

**BOARD OF LICENSED SOCIAL WORKERS
MEETING MINUTES
July 29, 2011**

The Board of Licensed Social Workers met on July 29, 2011 at the office of the Board of Medical Licensure and Supervision, 101 Northeast 51st Street, Oklahoma City, Oklahoma. The meeting was held in accordance with the Administrative Procedures Act and Open Meeting Act of Oklahoma.

Members Present:

Joy Leuthard, LSWA, Board Chair
Larry Cassil, Jr., Esq., Vice Chair
Robert Lee, LCSW, Secretary
Antoinette Lempicki, LSW
Sarah Schulz, NASW President

Members Absent:

Kelly Harmon (joined meeting at 11:00am)

Also Present:

Karl Kramer, AAG
James Marks, Executive Director
Laura Maguire, Administrative Assistant

After roll call and noting that a quorum was present, Ms. Leuthard, Board Chair, called the meeting to order at 10:08 A.M.

The minutes from the May 27, 2011 meeting were reviewed. Mr. Lee moved to approve the minutes. Ms. Schulz seconded the motion and the vote was as follows:

Joy Leuthard	Yes
Robert Lee	Yes
Larry Cassil	Abstain
Toni Lempicki	Abstain
Sarah Schulz	Yes

Laura Swingle, from the Office of State Finance, appeared before the Board to present the Office of the Oklahoma State Board of Licensed Social Workers' financial report. Handouts were provided to each Board member for review. Ms. Swingle provided a summary of receipts and disbursements, expenditures, and outstanding encumbrances. Mr. Cassil moved to approve the financial report. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Christopher Landers appeared before the Board requesting Board approval to reinstate clinical licensure. After discussion with Mr. Landers and reviewing of documentation, Mr. Cassil moved to approve Mr. Landers to reapply for the LCSW. The Board further moved that Mr. Landers be issued a provisional license. The Board further moved to require him to re-test for the clinical exam. Ms. Schulz seconded the motion and the vote was as follows:

Joy Leuthard	Yes
Robert Lee	Abstain
Larry Cassil	Yes

Toni Lempicki No
Sarah Schulz Yes

Lee Ellen Patterson appeared before the Board requesting Board approval to reinstate clinical licensure. Her license lapsed at the end of the 2010 year. The Board noted that Ms. Patterson does hold a current clinical license in another state. After further discussion with Ms. Patterson and reviewing documentation, Mr. Cassil moved to allow Ms. Patterson to pay the applicable fees for Oklahoma licensure renewal for the 2011 year. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Alexis Mayfield (Webb) came before the Board requesting Board approval to reinstate clinical licensure. After discussion with Ms. Mayfield and reviewing of documentation, Mr. Lee moved to approve Ms. Mayfield to reapply for the LCSW license. Mr. Lee further moved that upon approval of the application, Ms. Mayfield will be issued a provisional license, and will be required to sit for the clinical exam. Mr. Cassil recommended Ms. Mayfield include treatment reports from her physician be included as part of her application. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative. The Board commended Ms. Mayfield for her efforts.

Ms. Harmon entered the meeting at 11:00am.

Ms. Harmon presented her applications.

Ms. Harmon moved to approve the following for LMSW, issue provisional:

**Virginia Arnold
Shelly Blunk
Jessica Conway
Joyce Cummins
Kylee Fick
Rachel Howard
DeAnna Morton
Jessica Powell
Della Shrum**

Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Harmon moved to approve the following for LMSW:

**April Brooks
Cheryl Broome
Shalonda Brown
Jada Gardner
Kathleen Morris**

Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Tanja Dougherty appeared before the Board requesting Board approval to reinstate clinical licensure. After a lengthy discussion, Mr. Lee moved to approve Ms. Dougherty to reapply for the LCSW license. Mr. Lee further moved that upon approval of the application, Ms. Dougherty will be issued a

provisional license, and will be required to sit for the clinical exam. Ms. Harmon seconded the motion and the vote was as follows:

Robert Lee	Yes
Kelly Harmon	Yes
Larry Cassil	No
Toni Lempicki	No
Joy Leuthard	No
Sarah Schulz	No

Mr. Cassil moved to accept Ms. Dougherty's request based on submission of information needed once the tax hold was cleared. There was no second. The motion died.

After further discussion, Mr. Lee resubmitted his original motion. Mr. Cassil seconded the motion and the vote was as follows:

Robert Lee	Yes
Kelly Harmon	Yes
Larry Cassil	Yes
Toni Lempicki	No
Joy Leuthard	Yes
Sarah Schulz	Yes

Ms. Leuthard reminded Ms. Dougherty that currently, she does not hold a license. She explained the application process and emphasized that Ms. Dougherty will have to take the exam and pass it within one year of the issuance of a provisional license.

Angela Gilbreath came before the Board with her supervisor, John Eckenberger, requesting approval of supervision hours accumulated since the date of her original contract (11/11/07). The Board office has no record of receiving any supervision paperwork after the initial supervision contract was approved. After discussion and reviewing documentation provided by Ms. Gilbreath, the Board agreed to table the discussion with Ms. Gilbreath while the Board staff attempted to verify that Ms. Gilbreath's evaluations are not filed under a different name.

Martha Bolton appeared before the Board requesting permission to provide supervision via SKYPE for three supervisees for a total of seven weeks beginning August 9, 2011 while visiting Karachi, Pakistan. Ms. Bolton will be supervising from a private location for confidentiality purposes. Mr. Lee moved to allow Ms. Bolton to provide supervision via SKYPE, provided she follows confidentiality guidelines. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Kathy Ridgway appeared before the Board for an informal interview regarding complaint numbers 2011-08 and 2011-09. Mr. Kramer presented the case. Ms. Ridgway's provisional license expired 1/22/2011. On 1/28/2011, she was approved by the Board and given permission to sit for the exam. The exam ID will expire on 1/28/2012. After some discussion with Ms. Ridgway, Mr. Lee moved to enter into Executive Session. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Mr. Cassil moved to come out of Executive Session. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to allow Ms. Ridgway to move forward with her existing application for clinical licensure. Upon successful completion (passing score) of the clinical exam offered through the ASWB, Ms. Ridgway must appear before the Board before the actual license is granted. Ms. Harmon seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard explained the above motion and encouraged Ms. Ridgway to develop a plan to work on issues she is dealing with. The Board suggested counseling to address boundary issues (as Ms. Ridgway had volunteered earlier).

Angela Gilbreath came back before the Board. Mr. Marks stated that no additional records for Ms. Gilbreath were found at the Board office. Ms. Lempicki moved to allow Ms. Gilbreath to submit an application to the Board for review and approval at the September 30, 2011 Board meeting. Since the Board office cannot locate any of the supporting documentation completed during the supervisory process, Ms. Gilbreath will need to include as part of her application, any materials she has available that demonstrate successful completion of the supervisory process, e.g., general evaluations, clinical evaluations, supervision logs, supervisee evaluation of the supervisor form, termination of supervision form, any documentation from the supervisor illustrating that face-to-face supervision was completed, cancelled checks showing that supervision was paid for, etc. These materials must be included as part of the application to be reviewed by the Board. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

The case of **James Campbell** was called. Mr. Campbell and his attorney, George Miller, were both present. Karl Kramer, acting in prosecutor capacity, presented the case. A Consent Order was reviewed by the Board. Mr. Campbell accepted full responsibility for his actions. After some discussion, Mr. Cassil moved to accept the Consent Order as drafted. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Mr. Kramer presented the complaint log:

Complaint #2009-13 – As a result of an investigation, the Complaint Committee recommended that this complaint and the results of the investigation be reported to the appropriate criminal authorities. Mr. Lee moved to give the complaint and the results of the investigation to the appropriate criminal authorities. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Complaint #2011-02 – Investigation is still ongoing.

Complaint #2011-05 – Status is unchanged.

Complaint #2011-06 – Status is unchanged.

Complaint #2011-10 – In the process of trying to locate the licensee to serve a Cease and Desist Order.

Complaint #2011-11 – Currently under review by the Complaint Committee.

Mr. Kramer presented to the Board, for their approval, the promulgation of emergency rules amending Board rules for Title 675 of the Oklahoma Administrative Code. After the Board's reviewing of the proposed emergency rule changes, Ms. Lempicki moved to approve the emergency rules amending

Board rules in Chapters 1, 10, and 12, of Title 675. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki spoke to the Board regarding the issue on whether individuals under licensure supervision can make diagnosis' independently. After some discussion, Ms. Lempicki moved that a MSW under clinical supervision cannot make a diagnosis independently. It has to be cosigned by a licensed professional who holds a current license recognized to make a clinical diagnosis. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki felt this issue should be addressed at the supervisors' training course. She suggested including it in the permanent rules.

Kelly Harmon left the meeting left the meeting at 3:00pm.

The Board reviewed a contract with the Board of Medical Licensure for use of their Board room and investigative services. Mr. Lee moved to accept the contract with the Medical Licensure Board. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Mr. Marks presented an update on the Online Supervision Tool. Several changes are necessary to the existing tool in order to improve its' function. These changes will require an additional \$7,500.00 above the original project bid agreement. Mr. Cassil moved to approve the \$7,500.00 expenditure for the online supervision tool. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative. Ms. Lempicki was not present for the vote.

The Board discussed the process of how the Board wishes to address the performance appraisal of the Executive Director. Upon hiring Mr. Marks, the Board agreed that Mr. Marks' performance would be reviewed after the first six months. The Board agreed to draft a survey for Board members and, using the appraisal tool used by state agencies, the Chair will insert the information from the survey into the appraisal tool.

Mr. Cassil left the meeting at 3:45pm.

Applications for Licensure were presented. Ms. Lempicki moved to approve the following for LCSW, issue provisional:

Megan Field
Janice Hendryx

Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **Joy Friend** for LCSW, Exam ID only. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to table **Uganda Jones'** application for LCSW, Exam ID only, and request her to appear before the Board to provide additional information on a specific question regarding termination. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **Dorothy Springer** for LCSW, Exam ID only, contingent upon receipt of her job duties, titles, and dates of employment. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **Suzanne Fentress Hartness** for LCSW. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **Amy Rosenblatt** for LCSW, pending receipt of a clear background check. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Mr. Marks will send a letter to Ms. Rosenblatt questioning whether she can perform therapy via telephone.

Mr. Lee moved to approve the following for LCSW, issue provisional:

Christina Bonas
Pati Colston
Mark Davis, pending receipt of clear background check
Jamie DiPiazza-Rodriquez

Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Mr. Lee moved to approve **Brittany Orr** for LMSW, issue provisional. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Mr. Lee moved to approve **Nicole Kirkland** for LSW-Adm., issue provisional. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Mr. Lee moved to approve **Angela Bauer and Angela Dickson** for Clinical BAS. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Mr. Lee assumed Chair.

Ms. Leuthard moved to approve the following for LCSW, issue provisional:

Karlyn Holt
Dusti Johns
Eileen Lyon
Dana Munkirs

Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Ouida Woods-Moorehead** for LSW-Adm. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Holly Towers** for Clinical BAS. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Nancy Cheely** for LCSW, Exam ID only. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard resumed Chair.

Mr. Marks presented the Executive Director's report, offering updates on the following:

- Board Member Vacancies
- Agency Database
- Agency Five Year Strategic Plan: 2011 – 2015
- Agency Forms

Ms. Leuthard presented the Chair's report, offering updates on the following:

- ASWB meeting in November, 2011. Jennifer Hoffman requested restaurant recommendations and suggested activities for off-time during the meeting.

There being no further business, Ms. Schulz moved to adjourn. Mr. Lee seconded the motion and the vote was unanimous in the affirmative. Meeting was adjourned at 4:15 P.M.

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