

Minutes of the April 24, 2015
Special Meeting of the State Board of Behavioral Health Licensure
3815 N. Santa Fe, Ste. 110, Oklahoma City, OK, 73118 Room 116
Held at: 313 N.E. 21st Street, Oklahoma City, OK 73105

Open Meeting Act: Announcement of filing of meeting and posting agenda in Accordance with the Open Meeting Act. Announcement of the meeting was filed with the Secretary of State on March 3, 2015. The agenda was posted on April 22, 2015 on the front door of the Centennial Business Center.

Call to order: Roll call and announcement of quorum. Dr. Joanni Sailor called the State Board of Behavioral Health Licensure (BBHL) to order at 10:03 a.m. at the Office of the Attorney General at 313 N.E. 21st Street, Oklahoma City, OK, 73118. A quorum was met with the presence of Joanni Sailor, Lisa Deason, Janice Hiner, Carol Stevenson, Nisha Wilson, Thom Balmer, Amy Barnett, Debbie Moran, Kelly Collins, and Kimberly Cox. Also in attendance were Eric Ashmore, Executive Director, Kendale Williams, Administrative Assistant, Nikki Nickols, Assistant Attorney General, Steven Barker, Assistant Attorney General, and Grant Moak, Assistant Attorney General.

Introduction of Board Members. The Board members introduced themselves and announced which position on the Board they represent and gave brief descriptions of themselves.

Introduction of Board Advisor. Grant Moak introduced himself to the Board and gave a brief description of himself.

Recognition of Visitors. Debbie Spaeth, Glenda Huffnagel, and several students from the University of Central Oklahoma introduced themselves.

Steven Barker asked the Board to move item #7 to item #6.

Discussion and possible action regarding an Individual Proceeding for Complaint Number 14-LPC-43, State of Oklahoma, ex rel., State Board of Behavioral Health Licensure v. Vanita Matthews-Glover, LPC #2297. Possible vote to hold Executive Session pursuant to 25 O.S. §307(B)(8). Steven Barker was present as the Board's Prosecutor and Respondent Vanita Matthews-Glover was present with counsel, Malinda Matlock. Steven Barker introduced the Formal Complaint and Notice of Hearing filed with the agency on March 9, 2015, and the Stipulation of Facts and Law Not in Dispute which was agreed upon and signed by Steven Barker on behalf of the Board and Malinda Matlock on behalf of the Respondent. In the Stipulation of Facts and Law Not in Dispute, Respondent admitted to violating 86:11-3-3(e) of the Oklahoma Administrative Code and agreed that Title 59 O.S. §1912 et seq. governed the penalty aspect of this case. Steven Barker told the Board that the facts and the law involved were not in dispute and that the only issue before the Board was how the Respondent should be disciplined for this violation. Melinda Matlock provided the Respondent's positive professional history to the Board.

Kimberly Cox made a motion to enter into Executive Session. Thom Balmer - Second. Joanni Sailor - yay, Lisa Deason - yay, Janice Hiner - yay, Carol Stevenson - yay, Nisha Wilson - yay,

Thom Balmer - yay, Amy Barnett - yay, Debbie Moran - yay, Kelly Collins - yay, and Kimberly Cox - yay. Amy Barnett recused herself from the Executive Session.

Board exited Executive Session at 10:29 a.m.

Thom Balmer made a motion to exit Executive Session. Debbie Moran – Second. Joanni Sailor - yay, Lisa Deason- yay, Janice Hiner - yay, Carol Stevenson - yay, Nisha Wilson - yay, Thom Balmer - yay, Debbie Moran - yay, Kelly Collins - yay, and Kimberly Cox – yay.

Debbie Moran asked the Respondent if she self-reported the dual relationship. The Respondent stated she did not. Carol Stevenson asked the Respondent if she was a supervisor. The Respondent stated that she was a supervisor.

Thom Balmer made a motion to enter into Executive Session. Debbie Moran – Second. Joanni Sailor -yay, Lisa Deason- yay, Janice Hiner - yay, Carol Stevenson - yay, Nisha Wilson - yay, Thom Balmer - yay, Debbie Moran - yay, Kelly Collins - yay, and Kimberly Cox – yay.

Board exited Executive Session at 11:00 a.m.

Kelly Collins made a motion to exit Executive Session. Debbie Moran – Second. Joanni Sailor - yay, Lisa Deason- yay, Janice Hiner - yay, Carol Stevenson - yay, Nisha Wilson - yay, Thom Balmer - yay, Debbie Moran - yay, Kelly Collins - yay, and Kimberly Cox – yay.

Thom Balmer made a motion that Oklahoma Administrative Code (OAC) Title 86:10-3-3(e) was violated as set out in the Stipulation of Facts and Law Not in Dispute. Nisha Wilson – Second. Joanni Sailor -yay, Lisa Deason- yay, Janice Hiner - yay, Carol Stevenson - yay, Nisha Wilson - yay, Thom Balmer - yay, Debbie Moran - yay, Kelly Collins - yay, and Kimberly Cox – yay.

Kimberly Cox made a motion regarding complaint 14-LPC-43 to revoke Respondent's license. Debbie Moran – Second. Joanni Sailor -yay, Lisa Deason- yay, Janice Hiner - yay, Carol Stevenson - yay, Nisha Wilson - yay, Thom Balmer - yay, Debbie Moran - yay, Kelly Collins - yay, and Kimberly Cox – yay.

Discussion and possible action regarding an Individual Proceeding for Complaint Number 15-LPC-06, State of Oklahoma, ex rel., State Board of Behavioral Health Licensure v. Annie Gay King, LPC #4337. Possible vote to hold Executive Session pursuant to 25 O.S. §307(B)(8). Steven Barker was present as the Board's Prosecutor and Respondent Annie Gay King was present with counsel, Kimberly Stevens. Steven Barker introduced the Formal Complaint and Notice of Hearing filed with the Agency on March 10, 2015, and the Consent Order which was agreed upon and signed by Steven Barker on behalf of the Board and Kimberly Stevens on behalf of the Respondent. In the Consent Order, Respondent admitted to violating 59 O.S. § 1912(A)(3) and 56 O.S. §1005(A)(1) of the Oklahoma Administrative Code and agreed that Title 59 O.S. §1912 et seq. governed the penalty aspect of this case. Steven Barker stated the terms of the Consent Order, which included the following: voluntary resignation of license, agreement to not apply for licensure for at least five years, submission of twenty (20) hours of continuing education accrued within the previous calendar year if new application is made,

provision of documentation of sentencing by the Oklahoma District Court to new clients if new license is granted, and the Board's reservation of right to review future applications.

Thom Balmer made a motion to enter into Executive Session. Lisa Deason – Second. Joanni Sailor -yay, Lisa Deason- yay, Janice Hiner - yay, Carol Stevenson - yay, Nisha Wilson - yay, Thom Balmer - yay, Debbie Moran - yay, Kelly Collins - yay, and Kimberly Cox – yay. Amy Barnett recused herself from the Executive Session.

Board exited Executive Session at 11:11 a.m.

Debbie Moran made a motion to exit Executive Session. Lisa Deason – Second. Joanni Sailor - yay, Lisa Deason- yay, Janice Hiner - yay, Carol Stevenson - yay, Nisha Wilson - yay, Thom Balmer - yay, Debbie Moran - yay, Kelly Collins - yay, and Kimberly Cox – yay.

Kelly Collins made a motion to accept the Consent Order as presented. Debbie Moran amended the motion to include the voluntary surrender of the license. Kelly Collins adopted the amendment as part of her motion. Lisa Deason – Second. Joanni Sailor -yay, Lisa Deason- yay, Janice Hiner - yay, Carol Stevenson - yay, Nisha Wilson - yay, Thom Balmer - yay, Debbie Moran - yay, Kelly Collins - yay, and Kimberly Cox – yay.

Discussion and possible action regarding a Consent Order for Complaint Number 14-LMFT-28, State of Oklahoma, ex. rel., State Board of Behavioral Health Licensure v. Steve Yates, LMFT #1087. Possible vote to hold Executive Session pursuant to 25 O.S. §307(B)(8).

Joanni Sailor recused herself. Thom Balmer recused himself. Board proceedings were turned over to Kelly Collins, Board Vice-Chair.

Nikki Nickols was present as the Board's Prosecutor. Nikki Nickols introduced the Formal Complaint and Notice of Hearing filed with the Agency on March 11, 2015, and the Consent Order which was agreed upon between Nikki Nickols and the Respondent. In the Consent Order Respondent admitted to violating 86:15-3-1 of the Oklahoma Administrative Code and agreed that Title 59 O.S. §1925.15(A)(3)(7)(8)(D), 86:15-15-14, and 86:15-15-15 governed the penalty aspect of this case. Nikki Nickols told the Board that the facts and law involved were not in dispute. Nikki Nickols stated the terms of the Consent Order, which included the following: Marc Charney, LMFT supervisor, would act as Respondent's supervisor for a period of twelve (12) months; supervision would take place for at least one (1) hour each month; topics addressed in supervision sessions would include client confidentiality, ethics, extra-therapeutic relationships, professional conduct, and appropriate use of services; Respondent would be responsible for the payment of supervision; costs would be determined by the supervisor; supervisor would submit a supervision progress report every three (3) months and provide a recommendation at the end of the twelve (12) month period; Respondent would reimburse the client in the amount of \$600.00; Respondent would pay an administrative fine of \$1200.00 as well as the cost of the investigation in the amount of \$210.00; payments would be made on or before the 15th day of every month in installments of \$225.00 per month.

Nisha Wilson made a motion to enter into Executive Session. Kimberly Cox – Second. Lisa Deason- yay, Janice Hiner - yay, Carol Stevenson - yay, Nisha Wilson - yay, Debbie Moran - yay, Kelly Collins - yay, and Kimberly Cox – yay.

Board exited Executive Session at 12:24 p.m.

Debbie Moran made a motion to exit Executive Session. Nisha Wilson – Second. Lisa Deason- yay, Janice Hiner - yay, Carol Stevenson - yay, Nisha Wilson - yay, Debbie Moran - yay, Kelly Collins - yay, and Kimberly Cox – yay.

Carol Stevenson made a motion to reject the consent order for complaint number 14-LMFT-28. Debbie Moran – Second. Lisa Deason- yay, Janice Hiner - yay, Carol Stevenson - yay, Nisha Wilson - yay, Debbie Moran - yay, Kelly Collins - yay, and Kimberly Cox – yay.

Joanni Sailor and Thom Balmer returned to the open meeting. Board proceedings were returned to Joanni Sailor, Board Chair.

Joanni Sailor requested a break at 12:25 p.m. and stated that no Board business or discussions would take place while on break.

The meeting resumed at 12:32 p.m.

Discussion and possible vote to approve minutes of February 20, 2015 Board Meeting.
Table until May 29, 2015 Board meeting.

Discussion and possible vote to approve minutes of March 27, 2015 Board Meeting. No discussion.

Thom Balmer made a motion to accept the minutes as presented. Kelly Collins – Second. I – Joanni Sailor, Lisa Deason, Carol Stevenson, Nisha Wilson, Thom Balmer, Debbie Moran, and Kelly Collins. Nay – None. Kimberly Cox – abstain. Janice Hiner – abstain. Motion passes.

Presentation of Director’s Report by Eric Ashmore, Executive Director. Discussion and possible action regarding this report.

a. Meeting with Representative Mark McCullough on March 25, 2015 regarding appropriations. Eric Ashmore informed the Board that he met with the House Appropriations Committee at the request of Representative Mark McCullough on March 25, 2015 regarding the Agency's budget. Eric Ashmore informed the Board that he was asked to provide a performance report and general budget information. The committee asked Mr. Ashmore questions regarding the size of the Agency, how the Agency would address issues of liability and destruction of property if the Agency's funding was reallocated. Eric Ashmore was also asked questions regarding the Agency's budget surplus and questions regarding the consolidation of the three licensure Boards. Mr. Ashmore informed the committee that the Agency has four full time employees, the Agency is fee-based, and the Agency relies on fees collected to address the Agency's liability. Mr. Ashmore also informed the committee that the Agency's surplus was

created over time, and that the Agency has experienced an increase in the amount of applications received contributing to the surplus. Mr. Ashmore informed the committee that during the time the individual Boards were consolidated, all three Boards were housed under the same authority.

b. Libex Meeting on April 2, 2015 regarding appropriations. This item was not presented.

c. Agency short-term and long-term goals. Eric Ashmore informed the Board that a phone conference took place shortly after accepting the Executive Director position. The conference call included Board officers that expressed to Mr. Ashmore a list of concerns collected from the full Board. Mr. Ashmore was asked to address these concerns in the form of short term and long term goals. In response, Mr. Ashmore presented the Agency goals listed below:

Short Term Goals:

Item #1: Contact Us

Replace the contact information on the homepage with a link to a "Contact Us" page. The phone number and address of the agency will still appear at the bottom of the home page. Of course we will continue to encourage anyone that has a question to contact the Agency. However, it is in the best interest of both parties to submit an email to the appropriate staff person so that the agency has documentation of the exchange as well as the party requesting the information.

Item #2: Job Duties

This item connects directly with the "Contact Us" page. Within the "Contact Us" page, each staff person's name and email address is listed. Below each name is a list of job duties assigned to that employee to assist in navigating requests toward the appropriate employee. I also think it is a strong visual for the public to see just how much work is assigned to each employee.

I have attached a directory of employee names, contact information, and assigned job duties for your review.

Item #3: Deadlines

While publishing the new "Contact Us" page, simultaneously publish a page that details the Agency's internal deadlines to complete specific requests. Having our internal deadlines published on the webpage will elevate our commitment to be transparent while informing the public and the profession of the Agency's expectations. This should also assist in decreasing the number of duplicate and erroneous requests the Agency receives. It will also hold the Agency accountable for meeting these deadlines.

I have attached a list of internal deadlines for your review.

Item#4: Frequently Asked Questions

The Agency currently has several versions of "Frequently Asked Questions" and "Common Mistakes" documents that are used when I am asked to present to groups. These documents can easily be retooled to mimic traditional FAQ webpages. One link will be added to the homepage. Within that link each list of FAQ's will be categorized by topic. This will give the public and the profession access to information the Agency is already well aware of. These documents can also

be incorporated into continuing education workshops and be made available at no cost to presenters that are interested in them.

I attached an example of the layout for a FAQ webpage.

Item #5: Autoreply Email

Many of the Agency's requests for information are received by email. By establishing a consistent automated response for each employee we can provide the requesting party verification their request was received. We can also establish a reasonable amount of time they should expect to receive a response and inform them of alternatives to receive the information they are requesting.

For example:

"I am in receipt of your email. Please allow 1 to 3 business days to receive a response. Many of the Agency's most frequent requests may be answered by visiting our webpage at www.ok.gov/behavioralhealth. Please be aware emails are responded to in the order in which they are received."

Item #6: "Rolling Calls"

While each employee should maintain responsibility for answering their own phones lines, establishing a mainline is a simple way to control the traffic of calls the Agency receives. Recommending callers contact the agency through a mainline will allow the Agency to establish a "rolling call" system. Each call made to the mainline while the mainline is in use will roll over the next phone line. If line #2 is also in use to call will rollover to line #3 and so on. This provides the agency with the best possible odds of answering each call the Agency receives.

Item #7: Agency Voicemail

Each phone line will continue to have its own voicemail. However, if a call is received and has rolled over to each phone without being answered the caller should be able to leave a message on a generic agency voicemail. The Agency voicemail would then be assigned to one employee who would be asked to check the voicemail once in the morning and again in the afternoon. Once the voicemail is cleared, messages would be sent to the appropriate employee for a response.

In addition, the voice message the caller receives should mimic the one provided by the automated email reply. This will ensure the Agency has a clear message to everyone that contacts us.

For example:

"You have reached the State Board of Behavioral Health Licensure. Please allow 1 to 3 business days to receive a response. Many of the Agency's most frequent requests may be answered by visiting our webpage at www.ok.gov/behavioralhealth. Please be aware calls are responded to in the order in which they are received."

Item #8: Mass Email

As much as I dislike the use of mass emails due to the number of responses the Agency receives, I also feel it is the best way to inform the profession that the above initiatives have been implemented. I have the ability to establish an automated response to unwanted responses to this email.

For example:

"Thank you for your response to our most recent update. The Agency is not accepting responses to this email. If you need to contact the agency with a question or concern please visit our "Contact Us" page at the following link: www.ok.gov/behavioralhealth"

Within the mass email I can address each itemized initiative as I have above and provide live links to each of our new webpages.

Item #9: Hire Office Manager/Hire Temporary Employee

While this item could easily be number one on this list, please keep in mind the initiatives outlined above are to be implemented immediately. If the Board officers have no major concerns regarding the items above I anticipate it will likely take no more than two weeks to implement all of the proposed changes.

Item #10: Staff Training

Currently the only training the Agency staff has received has been on-the-job-training. I would like to send the Agency staff to customer service training within the next 30 days. Once the customer service training is complete I will evaluate which additional trainings are available and most appropriate for each employee. I would also like to continue my training as a Certified Public Manager. I have attached my transcript of coursework completed, which also documents coursework to be completed.

Item #11: PMP's

Wrapping up the list is implementing PMP's for each employee. A PMP is a great way to have written documentation of the Agency's expectations for each employee and it is the State's tool for measuring their performance. Many of the items listed above call for establishing job duties, deadlines, training and Agency goals. A PMP is the best way to capture this information and enforce the Agency's expectations.

Item #12: Public Speaking

In order to enhance our public perception, I will also need to attend workshops and present information on the Board's behalf. Giving someone one-on-one face time is one of the easiest ways to bring a disgruntled customer back into the fold. Over the next few months there will be several high profile opportunities to get a positive message out to the public about the work we are doing.

Medium/Long Term Goals:

. The following changes will require additional research and should be considered medium to long term goals.

- Update Phone System
- Developing Agency Policy
- Evaluate Infrastructure
 - Office Space
 - Computers
 - Server
- Rules changes to Address Enabling Statute and Other Board Concerns
- Updating 5-year plan
- Updating Access Database
- Implementing Portals for Online Submission of Document and Payment of Fees

d. Request for Board Members to individually identify items to be addressed during future Director's Reports and to email those identified items to the Executive Director by Friday, May 8, 2015. Eric Ashmore requested Board members submit any requests for specific items to be addressed in the Director's report be sent to Mr. Ashmore. Mr. Ashmore informed the Board that any requests received would be address in the next Director's report.

e. Licensure Statistics. Eric Ashmore presented the licensure statistics below:

**State Board of Behavioral Health Licensure Report
4/20/2015**

Licensure (2015):

- Total Number of Active LPCs:
 - 3719
- Total Number of Active LMFTs:
 - 600
- Total Number of Active LBPs:
 - 166

- Total licensees: 4485

- Total Number of LPC Approved Supervisors:
 - 1171
- Total Number of LMFT Approved Supervisors:
 - 196
- Total Number of LBP Approved Supervisors:
 - 15

- Total Approved Supervisors: 1382

f. Candidate/Applicant Statistics. Eric Ashmore presented the candidate/applicant statistics below:

Candidates/Applicants (2015):

- Total Number of LPC Candidates/Applicants:
 - 1617
- Total Number of LMFT Candidates/Applicants:
 - 270
- Total Number of LBP Candidates/Applicants:
 - 23

- New LPC applications received:
 - Jan 75
 - Feb 43
 - Mar 33
 - Apr 24 (as of 4/20/2015)
- New LMFT applications received:
 - Jan 9
 - Feb 4
 - Mar 1
 - Apr 5 (as of 4/20/2015)
- New LBP applications received:
 - Jan 0
 - Feb 0
 - Mar 0
 - Apr 0 (as of 4/20/2015)

- Total applications received: 194

g. Continuing Education Statistics. Eric Ashmore presented the continuing education statistics below:

CEU Approvals (2015): (as of 4/20/2015)

- Total Number of LPC/LMFT workshops approved:
 - 974 face-to-face workshops approved
 - 166 ethics workshops approved
 - 61 supervision workshops approved
 - 1193 pre –approved technology-assisted distance-learning

- Total number of available workshops: 2167

(LBP Totals available through NAMP at www.enamp.org)

h. General Office Statistics. Eric Ashmore presented the general office statistics below:

Additional Information (2015): (as of 4/20/15)

Stacia Morrow	Licensed Professional Counselor
Jason John	Licensed Professional Counselor
LaKeisha Lewis-Vick	Licensed Professional Counselor
Sharonica Johnson	Licensed Professional Counselor
Courtney Dickensheet	Licensed Professional Counselor
William Snider	Licensed Professional Counselor
Brandi Kelly Copeland	Licensed Professional Counselor
Garth Coulson	Licensed Professional Counselor
Simone Camarillo	Licensed Professional Counselor
Hayden Tedder	Licensed Professional Counselor
Blaine Coffey	Licensed Professional Counselor
Cassandra Deford	Licensed Professional Counselor
Amber Morgan	Licensed Professional Counselor
Kelli Ellis	Licensed Professional Counselor
Gaye Backer	Licensed Professional Counselor
Mary Dawn Jenkins	Licensed Professional Counselor
Cynthia Dervaes	Licensed Professional Counselor
Jason Schwope	Licensed Professional Counselor
Mary Young	Licensed Marital and Family Therapist
Hjorny Skaftason	Licensed Marital and Family Therapist
Melinda Haynes	Licensed Marital and Family Therapist
Heather Warfield	Licensed Marital and Family Therapist

Kelly Collins made a motion to approve all candidates as one combined vote. Debbie Moran – Second. Joanni Sailor -yay, Lisa Deason- yay, Janice Hiner - yay, Carol Stevenson - yay, Nisha Wilson - yay, Thom Balmer - yay, Amy Barnett – yay, Debbie Moran - yay, Kelly Collins - yay, and Kimberly Cox – yay.

Review and approval of candidate that has completed all requirements for licensure by endorsement, with possible Board discussion and vote. No discussion took place.

Thom Balmer made a motion to approve the licensure by endorsement of Ginger Cheeks under the condition that she passes the Oklahoma Legal and Ethical Responsibilities Examination (OLERE). Kelly Collins – Second. Joanni Sailor -yay, Lisa Deason- yay, Janice Hiner - yay, Carol Stevenson - yay, Nisha Wilson - yay, Thom Balmer - yay, Amy Barnett – yay, Debbie Moran - yay, Kelly Collins - yay, and Kimberly Cox – yay.

Review and approval of University Curriculum Evaluation, with possible Board discussion and vote. Kelly Collins informed the Board the LPC Licensure Committee was tasked with the review for Cameron University's LMFT program. Kelly Collins informed the Board the committee requested the consultation of Dr. Glade Topham from the LMFT program at Oklahoma State University. Kelly Collins advised the Board of Dr. Topham's recommendation to approve the Cameron University LMFT program as submitted.

Debbie Moran made a motion to accept the Cameron University LMFT program curriculum evaluation worksheet as presented. Carol Stevenson- Second. Joanni Sailor – abstain, Lisa Deason- yay, Janice Hiner - yay, Carol Stevenson - yay, Nisha Wilson - yay, Thom Balmer - abstain, Amy Barnett – yay, Debbie Moran - yay, Kelly Collins - yay, and Kimberly Cox – yay.

Review and approval of coursework that has been submitted to the Agency by the LPC Licensure Committee, with possible Board discussion and vote. All of the coursework will be approved by one combined vote unless any board member desires to have a separate vote on any or all of the coursework. Eric Ashmore informed the Board that the Agency received a request from East Central University regarding the acceptability of PSYCH 5983 Seminar in Forensic Psychology and PSYCH 5983 Seminar – Minds on Trial. Eric Ashmore informed the Board that these courses were not included on the original curriculum evaluation submitted by East Central University, the courses do not have unique course numbers, and they do not appear in the University catalog. Debbie Moran informed the Board that the LPC licensure committee was concerned that the courses did not have unique course numbers. Debbie Moran informed the Board that although the LPC licensure committee felt that these were interesting courses, that they did not fulfill one of the LPC academic categories.

Carol Stevenson asked if the motion to deny was based on the fact that the courses did not have unique course numbers. Kelly Collins stated that the main issue was that the content of the coursework did not meet the LPC academic requirements. Kelly Collins stated that she did not feel the coursework was designed for practice and licensure. Kelly Collins reiterated that for the purpose of a specialty in forensic services that these seem to be excellent courses, however, she does not feel that they meet the minimum academic requirements. Joanni Sailor stated that Universities may offer additional coursework, but not all coursework applies towards the academic requirements.

Kelly Collins made a motion to deny the coursework submitted by East Central University. Thom Balmer – Second. Joanni Sailor – abstain, Lisa Deason- yay, Janice Hiner - yay, Carol Stevenson - yay, Nisha Wilson - yay, Thom Balmer - abstain, Amy Barnett – yay, Debbie Moran - yay, Kelly Collins - yay, and Kimberly Cox – yay.

Discussion and possible action regarding the possible salary increase of the Office Manager. Discussions may occur in Executive Session pursuant to 25 O.S. §307(B)(1). This item was stricken from the Agenda.

Review and approval of coursework to qualify under the academic moratorium. All of the following courses will be approved by one combined vote unless any board member desires to have a separate vote on any or all of these courses. Joanni Sailor informed the Board that Universities across the state were verbally told that the information they were providing regarding their coursework was acceptable to the Board. This was done by one individual and the Board was not directly involved; however, the individual was acting as a representative of the Board. Joanni Sailor stated that because of this, the Board needs to address the academic coursework approvals completed between now and until the moratorium expires.

Kelly Collins made a motion to approve the coursework presented to qualify under the academic moratorium. Nisha Wilson – Second. Joanni Sailor -yay, Lisa Deason- yay, Janice Hiner - yay,

Carol Stevenson - yay, Nisha Wilson - yay, Thom Balmer - yay, Amy Barnett – yay, Debbie Moran - yay, Kelly Collins - yay, and Kimberly Cox – yay.

Discussion and possible action to establish an expiration date for the academic moratorium. Eric Ashmore informed the Board that he has been in contact with multiple Universities and has been informed by the Universities that they will need no less than two (2) years to make the changes the Board has requested.

Debbie Moran made a motion to establish an expiration date for the academic moratorium of one year. Nisha Wilson – Second.

Thom Balmer informed the Board that Universities are required to submit changes to their coursework to the Board of Regents between April and October 2015. The Board of Regents returns their recommendations no sooner than April 2016. The earliest the Universities may enroll students in these new courses would be August 2017. Because it takes two (2) years from the date of the approval given by the Board of Regents, the earliest the Universities could publish the courses in the course catalog would be August 2018. Lisa Deason expressed concern regarding the tracking of the coursework approved under the moratorium for an extended period of time. Joanni Sailor stated that the coursework approved under the moratorium would remain in effect until its expiration, and will not need to be tracked. Kelly Collins asked what will be the status for a University that did not apply for approval once the coursework approved under the moratorium expires. Thom Balmer stated that any University that has not applied will not be Board approved.

Nisha Wilson amended the motion to change the expiration date for the academic moratorium to July 31, 2018 and all University programs must be Board approved and implemented by that date. Lisa Deason – Second. Joanni Sailor -yay, Lisa Deason- yay, Janice Hiner - yay, Carol Stevenson - yay, Nisha Wilson - yay, Thom Balmer - yay, Amy Barnett – yay, Debbie Moran - yay, Kelly Collins - yay, and Kimberly Cox – yay.

Recommendation by the LMFT Licensure Committee to approve the supervised experience of Vonnie Austin-James. Joanni Sailor informed the Board that the LMFT Licensure Committee was asked to review the unsigned evaluation of supervised experience for Vonnie Austin-James due to her supervisor being incapacitated. Joanni Sailor informed the Board the committee has completed its review and is recommending approval of the supervised experience.

Nisha Wilson made a motion to approve the evaluation of supervised experience submitted by Vonnie Austin-James. Amy Barnett – Second. Joanni Sailor -yay, Lisa Deason- yay, Janice Hiner - yay, Carol Stevenson - yay, Nisha Wilson - yay, Thom Balmer - yay, Amy Barnett – yay, Debbie Moran - yay, Kelly Collins - yay, and Kimberly Cox – yay.

Adjournment. Thom Balmer made a motion to adjourn. Nisha Wilson – Second. Joanni Sailor - yay, Lisa Deason- yay, Janice Hiner - yay, Carol Stevenson - yay, Nisha Wilson - yay, Thom Balmer - yay, Amy Barnett – yay, Debbie Moran - yay, Kelly Collins - yay, and Kimberly Cox – yay.

Meeting adjourned at 1:40 p.m.