long and short term goals and we will be relying on our membership's input, so please take time to fill out the survey. After our results are tabulated, the NDCA Executive Board with input from the Strategic Planning Committees will fine tune our strategic plan and present it to our board and membership at our board meeting and general business meeting in February. With our

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leadership working closely with our membership exciting changes in professional development, technology, leadership, and education/advocacy are sure to occur. Enjoy the rest of your summer and we look forward to hearing from you in October!

DIDYOUKNOW...NDCA has monies available to promote counseling in your respective divisions? Take the time to read over the Divisional Grant Policies and brainstorm how your division can provide workshops, advertising, advocacy, etc.

DIVISIONAL GRANT POLICIES

1. The grants can be used for all types of purposes – from legislative actions, workshop speakers, marketing, scholarships, training - - grants may be used at the discretion of the divisions but must enhance and promote the field of counseling.
2. Division grant requests must be submitted to the NDCA Board in writing. There are two deadline dates: January 15 and June 15. The appropriate submission form can be obtained from the Executive Director or found on the NDCA web page.
3. The NDCA Board will review requests and is the determining entity for allocation of grant funds.
4. Grants can be awarded for up to a maximum of \$2,000 per year and may be considered for partial funding two years in a row.
5. Grant award amounts are contingent on the availability of funds.
6. If two or more divisions submit grant requests, the NDCA Board will determine if one grant or

partial grants will be awarded to more than one division.

7. Divisions may submit annual grant requests but priority will be given to divisions that did not receive a grant the previous year.
8. NDCA will be listed as a co-sponsor or contributor for any programs or activities that a division grant sponsors.
9. The division(s) receiving the grant must provide a written report/evaluation to the NDCA Board within 6 months of completion of project. The division is also to submit an article to the FOCUS talking about their project.
10. While the money is considered a grant, financially successful programs or activities for divisions may wish to return the amount or partial amount of the grant to further support future grant requests.

Please see Grant Request Form on Page 3

North Dakota's Oil Boom

North Dakota's oil boom and strong economy has created rapid growth and a wealth of jobs in our state. It has also resulted in workforce shortages in some areas. SkillBuildND is a new program funded by the US Department of Labor to help prepare eligible participants for jobs in North Dakota's growing oil industry and building trades – areas in which activity is expected to continue for years to come. SkillBuildND provides financial assistance to unemployed, underemployed and dislocated workers with

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NDCA DIVISIONAL GRANT REQUEST

Division Submitting Request _____ Date _____

Person Submitting Grant Request _____

Address _____

Phone # _____ Email _____

Requested Amount _____

Purpose of the Grant is for . . .

Estimated Budget for the Project:

Income

Expenses

Within 6 months following the completion of the project – a written report is to be submitted with the actual budget (income and expenses) and the results of the project.

Board Action: Approve _____ (Dollar Amount) Denied _____ Date _____

Check # _____ Date _____

Ethics Corner

In light of several professional counselors reaching and/or considering retirement I am including some information about a needed “Transfer Plan” for incapacitation or termination of practice. Information included in this article is reprinted with permission from ACA.

Standard C.2.h. Counselor Incapacitation or Termination of Practice

When counselors leave a practice, they follow a prepared plan for transfer of clients and files. Counselors prepare and disseminate to an identified colleague or “records custodian” a plan for the transfer of clients and files in the case of their incapacitation, death, or termination of practice.

Recognizing the importance of educating practitioners on the need to plan ahead for the day their practice ends; the ethics code revisions were offered in the spirit of preventing a sense of abandonment, protecting client welfare and preserving confidentiality as best as possible. This approach is proactive/educational approach rather than a punitive approach to termination of practice due to a counselor leaving their practice, becoming incapacitated or even death of the counselor. A transfer plan is all about preparing counselors to address unforeseen circumstances in a way that best serves their clients.

Even beginning counselors need to have a transfer plan. Having a transfer plan in place ensures that clients have access to both counseling and their records during a period of incapacitation.

In the event of a lack of a Transfer Plan; clients are at risk of being harmed while they are in the midst of counseling and are in need of continued treatment. A counselor without a transfer plan

adds to that trauma, stress, and anxiety by the lack of a referral process.

We have an ethical responsibility to not abandon our clients. We can best meet this responsibility by including information in our informed consent materials. *Standard A.2.b* of the revised ethical code notes that the informed consent process should include information about the continuation of services upon the incapacitation or death of the counselor. Clients ought to be given the plan in writing so that they know whom to contact if the counselor suddenly becomes unavailable. The Transfer Plan includes information of what clients should do to access their records and facilitate continued services if the counselor becomes inaccessible through death, disability, retirement, or change of location. If you retain your records after you retire, clients need to know how to reach you if they need their records. Even after retirement, you do need to designate a custodian in the event you die or become incapacitated.

Ideally the best option for choosing a custodian for records is another mental health professional. By identifying a professional counselor or other mental health professional addresses the need for confidentiality. *Standard B.6.h* states that “Counselors take reasonable precautions to protect client confidentiality in the event of the counselor’s termination of practice, incapacity or death.”

*Erin Klingenberg, PhD; LPCC; NCC
NDCA Ethics Chair*

Recognizing Excellence

Is there someone you would like to recognize for their techniques, ideas, or actions? Please nominate them for a NDCA award! We love to present awards to those who excel in their field.

The outline and the submission forms for the awards listed below are located on our webpage: www.ndcounseling.org under Awards.

Glenn Dolan Award – An individual who has demonstrated able leadership, excellent rapport and service to the community, outstanding contributions to their organization

Innovations Award – An individual who has made innovative contributions in research or published articles in the field of counseling

Friend of Counseling Award – An individual who has demonstrated support for counseling in the state of North Dakota through his/her profession

Outstanding New Professional Award – An individual who has developed an outstanding program and demonstrates exceptional interpersonal skills

Member Emeritus Award – for NDCA members who have retired

Please submit award nominations by December 30, 2013 to: Rebecca Porter, Minot State University, Registrar's Office, 500 University Ave W, Minot, ND 58707 or Fax: 701-858-3386 or Email: rebecca.porter@minotstateu.edu

Rebecca Porter

ACA Institute for Leadership Training

The American Counseling Association held its annual Institute for Leadership Training (ILT) in Washington, D.C. July 24-27. The North Dakota Counseling Association Board decided to send both Jason Marotzke (President-Elect-Elect) and myself (President-Elect) to the ILT this year to give our leadership a good jump-start, so off we went!

The Leadership Training began Wednesday with a keynote presentation by Sherene McHenry. Many of you will remember her from a few years ago when she was our keynote speaker at the Midwinter Conference. She was inspirational as always! She also presented an educational session that afternoon on how to turn a good meeting into a great meeting, which provided a plethora of helpful tips.

Thursday was our "Day on the Hill" in which we spread our "advocacy wings". We met with Senator Heitkamp and her staffer and representatives from Senator Hoeven and Congressman Cramer's offices. We asked that they consider supporting legislation on Medicare reimbursement for counselors, encouraging the VA to open up their jobs to counselors, and providing funding for school counselors. The response was positive and I feel hopeful that our time was well spent.

All day Friday and Saturday morning was spent in educational sessions learning about growing our membership, finding and educating emerging leaders, incorporating social media into our organization, and developing our leadership skills. We also were able to nurture our relationships with other states and within our own Midwest Region through networking.

This year's Institute for Leadership Training was an invaluable experience we will not soon forget. I plan to bring the skills and experiences I learned back to help NDCA flourish as we move forward. Thank you for this wonderful opportunity.

Anna Thompson

2014 Mid-Winter Conference Updates!

Fall is almost here...and that means our **2014 Midwinter Conference** is just around the corner. I wanted to remind you all of the changes we are making to our conference, "**Moving Forward: Heal, Adapt, Grow**". First, we pushed the conference back a weekend to accommodate requests to have it a different weekend than the Super Bowl. Therefore, the dates to remember for the Midwinter Conference are **February 9-11, 2014**. Secondly, we decided to change location and so the **Radisson Hotel** in Bismarck will be hosting our conference. Please take a look at the full page of information provided on the **Radisson Hotel** in this issue of the FOCUS. With all the growth downtown, we are looking forward to seeing what's fresh and new!

My vision for next year's Midwinter Conference "**Moving Forward: Heal, Adapt, Grow**" is for it to be a time of renewal through learning and connections with fellow helping professionals. Our keynote speaker, **Dr. Robert Wicks**, will get us going in the right direction with his inspirational message on maintaining a healthy perspective. Dr. Wicks is a renowned speaker, author, and clinician. He has worked in the field of psychology for more than 30 years and is currently a professor at Loyola University Maryland. Dr. Wicks spends much of his time traveling the world speaking to leaders, nurses, psychologists, doctors, and counselors on how to take care of themselves so they can take care of others. He has written 11 books, two of which focus on resilience in counselors: "The Inner Life of the Counselor" and "The Resilient Clinician."

Our closing speaker is one that many of you are familiar with from his presentation "Reading the Tells" at the 2013 Midwinter Conference: **Jerry Balistreri**. Jerry comes to us all the way

from Alaska. Mr. Balistreri is a Certified Trainer, Speaker, and Author. He is going to speaking to our group on how to "Be a Kam." Kam is short for the name of a HS teacher that had a profound influence on the life of a troubled teen. The teen was incarcerated, institutionalized, and lead a life belief the world owed him. Through the help of Kam the individual today has a successful career, is spiritually grounded, a loving family, and wealth beyond measure. It is sure to be an inspiration message we won't soon forget! And don't worry...Jerry has also agreed to do his breakout session on "Reading the Tells" for us again as well.

You all have something wonderful to offer and share with your fellow counselors. Please consider presenting at a breakout session during the **2014 Midwinter Conference**. You can download the 2014 Call for Programs form on NDCA's website: www.ndcounseling.org. Together we can **Heal, Adapt, and Grow!**

Anna Thompson

ND Oil Boom... Continued from page 2

priority given to both veterans and Native Americans. Financial assistance may include tuition, books, fees and required training tools. If training is not needed, financial support may be available to help eligible individuals find employment or to relocate for a job within North Dakota. For more information or to apply, contact the closest local Job Service North Dakota.

DJ McIntyre

AT WORK, AT EASE, WE MAKE YOUR STAY A SUCCESS

Radisson Hotel Bismarck 6th & Broadway Bismarck, North Dakota

Located in the heart of downtown, the Radisson Hotel Bismarck is in easy reach of the city's financial and medical districts. Ideal for corporate travel, affordable group meetings and leisure stays, our Bismarck hotel features high-speed Internet, an indoor pool, complimentary airport shuttle service, on-site dining and meeting facilities.

Our hotel in Bismarck provides our guests with several means of rest and relaxation. During your stay, enjoy our refreshing indoor pool, whirlpool and exercise room, as well as our spa and complimentary airport shuttle. Our superior amenities set the Radisson apart from other Bismarck hotels.

Meetings and Events:

If you are searching for Bismarck, ND hotels with event facilities, choose the Radisson. We feature 12,000 square feet of flexible meeting and banquet space. Meeting space at our hotel in Bismarck is equipped with high-speed Internet, catering services and all the amenities you need to ensure a successful event.

Services and Amenities:

If you're traveling on business, you're sure to appreciate our high-speed Internet access and meeting facilities. For guests that need to relax and unwind, we also feature an indoor pool and whirlpool, as well as an on-site beauty and tanning salon. At the Radisson, our quality amenities and commitment to guest satisfaction allow you to have an enjoyable, stress-free stay.

- 12,000 square feet of meeting and banquet space
- Airport shuttle service - complimentary
- Audio/visual equipment available on site
- Accessible and non-smoking guest rooms available
- High-speed Internet in lobby, all guest rooms and meeting rooms
- Indoor pool, whirlpool and Fitness Center
- In-house beauty and tanning salon
- Pet friendly rooms available
- Terrace Restaurant
- Complimentary valet or self-parking in a covered garage or outside

Guest Rooms & Executive Rooms:

Whether you are traveling on business or leisure, our guest rooms are sure to make you feel comfortable, at home and at ease. Each guest room at the Radisson features a variety of amenities to ensure that you enjoy a relaxing stay.

- 215 rooms
- Hair dryer
- Accessible rooms available
- High-speed wired and wireless Internet access
- In-room coffee
- Iron/ironing board
- Sleep Number® beds available
- Voicemail
- Work desk

Business Class rooms feature these additional amenities:

- Refrigerator and microwave
- Safe
- Complimentary breakfast



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