

**Minutes of the December 19, 2014
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 April 10, 2014. The agenda was posted on December 17, 2014 on the front door of the Centennial Business Center.

Call to order: Roll call and announcement of quorum. Dr. Thom Balmer called the State Board of Behavioral Health Licensure (BBHL) to order at 10:10 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 Thom Balmer, Amy Barnett, Kelly Collins, Joanni Sailor, Debbie Moran and Kimberly Cox. Also in attendance was Eric Ashmore and Kendale Williams, BBHL staff, Nikki Nickols, Assistant Attorney General. Carol Stevenson - Absent. Kimberly Cox – Absent. Nisha Wilson – Excused.

Additional Discussion: The Board members introduced themselves and announced which position on the Board they represent and gave brief descriptions of themselves.

Discussion and possible vote to approve minutes of August 22, 2014 Board Meeting.

Kelly Collins made a motion to accept the August 22, 2014 minutes. Amy Barnett – Second. I – Thom Balmer, Joanni Sailor, Kelly Collins, Debbie Moran, and Amy Barnett. Nay – None. Motion Passes.

Joanni Sailor made a motion to withdraw the August 22, 2014 minutes approved at the October 24, 2014 meeting. I - Thom Balmer, Joanni Sailor, Kelly Collins, Debbie Moran, and Amy Barnett. Nay – None. Motion Passes.

Discussion and possible vote to approve minutes of October 24, 2014 Board Meeting. Joanni Sailor asked that AAMFTRB be corrected to AMFTRB. Kelly Collins asked that the word complain be changed to complaint. Amy Barnett noted that the motion to enter executive session regarding agenda item Discussion and possible action regarding the employment of Vicki Reynolds for the Executive Director position. Discussions may occur in Executive Session pursuant to 25 O.S. §307(B)(I) was missing from the minutes. Eric Ashmore confirmed that he would add the motion. Lisa Deason noted she did arrive late, but was present for the executive session regarding agenda item Discussion and possible action regarding the employment of Vicki Reynolds for the Executive Director position. Lisa Deason noted the word "meeting" was left off the final sentence for the following agenda items: Discussion and possible action regarding the job duties, responsibilities (education, work experience, knowledge, skills and abilities) of the Executive Director position “See attached Appendix “B”, Discussion and possible action regarding the existing contract between the State Board of Behavioral Health Licensure and the Office of the Attorney General for legal services, including increasing the percentage of time retained for legal services, Report from the contract attorney from the Office of the Attorney

General/General Counsel regarding the statutory limitations on adopting internal board policies, memoranda, or other forms of action.

Kimberly Cox arrived at 10:17

Amy Barnett made a motion to accept the minutes from October 24, 2015 as correct. Lisa Deason – Second. I - Thom Balmer, Joanni Sailor, Kelly Collins, Debbie Moran, Amy Barnett and Kimberly Cox. Nay – None. Motion Passes.

Discussion and possible vote to approve minutes of October 29, 2014 Board Meeting. This item was tabled to the February 20, 2015 Board meeting.

Presentation by LaTisha Edwards regarding the 2015 budget and strategic plan for the State Board of Behavioral Health Licensure. LaTisha Edwards verified the handout the Board received was for the 2015 Board budget. The 2016 budget and strategic plan were submitted the first week of October 2014. LaTisha Edwards spoke about how the Office of Management Enterprise Services (OMES) works with the Agency to plan the budget, revenue projections, and strategic plan. OMES also provides budget and revenue data regarding human relations and payroll. Thom Balmer asked is it typically the Executive Director that works with OMES or do they ever work with Boards. LaTisha Edwards stated it is usually a partnership with the Agency's finance person. If the Agency does not have finance position OMES is assigned a liaison, typically an Executive Director, Deputy Director or an Office Manager. Liaison conveys the financial information to the Board and the Board is involved in making the final decisions. Thom stated the Board was concerned about staying within the budget. LaTisha Edwards stated OMES works with the State Accountability Procedures Manual and would not allow the Agency to make any erroneous or illegal purchases. Eric Ashmore confirmed that the Agency does not currently have a State issued p-card, that all purchases are being completed through purchase orders. Kelly Collins asks if the strategic plan can still be altered. LaTisha Edwards stated it can still be altered. Kelly Collins asked when the strategic plan is final. LaTisha Edwards stated that due to the new state budget system alterations to the strategic plan could be submitted to the legislature as long as they are in session. Eric Ashmore noted that the Board was previously told that the strategic plan had not been submitted, and invited LaTisha Edwards to the Board meeting to confirm that it had been submitted. Eric Ashmore also notified the Board that OMES has no involvement in the creation of the Boards strategic plan. LaTisha Edwards verified that OMES can provide guidance and examples, but they do not draft or write budget requests or strategic plans. LaTisha Edwards confirmed that before any changes to the budget or strategic plan, that OMES must receive in writing approval from the Boards appointed authority. Eric Ashmore asked LaTisha Edwards to address the additional expenditures the Board recommended at its previous meeting. LaTisha Edwards confirmed that we do have funds to accommodate the Boards requests.

Discussion and possible vote regarding the 2015 budget for the State Board of Behavioral Health Licensure. Eric Ashmore presented the 2015 budget. Kelly Collins asked about increasing the AAG budget for Nikki Nickols from 40% to 50%. Thom Balmer stated we had an agenda to discuss. Amy Barnett asked about how food purchases for Board meetings were paid for. Eric Ashmore confirmed that food purchases are paid for by the Agency and are budgeted

for. Nikki Nickols asked the Board if there was someone they wanted to assign as a budget liaison. Eric Ashmore stated for the time being he was fulfilling that role.

Lisa Deason made a motion to approve the FY2015 budget as written. Kelly Collins – Second. Thom Balmer – yay, Joanni Sailor – yay, Kelly Collins – yay, Kimberly Cox – yay, Amy Barnett - yay, Lisa Deason – yay, Debbie Moran – yay.

Discussion and possible vote regarding the strategic plan for the State Board of Behavioral Health Licensure. Eric Ashmore reminded the Board of some of the ways other Boards prepare their strategic plans. Examples included: contracting with someone who professionally drafts strategic plans and bring the draft before the Board for approval, the Board can create the strategic plan, or the Board can assign a staff member or committee the responsibility of creating the strategic plan. Amy Barnett stated she did not feel that the creation of the strategic plan could be accomplished at a Board meeting and recommended the responsibility be assigned to a committee. Kimberly Cox asked who else on the Board had experience creating strategic plans. Debbie Moran and Kelly Collins stated they had previous experience creating strategic plans. Kimberly Cox stated she would be willing to Chair the strategic planning committee if the Board created one. Debbie Moran and Kelly Collins agreed to assist.

Joanni Sailor made a motion to create a strategic plan committee with Kimberly Cox as the Chair, Debbie Moran and Kelly Collins as committee members. In addition the Board is requesting the committee amend the current strategic plan and once they have amended to send changes to each Board member for review, Nikki Nickols to check on the date for final submission, and Nikki Nickols to find out who is the appointing authority for the strategic plan. Debbie Moran – Second. Thom Balmer – yay, Joanni Sailor – yay, Kelly Collins – yay, Kimberly Cox – yay, Amy Barnett - yay, Lisa Deason – yay, Debbie Moran – yay.

Agency Report from the Office Manager. Discussion and possible action regarding this report.

- a. Licensure
- b. Candidate Statistics
- c. Exam Score Statistics
- d. Continuing Education Statistics
- e. Year-end Review of General Office Statistics

Eric Ashmore, Office Manager presented the Agency Report below:

**State Board of Behavioral Health Licensure Report
12/15/2014**

Licensure (2014):

- Total Number of Active LPCs:
 - 3617
- Total Number of Active LMFTs:
 - 596
- Total Number of Active LBPs:

- 167
- Total licensees: 4380
- Total Number of LPC Approved Supervisors:
 - 1136
- Total Number of LMFT Approved Supervisors:
 - 198
- Total Number of LBP Approved Supervisors:
 - 14
- Total licensees: 1248
- LPC Licenses Issued:
 - Jan31
 - Feb.....9
 - Mar.....50
 - Apr0
 - May78
 - June0
 - July.....0
 - August.....34
 - September0
 - October.....68
 - November.....0
 - Decembern/a
- LMFT Licenses Issued:
 - Jan6
 - Feb.....2
 - Mar.....10
 - Apr0
 - May7
 - June0
 - July.....0
 - August.....2
 - September0
 - October.....8
 - November.....0
 - Decembern/a
- LBP Licenses Issued:
 - Jan2
 - Feb.....0
 - Mar.....0
 - Apr0
 - May0
 - June0

- July.....0
- August.....0
- September0
- October.....0
- November.....0
- Decembern/a

- Total licenses issued: 367

Candidates/Applicants (2014):

- Total Number of LPC Candidates/Applicants:
 - 1583
- Total Number of LMFT Candidates/Applicants:
 - 269
- Total Number of LBP Candidates/Applicants:
 - 26

- New LPC applications received:
 - Jan57
 - Feb.....34
 - Mar.....44
 - Apr56
 - May74
 - June83
 - July.....65
 - August.....67
 - September48
 - October.....46
 - November.....42
 - December23 (as of 12/15/14)

- New LMFT applications received:
 - Jan9
 - Feb.....7
 - Mar.....4
 - Apr10
 - May17
 - June10
 - July.....7
 - August.....8
 - September11
 - October.....11
 - November.....8
 - December6 (as of 12/15/2014)

- New LBP applications received:
 - Jan0
 - Feb.....1

- Mar0
- Apr0
- May0
- June0
- July.....2
- August.....0
- September0
- October.....1
- November.....0
- December0 (as of 12/15/2014)

- Total applications received: 751

Testing (2014):

- LPC:
 - January:
 - 36 Candidates
 - 20 Passed
 - 16 Failed
 - Score Range - High 130, Low 56
 - February:
 - 28 Candidates
 - 18 Passed
 - 10 Failed
 - Score Range – High 136, Low 64
 - March:
 - 42 Candidates
 - 26 Passed
 - 16 Failed
 - Score Range – High 134, Low 69
 - April:
 - 46 Candidates
 - 34 Passed
 - 12 Failed
 - Score Range – High 130, Low 68
 - May:
 - 32 Candidates
 - 21 Passed
 - 11 Failed
 - Score Range – High 127, Low 58
 - June:
 - 48 Candidates
 - 35 Passed
 - 13 Failed
 - Score Range – High 131, Low 73

- July:
 - 28 Candidates
 - 20 Passed
 - 8 Failed
 - Score Range – High 131, Low 59
- August:
 - 43 Candidates
 - 29 Passed
 - 14 Failed
 - Score Range – High 129, Low 59
- September:
 - 67 Candidates
 - 40 Passed
 - 27 Failed
 - Score Range – High 139, Low 57
- October:
 - 45 Candidates
 - 28 Passed
 - 17 Failed
 - Score Range – High 141, Low 56
- November:
 - 44 Candidates
 - 28 Passed
 - 16 Failed
 - Score Range – High 132, Low 74
- December:
 - 48 Candidates
 - 35 Passed
 - 13 Failed
 - Score Range – High 131, Low 73
- LMFT:
 - January - February:
 - 9 Candidates
 - 2 Passed
 - 7 Failed
 - Score Range - High 145, Low 92
 - May - June:
 - 27 Candidates
 - 11 Passed
 - 16 Failed
 - Score Range - High 169, Low 86
 - August - September:
 - 21 Candidates
 - 8 Passed
 - 13 Failed
 - Score Range - High 160, Low 105

- October - November:
 - 24 Candidates
 - 13 Passed
 - 11 Failed
 - Score Range - High 164, Low 106
- LBP:
 - January - December:
 - 0 Candidates
 - 0 Passed
 - 0 Failed
 - Score Range - High (n/a), Low (n/a)

CEU Approvals (2014): (as of 12/15/14)

- Total Number of LPC/LMFT workshops approved:
 - 1898 face-to-face workshops approved
 - 374 ethics workshops approved
 - 121 supervision workshops approved
 - 1102 pre –approved technology-assisted distance-learning

- Total number of available workshops: 3000

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

Additional Information (2014): (as of 12/15/14)

- Total Number of Evaluations of Supervised Experience processed: 2218
- Total Number of Supervision Agreements approved: 1148
- Total Number of State Ethics Exams completed: 576

Monthly Averages (2014): (1/1/2014 thru 12/15/2014)

- Applications – 65
- Supervision Agreements approved – 96
- National Examinations completed – 50
- Jurisprudence Examinations completed - 48
- Evaluations of Supervised Experience – 185
- Continuing Education approved – 158
- Licenses issued - 36
- License Renewal and Approved Supervisor Renewals - 469

Thom Balmer asked if there was any information the Board would like to add to the report. Lisa Deason asked if the Agency reviewed and approved Licensed Behavioral Practitioners (LBP) continuing education or if the Northamerican Association of Masters in Psychology (NAMP) had been approved to process C.E. applications. Eric Ashmore stated NAMP is the only designee the Board has approved. Kimberly Cox asked if an agenda item could be added to the next Board agenda to discuss and possibly vote on changing the Boards designee.

Hillary Snyder-Wetmore
Brittany Miller
Nicole Twyman
Nicole Roberson
Angela Campbell
Ronda Weaver
Lesley Dvorak
Latoya James
Linus Ubabuikie
Patricia Bolin
Tiffany Jenkins
Timothy Patrick

Licensed Professional Counselor
Licensed Professional Counselor

Merita Tyrell-Mitchell
Lacinda Redwine
Lindsey Nieman
Ariana Fuller
James Jackson
Heather Faulkner

Licensed Marital and Family Therapist
Licensed Marital and Family Therapist

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

Dr. Thom Balmer requested a break at 11:17 a.m. and verified no board business or discussions would take place while on break. The meeting resumed at 11:31 a.m.

Discussion and possible action regarding LPC application for licensure by endorsement for Kimberly DeSoto, M.S. and issuance of temporary permit for limited period of time pursuant to Post-Military Service Occupation, Education and Credentialing Act, 59 O.S. §4100.5. Eric Ashmore informed the Board that Kimberly DeSoto is an endorsement applicant and is 200 hours short of the full 3000 hour supervised experience requirement. Eric Ashmore suggested to the Board that Kimberly DeSoto be issued a temporary license for six (6) months and to approve a supervision agreement so that she may accrue the deficient hours.

Amy Barnett made a motion to issue a temporary license for a period of six (6) months to allow Kimberly DeSoto time to accrue additional supervision. Lisa Deason – Second. Thom Balmer – yay, Joanni Sailor – yay, Kelly Collins – yay, Kimberly Cox – yay, Amy Barnett - yay, Lisa Deason – yay, Debbie Moran – yay.

Discussion and possible action regarding filling Board member vacancies. Nikki Nickols informed the Board that she had been in contact with Chris Bruehl with the Office of the Governor. Chris Bruehl confirmed that he has been informed of Dr. Gonterman's resignation and that they have been working to fill the vacancy. Nikki Nickols also confirmed that Chris Bruehl and the Oklahoma Association of Marriage and Family Therapists (OKAMFT) have been notified of Brad McKay's resignation. OKAMFT has been informed that they need to submit

nominees for the vacant LMFT position to Chris Bruehl. Thom Balmer confirmed for the record that the Board has one vacant community member seat and one LMFT seat.

Discussion and possible action regarding staggering Board member terms. Thom Balmer informed the Board that currently all members are scheduled to rotate off the Board at the same time. Eric Ashmore confirmed that all members were appointed as November 1, 2013. Eric Ashmore informed that in the past members had voluntarily resigned in order to create a rotation. Nikki Nickols informed that the current vacancies, once filled, will be staggered. Kimberly Cox stated she felt it was important to retain the historical knowledge of the Board and therefore was not in favor of allowing everyone to rotate at once. Kelly Collins expressed concern that it may be the Governor's intent to allow the Board to rotate all at once. Thom Balmer suggested a 3, 4, 5 year rotation where each year 1/3 of the Board would rotate. Nikki Nickols informed the Board she would contact Chris Bruehl and see if she can obtain further information.

Discussion and possible action regarding a change to one or more Board Officer positions. Thom Balmer announced to the Board the current officers are Thom Balmer, Chair, Joanni Sailor, Vice Chair, and Kelly Collins, Secretary. Thom stated to the Board that he is willing to continue to serve, but would like to give everyone on the Board an opportunity to serve as well. Joanni Sailor stated that in the past the Board has held yearly elections, however, some Boards simply rotate the Vice Chair to Chair, Secretary to Vice Chair, and hold elections for Secretary. Amy Barnett asked if Joanni Sailor would be willing to serve as Chair if Thom Balmer resigned. Joanni Sailor confirmed that she would be willing to serve. Kimberly Cox asked Kelly Collins if she would be willing to serve as Vice Chair. Kelly Collins confirmed that she would be willing to serve. Nikki Nickols informed the Board that a standard rotation policy may not always be in the Board's best interest. Nikki Nickols stated it was likely for the best to hold elections.

Joanni Sailor made a motion to hold officer elections for Chair, Vice Chair, and Secretary each February. Amy Barnett – Second. Thom Balmer – yay, Joanni Sailor – yay, Kelly Collins – yay, Kimberly Cox – yay, Amy Barnett - yay, Lisa Deason – yay, Debbie Moran – yay.

Discussion and possible action regarding the existing contract between the State Board of Behavioral Health Licensure and the Office of the Attorney General for legal services, including increasing the percentage of time retained for legal services. Eric Ashmore informed the Board that this agenda item was simply a formality to accommodate the Board's previous request to increase the Assistant Attorney General contract for Nikki Nickols from forty (40) percent to fifty (50) percent. Nikki Nickols informed the Board that each month she has exceeded the forty (40) percent. Nikki Nickols informed the Board that she met with her Chief and that she was informed the Office of the Attorney General will need time to rotate duties and that it would be in the best interest of the Board and the Office of the Attorney General if the Board would agree to sign a contract for at least one year.

Kelly Collins made a motion to increase contact with the Attorney General Office from 40 percent to 50 percent for FY 2015 and FY 2016. Lisa Deason – Second. Thom Balmer – yay, Joanni Sailor – yay, Kelly Collins – yay, Kimberly Cox – yay, Amy Barnett - yay, Lisa Deason – yay, Debbie Moran – yay.

Discussion and possible vote regarding the creation of a contract for employment of a Prosecutor. Nikki Nickols stated that because of the backlog she fears the prosecutions may fall behind. Nikki Nickols stated that it would be in the Board's best interest to hire a prosecutor. Kelly Collins suggested the Board hire a prosecutor on a contractual basis. Eric Ashmore informed the Board that OMES does not provide guidance on fees. Nikki Nickols informed the Board that the Office of the Attorney General has an hourly rate of \$75.00 for prosecutors.

Lisa Deason made a motion to hire a prosecutor at \$75.00 per hour on a contractual basis for the end of the fiscal year with the encumbrance of \$30,000 or 400 hours. Amy Barnett – Second. Thom Balmer – yay, Joanni Sailor – yay, Kelly Collins – yay, Kimberly Cox – yay, Amy Barnett - yay, Lisa Deason – yay, Debbie Moran – yay.

Discussion and possible vote regarding the creation of a contract for employment of a Legislative Liaison. Eric Ashmore informed the Board that he is currently filling the Legislative Liaison role. Eric Ashmore informed the Board that a Legislative Liaison's would likely be asked to act in a role that is more time consuming than the Board may be comfortable with. Nikki Nickols stated that the Legislative Liaison is generally the Executive Director. Nikki Nickols informed the Board that because the deadline to file Legislation has already past that the Board does not need to rush to contract with a Legislative Liaison. Nikki Nickols suggested to the Board the possibility of establishing a Legislative committee. Eric Ashmore informed the Board that traditionally State Organizations employ their own lobbyist to address new Legislation. Lisa Deason asked if acting as Liaison for the Agency was creating an undue burden on Mr. Ashmore. Eric Ashmore informed the Board that it is not at this time.

Exam Score Report from the Exam Score Committee and the Office Manager. Discussion and possible action regarding this report. Joanni Sailor informed the Board that Nisha Wilson is the Chair of the exam scores committee, however, in her absence she has been tasked to present on her behalf. Joanni Sailor reminded the Board that in October the Board voted to release the exam scores each September, to post them on the website, and to notify the Universities that the scores are available. Joanni Sailor informed the Board that we are no longer intending to send a letter, but to send an email with a link to the scores instead. Eric Ashmore informed the Board that he was tasked with creating a spreadsheet in Excel, must have the ability to be filtered by any category, must be password protected, and must contain a unique identifier to establish when multiple scores belong to one individual. Joanni Sailor recommended we release the initial list in January and then release in September of each year.

Lisa Deason made a motion to release exam scores in January. Amy Barnett – Second. Thom Balmer – yay, Joanni Sailor – yay, Kelly Collins – yay, Kimberly Cox – yay, Amy Barnett - yay, Lisa Deason – yay, Debbie Moran – yay.

Discussion and possible vote to revoke the Oklahoma State Department of Health permanent rules that transferred to the State Board of Behavioral Health Licensure and to adopt new permanent rules. Nikki Nickols informed the Board that when the new Agency was created the rules created under the Oklahoma State Department of Health were transferred to the new Agency. The Board then passed emergency rules and we are now looking at adopting permanent rules. Eric Ashmore informed the Board that the emergency rules the Board adopted

have been adopted with the Secretary of State and have been added to the Register. Joanni Sailor informed the Board that the rules committee was informed of some errors in their original recommendations. The committee was originally tasked with writing changes for the rules for six major areas. The committee was not informed of the procedure that must be followed when making rule changes for permanent rules. The committee has been informed that they must present a Rule Impact Statement (RIS). The RIS requires research to justify any changes, additions, or amendments that will affect all stakeholders. The Board then receives the RIS and determines if they would like to move forward with any changes, additions, or amendments. Joanni Sailor informed the Board that the committee was originally given a list of seven items to write rule changes for. The committee has since then taken a second look at these requests and determined changes that do not have a negative impact on stakeholders. Joanni Sailor informed the Board that the committee is no longer including additions for technology-assisted counseling or supervision and they are no longer including language that allows the Board to release the National exam scores. Joanni Sailor stated the committee was not provided time to research the technology-assisted language and the exam scores may be released without adding language. Changes included are the Post-Military Service Occupation, Education and Credentialing Rules, limiting the number of supervisees any one supervisor may supervise to twelve unless the Board approves an exception, inactive status may be reactivated in less than one year, language was written to establish a process to terminate a supervision agreement, and the Oklahoma Legal and Ethical Responsibilities Examination (OLERE) eligibility period was removed. Eric Ashmore gave a brief overview of the need to eliminate the OLERE eligibility period. Kelly Collins added the National Counselors Association had been contacted to provide language for technology-assisted supervision. Debbie Moran stated that currently Licensed Alcohol and Drug Counselors (LADC) and Licensed Clinical Social Workers (LCSW) in Oklahoma already have language to permit technology-assisted supervision, she does not believe there is a negative impact to including language to allow for technology-assisted supervision, and requested the Board reconsider adding language to the rules to allow for technology-assisted supervision. Thom Balmer stated Licensed Martial and Family Therapist (LMFT) rules already have language that permits accruing supervision through technology-assisted means. Nikki Nickols stated it is okay to move forward with adding the technology-assisted supervision language if the Board agrees. Nikki Nickols reviewed the proposed changes and provided notes of a few grammatical errors to be updated. Debbie Moran informed the Board that LADC allows for fifty percent and LMFT was the same. Debbie Moran read aloud LADC's technology-assisted supervision definition and technology-assisted supervision language. Eric Ashmore stated the Agency would need to amend the evaluation of supervised experience form to record the technology-assisted supervision hours. Debbie Moran informed the Board that for LADC they do not have to report these hours separately. Lisa Deason expressed concerns about the inability to track the fifty percent requirement without requesting those hours be reported to the Agency, she also was concerned about which services were HIPAA compliant, and if they Agency would be able to provide this information. Amy Barnett also expressed concerns regarding HIPAA compliance. Debbie Moran stated the Oklahoma Healthcare Authority completes on-site audits to ensure the system being used is HIPAA compliant. Kimberly Cox stated she was in support of adding a mechanism to record the number of hours accrued through technology-assisted means. Kelly Collins also stated that she supported adding a field to the supervised experience evaluation form to document supervision accrued through technology-assisted means. Kelly Collins also recommended a rule to require supervisors offering technology-assisted supervision to obtain continuing education

each year in technology-assisted supervision. Thom Balmer read aloud the current LMFT definition and regulations regarding technology-assisted supervision. Thom Balmer suggested taking the LMFT language and adding it to the Licensed Professional Counselors (LPC) and Licensed Behavioral Practitioners (LBP) rules.

Debbie Moran made a motion to approve the recommendations made by the rules committee, add the corrections that Nikki Nickols informed the Board of, and adopt the LMFT technology-assisted supervision language to the LPC and LBP rules and to revoke the rules transferred from Oklahoma State Department of Health. Amy Barnett – Second. Thom Balmer – yay, Joanni Sailor – yay, Kelly Collins – yay, Kimberly Cox – yay, Amy Barnett - yay, Lisa Deason – yay, Debbie Moran – yay.

Dr. Thom Balmer requested a break at 1:20 p.m. and verified no board business or discussions would take place while on break. The meeting resumed at 1:33 p.m.

Discussion and possible vote regarding the examination waiting period for the Oklahoma Marital and Family Therapist Examination. Thom Balmer informed the Board that the LPC waiting period is three days. The LMFT waiting period is sixty days.

Kelly Collins made a motion to change the Oklahoma LMFT Examination waiting period from sixty days to three days. Kimberly Cox – Second. Amy Barnett – Second. Thom Balmer – yay, Joanni Sailor – yay, Kelly Collins – yay, Kimberly Cox – yay, Amy Barnett - yay, Lisa Deason – yay, Debbie Moran – yay.

Discussion and possible vote regarding approval of supervised experience in the event of an approved supervisors death or incapacitation. Eric informed the Board that we recently had a supervisor who was incapacitated and unable to complete their evaluation of supervised experience forms. Kendale Williams provided an overview as to why candidates are unable to obtain their supervised hours. Kendale Williams stated candidates often have a back-up supervisor, but not all candidates do. Thom Balmer stated that AAMFT allowed him to meet with a candidate, verify the hours, and have the hours notarized. Eric Ashmore asked the Board for a general policy to address this issue. Joanni Sailor stated she keeps progress notes in the event that something happens to her. Kimberly Cox stated that if she was selected to be the new supervisor, she would need some type of documentation of the hours previously accrued. Kelly Collins stated that she is not comfortable having the Agency staff sign the evaluation form. Kelly Collins stated that it was her opinion the candidate should bring all of their supervision information before the Board for review, but to not allow their new supervision agreement to be expedited. Lisa Deason agreed with Kelly Collins with the exception that she felt on a case by case basis that the Agency should be allowed to expedite new supervision agreements.

Kelly Collins made a motion to establish a policy in the event a candidate's supervisor is deceased or incapacitated, that the candidate be instructed to provide all relevant materials for a supervised experience period to the Agency and for the Agency staff to provide the Board to review. Lisa Deason – Second. Amy Barnett – Second. Thom Balmer – yay, Joanni Sailor – yay, Kelly Collins – yay, Kimberly Cox – yay, Amy Barnett - yay, Lisa Deason – yay, Debbie Moran – yay.

Discussion and possible vote regarding the academic review process and the University program evaluation, including course approval for the University of Oklahoma LPC program. Thom Balmer informed the Board that this Agenda item is to assist in establishing a Board approved protocol for approving academic coursework. Thom Balmer stated a new process had been entered into without the Board's knowledge that he did not feel the Board would approve of. Thom Balmer stated that the Board is being asked to review the supervision course provided by the University of Oklahoma and the Oklahoma Department of Mental Health and Substance Abuse Services cohort, but also the academic protocol in general. Kelly Collins stated her only issue with the supervision course was that the book used was nine years out of date. Nikki Nickols stated that in light of an approval by a former employee that may be inaccurate, the Board should allow as much deference as possible, but each course should be reviewed on a case by case basis. Eric Ashmore introduced the curriculum evaluation form, provided examples of coursework that had been approved by former employees that the licensure committees deemed non-qualifying and requested the Board to give the Agency permission to provide the form to university programs to complete and submit for Board review. Kelly Collins stated the Board needs to provide better guidance to the universities, universities need to use unique course numbers, and universities need to reduce the number of courses being offered. Kelly Collins also stated that applicants should not be allowed to receive transcript reviews until they have met the core requirements and have a conferred degree. Eric Ashmore stated phase one of the academic review project will be to collect data from transcripts received and curriculum evaluations, phase two will be to allow the Agency to conduct the academic reviews, and in phase three publish the list of approved coursework for public inspection. Eric Ashmore asked the Board to set an effective date of one year from the next Board meeting to begin the denial of coursework that the universities may have been led to believe were preapproved.

Debbie Moran made a motion to approve the University of Oklahoma and the Oklahoma Department of Mental Health and Substance Abuse Services cohort supervision course, begin sending universities the curriculum evaluations, and to allow universities one year to make any requested changes to their programs. Kelly Collins – Second. Thom Balmer – yay, Joanni Sailor – yay, Kelly Collins – yay, Kimberly Cox – yay, Amy Barnett - yay, Lisa Deason – yay, Debbie Moran – yay.

Discussion regarding committee recommendations requiring Board approval pursuant to 59 O.S. §6001(B)(5). Nikki Nickols read allow for the Board 59 O.S. §6001(B)(5), any and all recommendations, approvals, or disapprovals made by a committee pursuant to the provisions of this section shall not become effective without the approval of the majority of the members of the Board. Nikki Nickols stated that all recommendations from a committee will have to come in front of the full Board before they become effective. Joanni Sailor asked if the Board could trust the committees to bring a list of recommendations for coursework approval before the Board. Debbie Moran stated this becomes an issue when a candidate must wait several months before the next Board meeting to know if their academics are approved or disapproved. Nikki Nickols stated the statute can be changed at some point in the future. Amy Barnett stated the curriculum form is easy to complete and programs should be able to respond quickly. Amy Barnett asked if 59 O.S. §6001(B)(5) applies to recommendations made by the complaint committee. Nikki Nickols stated she would look into it.

Discussion and possible vote regarding agency employment policies and procedures. Eric Ashmore informed the Board that all Human Capital Management (HCM) policies are on HCM's website. Debbie Moran stated that once an Executive Director is hired, the personnel committee will work with the Executive Director to create a personnel policy.

Adjournment. Debbie Moran made a motion to adjourn. Amy Barnett – Second. Thom Balmer – yay, Joanni Sailor – yay, Kelly Collins – yay, Kimberly Cox – yay, Amy Barnett - yay, Lisa Deason – yay, Debbie Moran – yay.

Meeting adjourned 2:29 p.m.