



**STATE OF OKLAHOMA**  
**Board of Examiners of Psychologists**

**MINUTES OF THE MEETING OF THE BOARD**  
**May 29, 2020**

A Meeting of the Board of Examiners of Psychologists was held at 9:00 a.m., on Friday, May 29, 2020. Due to the COVID-19 Emergency, the meeting was held via ZOOM video conference.

In attendance were: S. Howard, Ph.D., Chair of the Board; K. Ward, Ph.D., Vice-Chair of the Board; S. Roberson, Ph.D., Member of the Board; C. Grundy, Ph.D., Member of the Board; K. Choate, Ph.D., Member of the Board; B. Frizzell, Member of the Board; K. Peters, Member of the Board; M. Schuble, Assistant Attorney General; T. Rose, Executive Officer of the Board.

**Announcement and Introduction:**

Dr. Howard announced that a quorum was present to conduct business. She confirmed with Ms. Rose that the meeting was filed with the Secretary of State and that the agenda was posted in accordance with the Open Meeting Act.

**Statement of the Mission of the Oklahoma State Board of Examiners of Psychologists:**

Dr. Howard announced the mission of the Oklahoma State Board of Examiners of Psychologists is to protect the public by regulating the practice of psychology in Oklahoma to ensure that only properly qualified psychologists practice psychology in the state and that the psychology profession as a whole is conducted in the public's best interest.

**Minutes:**

Board members reviewed the minutes of the meeting on January 17, 2020. *Dr. Grundy made a motion to approve the minutes of the January 17, 2020, meeting, as presented. Dr. Roberson seconded the motion and the motion passed. Grundy, Choate, Frizzell, Peters, Roberson, and Howard voted for the motion. Ward abstained.*

**Status of Current Request for Inquiries:**

Ms. Rose provided updates for the following Request for Inquiries:

RFI 18-8; The psychologist has completed a voluntary tutorial. The Probable Cause Committee will review the information submitted by the psychologist and supervisor to make a new recommendation to the Board.

RFI 20-1; status is pending.

RFI 20-2; an investigation is pending.

RFI 20-3; an investigation is pending.

### **Probable Cause Committee Summaries and Recommendations:**

**RFI 18-6;** As a member of the Probable Cause Committee, Dr. Ward recused and left the room.

On behalf of the Probable Cause Committee, Ms. Schuble provided a recommendation to the Board. At the September 21, 2018, meeting, the Board voted to accept the recommendation of the Probable Cause Committee to postpone the decision of whether or not to recommend the Board file a formal complaint until the psychologist has the opportunity to complete a tutorial voluntarily. The psychologist has completed the tutorial. The Probable Cause Committee has reviewed the scholarly paper and report from the supervising psychologist. The committee determined that the psychologist has successfully completed the tutorial requirements and recommended that RFI 18-6 be dismissed.

*Dr. Grundy made a motion to accept the recommendation of the committee to dismiss and close RFI 18-6. Dr. Choate seconded the motion and the motion passed. Grundy, Choate, Frizzell, Peters, Roberson, and Howard voted for the motion. As a member of the Probable Cause Committee, Dr. Ward was not present for the vote.*

**RFI 19-9;** As a member of the Probable Cause Committee, Dr. Ward recused and was not present. Dr. Roberson recused and left the room.

On behalf of the Probable Cause Committee, Ms. Schuble provided a recommendation to the Board. After careful review of all of the evidence, the committee finds that there is probable cause that the following ethical violations occurred:

- APA Ethical Principles of Psychologists and Code of Conduct
  - 3.04 Avoiding Harm
  - 3.05 Multiple Relationships
  - 3.06 Conflict of Interest
- ASPPB Code of Conduct III
  - (B)(2)(a) Prohibited Multiple Relationships
  - (G)(4) False or Misleading Information

The committee makes the recommendation that the filing of a complaint be stayed to allow the psychologist the opportunity to prepare a letter outlining that she did not do a professional evaluation, but was only writing a character reference and demonstrate knowledge of the difference. The letter must admit the first letter was in error and is withdrawn, and a new letter sent to all injured parties – including all parties in the divorce and custody proceedings and the Court, with a copy sent to the Board office.

*Dr. Grundy made a motion to accept the recommendation of the committee. Dr. Choate seconded the motion and the motion passed. Grundy, Choate, Frizzell, Peters, and Howard voted for the motion. As a member of the Probable Cause Committee, Dr. Ward was not present for the vote. Dr. Roberson was not present for the vote.*

**RFI 19-10;** As a member of the Probable Cause Committee, Dr. Ward recused and was not present. Dr. Roberson was not present.

On behalf of the Probable Cause Committee, Ms. Schuble provided a recommendation to the Board. After careful review of all of the evidence, the committee finds that there is probable cause that the following ethical violations occurred:

- APA Ethical Principles of Psychologists and Code of Conduct
  - 2.01 Boundaries of Competence
  - 2.04 Bases for Scientific and Professional Judgements
  - 3.04 Avoiding Harm
  - 3.05 Multiple Relationships
  - 3.06 Conflict of Interest
  - 3.10 Informed Consent
  
- ASPPB Code of Conduct III
  - A. Competence
    - 1. Limits on Practice
    - 6. Sufficient professional information
    - 7. Maintenance and retention of records
  
  - B. Multiple Relationships
    - 2(a) Prohibited Multiple Relationships
  
  - G. Representation of Services
    - 4. False or misleading information
    - 5. Misrepresentation of services or products
  
  - I. Assessment Procedures
    - 3. Reservations concerning results

The recommendation of the committee is for the Board to file a formal Board Complaint. *Mr. Frizzell made a motion to accept the recommendation of the committee. Dr. Grundy seconded the motion and the motion passed. Grundy, Choate, Frizzell, Peters, and Howard voted for the motion. As a member of the Probable Cause Committee, Dr. Ward was not present for the vote. Dr. Roberson was not present for the vote.*

**RFI 19-11;** As a member of the Probable Cause Committee, Dr. Ward recused and was not present. Dr. Roberson returned to the room.

On behalf of the Probable Cause Committee, Ms. Schuble provided a recommendation to the Board. After careful review of all of the evidence, the committee finds that there is probable cause that the following ethical violations occurred:

- APA Ethical Principles of Psychologists and Code of Conduct
  - 2.01 Boundaries of Competence
  - 2.04 Bases for Scientific and Professional Judgements
  - 9.01 Use of Appropriate Methods
  - 9.06 Interpreting Assessment Results
  
- ASPPB Code of Conduct III

A. Competence

7. Maintenance and retention of records

The recommendation of the committee is for the Board to file a formal Board Complaint. *Dr. Roberson made a motion to accept the recommendation of the committee. Mr. Peters seconded the motion and the motion passed. Grundy, Choate, Frizzell, Peters, Roberson, and Howard voted for the motion. As a member of the Probable Cause Committee, Dr. Ward was not present for the vote.*

**Reports of Miscellaneous Complaint Issues:**

**UC 19-6 (Zen Gee, MS, LPC, LADC, Certified School Psychologist)**

Board members reviewed Ms. Gee’s response to the Cease and Desist Letter sent to her following the Board meeting on November 1, 2019, concerning her use of the protected term “psychological.” No action was taken.

**UC 19-2 (Carmen Randleman, M.Ed., LPC, Certified School Psychologist, Certified School Psychometrist)**

Board members reviewed Ms. Randleman’s response to the Cease and Desist Letter sent to her following the Board meeting on May 17, 2019, concerning her use of the protected term “psychological.” After a discussion with Ms. Randleman, she plans not to use the protected terms “psychological,” “psychology,” or “psychologist,” in future reports and correspondence, as provided in 59 O.S. § 1353.

**UC 20-2 (Hooria Suhaib, M.S., LPC)** Board members reviewed information forwarded to the Board office concerning Hooria Suhaib. In January 2020, Ms. Suhaib was listed as a “Psychologist” on the D. Hammond Associates website. Ms. Rose provided an update that Ms. Suhaib is no longer listed as a psychologist but an LPC. No action was taken.

**UC 20-3 (Azra Buksh, Ed.D., LPC)** Board members reviewed information forwarded to the Board office concerning Azra Buksh, Ed.D., LPC. Dr. Buksh is listed as a “psychologist” on the D. Hammond Associates website.

**UC 20-4 (D. Hammond Associates)**

Following the Board meeting on January 17, 2020, a Cease and Desist Letter was sent to a Licensed Social Worker regarding her use of the protected term “psychologist” in her provider description on the D. Hammond Associates website. A copy of the letter sent to D. Hammond Associates as well.

After discussion concerning UC 20-3 and UC 20-4, *Dr. Roberson made a motion to send a Cease and Desist Letter to the entire group at D. Hammond Associates. Dr. Ward seconded the motion. Dr. Choate requested clarification if two separate letters will be sent regarding UC 20-3 and UC 20-4. Dr. Roberson amended the motion to clarify that a Cease and Desist Letter will be sent to Azrah Buksh (UC 20-3) and D. Hammond Associates (UC 20-4.) Dr. Ward seconded the motion and the motion passed. Ward, Grundy, Choate, Frizzell, Peters, Roberson, and Howard voted for the motion.*

### **UC 20-5 (Gilbert Martinez, Ph.D.)**

Dr. Roberson recused from this matter and left the meeting.

Board members reviewed information provided to the Board office concerning Dr. Gilbert Martinez, a licensed psychologist in Texas. *Dr. Choate made a motion to send a letter to Dr. Martinez, as well as send a copy of the letter and complaint to the Texas State Board of Examiners of Psychologists. Mr. Frizzell seconded the motion and motion passed. Ward, Grundy, Choate, Frizzell, Peters, and Howard voted for the motion. Roberson was not present.*

Dr. Roberson returned to the room.

**Oklahoma Pediatric Therapy Center – Oklahoma State University Psychology Pre-Doctoral Internship Program.** Mary Ann Hubbard-Sheppard, Ph.D., informed Board members that the Oklahoma Pediatric Therapy Center is working in partnership with Oklahoma State University to create an APPIC approved, APA accredited internship in School Psychology in the state of Oklahoma. Dr. Hubbard-Sheppard requested the Board's input regarding the internship program to ensure that the minimum requirements for licensure are met. After reviewing the information about the internship program, Board members encouraged Dr. Hubbard-Sheppard to follow the guidelines set in place and provided her additional resources and possible contacts.

### **Continuing Education Requirements for 2021 License Renewal:**

Board members reviewed an inquiry from an Oklahoma psychologist to see if the Board plans to amend the number of hours required for the upcoming license renewal for those with financial implications due to the COVID-19 pandemic. For this matter and future inquiries, Ms. Rose will forward information about CE opportunities available at no cost. Additionally, if a psychologist is still unable to achieve the required number of hours for license renewal, pursuant to OAC 575:10-1-8(I) a psychologist who is otherwise in full compliance with all renewal requirements, may petition the Board for partial or complete relief of the previous year's continuing professional education requirement.

### **Licensure Requirements during COVID-19**

**Internship and training requirements;** Board members reviewed a request from an Internship Training Director for guidance regarding what to do if trainees are unable to achieve the number of hours required for licensure due to the COVID-19 pandemic. Board members discussed that each application is individually reviewed by the Application Review Committee to determine if the applicant meets the requirements for licensure in Oklahoma. It was determined that applications with deficiencies in internship and training requirements due to the pandemic will be addressed by the Application Review Committee on a case by case basis. If necessary, matters that cannot be resolved with the committee will be presented to the Board.

**Examination deadlines;** Board members discussed options for applicants that have yet to complete the licensure examinations due to the pandemic. *Dr. Ward made a motion to provide applicants an extension of ninety (90) calendar days to complete the licensure exams.*

*Dr. Choate seconded the motion and the motion passed. Ward, Grundy, Choate, Frizzell, Peters, Roberson, and Howard voted for the motion.*

**Out of State application approved by the provision of 59 O.S. § (11);** Board members reviewed a request from an applicant who is licensed in another state and application has been approved to practice in Oklahoma for one (1) year, pursuant to 59 O.S. § (11). Due to the pandemic, the psychologist has requested to complete the exam requirement for licensure in Oklahoma remotely, at an arranged location in her home state, or an extension of the one-year expiration date to allow additional time to complete the exam requirement. *Dr. Grundy made a motion to allow all applicants approved by the provision of 59 O.S. § (11) to take the Jurisprudence Examination at the Board office of their home state as long as the Governor of Oklahoma's Executive Order is valid. Alternatively, if arrangements to take the exam in their home state is not possible, an extension of ninety (90) days to complete the exam requirement will be granted upon the end of the declaration by the Governor of Oklahoma. Dr. Roberson seconded the motion and the motion passed. Ward, Grundy, Choate, Frizzell, Peters, Roberson, and Howard voted for the motion.*

**Appointment of a committee to address COVID-19 related issues as they arise;** Dr. Ward made a motion to appoint Dr. Howard, Ms. Rose, and Ms. Schuble as a committee to address COVID-19 related issues as they arise. Dr. Grundy seconded the motion and the motion passed. *Ward, Grundy, Choate, Frizzell, Peters, Roberson, and Howard voted for the motion.*

Board members took a 10-minute break.

### **Complaint Process;**

**Investigations and Probable Cause Committee** – Dr. Howard informed Board members that she would like to appoint a committee to review the current complaint process to make a report at the July 2020 meeting. Dr. Ward, Dr. Howard, Dr. Roberson, and Ms. Schuble agreed to serve on the committee. *Dr. Choate made a motion to appoint Dr. Ward, Dr. Howard, Dr. Roberson, and Ms. Schuble to serve on the complaint committee. Dr. Grundy seconded the motion and the motion passed. Ward, Grundy, Choate, Frizzell, Peters, Roberson, and Howard voted for the motion.*

### **Applications approved by the Application Review Committee (Jan - April 2020):**

*Dr. Roberson made a motion to ratify the applications approved by the review committee for Jan – April 2020. Mr. Frizzell seconded the motion and the motion passed. Ward, Grundy, Choate, Frizzell, Peters, Roberson, and Howard voted for the motion.*

### **Executive Officer's P-Card Statements for Review and Approval (Jan – April 2020):**

*Dr. Roberson made a motion to approve the Executive Officer's Jan – April 2020 P-Card Statements. Dr. Ward seconded the motion and the motion passed. Ward, Grundy, Choate, Frizzell, Peters, Roberson, and Howard voted for the motion.*

### **Administrative Issues:**

**Monthly Budget/Revenue/Expense Report;** Board members reviewed the monthly budget, revenue, and expense reports.

**FY2021 Budget;** Ms. Rose provided a proposed budget for FY2021. *Dr. Ward made a motion to approve the FY2021 Budget, as presented. Mr. Peters seconded the motion and the motion passed. Ward, Grundy, Choate, Frizzell, Peters, Roberson, and Howard voted for the motion.*

**July 17, 2020, Meeting Location;** The meeting on July 17, 2020, will be held virtually.

**FY2021 Attorney General Contract for Legal Services;** Board members reviewed the FY2021 Attorney General Contract for Legal Services. *Dr. Ward made a motion to approve the FY2021 Attorney General Contract. Dr. Choate seconded the motion and the motion passed. Ward, Grundy, Choate, Frizzell, Peters, Roberson, and Howard voted for the motion.*

**FY2021 Investigator Contract;** *Dr. Roberson made a motion to table this matter until the July meeting and allow the current investigator to continue to be compensated on all matters appointed through June 30, 2020. Mr. Peters seconded the motion and the motion passed. Ward, Grundy, Choate, Frizzell, Peters, Roberson, and Howard voted for the motion.*

**FY2021 Application Review Committee Member Contracts;** Board members reviewed the Application Review Committee Member Contracts for FY2021. *Mr. Frizzell made a motion to approve the FY2021 Contracts for the Application Review Committee Members. Dr. Ward seconded the motion and the motion passed. Ward, Grundy, Choate, Frizzell, Peters, Roberson, and Howard voted for the motion.*

**ASPPB Guidelines for Closing a Psychology Practice;** Board members reviewed the ASPPB Guidelines for Closing a Psychology Practice. Ms. Rose will contact the Executive Directors of other Boards in Oklahoma to see if their Board requires a professional will and how it is enforced.

**ASPPB requirements for the E. Passport and Interjurisdictional Practice Certificate;** Board members reviewed the ASPPB requirements for the E. Passport and the Interjurisdictional Practice Certificate (IPC). No action was taken.

**Education requirements for the ASPPB Certificate of Professional Qualification in Psychology (CPQ) –** Board members reviewed the CPQ requirements provided by ASPPB. No action was taken.

### **Administrative updates;**

- Ms. Rose provided Board members a letter from the Governor addressed to all Agency Directors and Executive Order 2020-03, regarding unnecessary regulatory restrictions in the administrative rules and new reporting requirements.
- Annual Performance Review Forms for the Executive Officer will be forwarded to members to complete and provide feedback to Dr. Howard for the review which will take place at the meeting on July 17, 2020.

- Ms. Rose announced this is Mr. Frizzell's last meeting. Board members thanked Mr. Frizzell for his contribution to the Board and let him know that he will be missed.

**Legislative updates;** Dr. Steber provided legislative updates on behalf of the Oklahoma Psychological Association.

Dr. Howard announced that there is no further business to discuss. *Mr. Frizzell made a motion to adjourn. Mr. Peters seconded the motion and the motion passed. Ward, Grundy, Choate, Frizzell, Peters, Roberson, and Howard voted for the motion.*

The meeting adjourned at 12:25 p.m.

Respectfully Submitted,



Teanne Rose  
Executive Officer



**Oklahoma State Board of Examiners of Psychologists  
Application Review Committee Approvals  
January – April 2020**

**Psychological Technicians:**

**Psychologist:**

K. Spencer Wilson, Ph.D.  
Kimberley Pittman, Ph.D.  
Audrey Rosenblatt, Ph.D.  
Steven Sternlof, Ph.D.  
Steven Sternlof, Ph.D.

**Psychological Technician:**

Shania Pace  
Gisela Alas  
Kayla Herrin  
Madison Hinson  
Lauren Dunlevy

**Continuing Professional Education (CPE) Approvals:**

**Developing Multicultural Relationships and Competencies in a Changing Society;** Sponsor: Parkside Psychiatric Hospital; 3 CPE hours; March 6, 2020.

**Suicide: Key Issues in Assessing & Treating Young People;** Sponsor: Parkside Psychiatric Hospital & Clinic; 6 CPE hours; May 29, 2020.

**Ethical Social Media in Practice;** Sponsor: Christian Association for Psychology Studies, Tulsa Chapter; 3 CPE hours; April 24, 2020.

**The Identification, Treatment, & Ethics of Sexually Problematic Behaviors;** Sponsor: Oklahoma City University, Psychology Dept.; 3 CPE hours; April 24, 2020.

**How Far is Too Far? Boundaries in Behavioral Health;** Sponsor: Saint Francis Health System; 3 CPE hours; May 22nd & September 11, 2020.

**Current Hot Topics in the Ethical Practice of Therapy;** Sponsor: Hope Springs Building; 3 CPE hours; June 26, 2020.

**Exploring Intricacies in Supervision Workshop: Exploring the Intricacies of a Mutually Beneficial Supervisory Relationship;** Sponsor: Hope Springs Building; 3 CPE hours; June 26, 2020.

**Applications to sit for Licensure Examinations and/or Practice Under Supervision Agreements Approvals:**

**Applicant:**

Abigail Bowen, Psy.D.  
Scott Secor, Ph.D.  
Dio Turner II, Ph.D.  
Ashley Galsky, Ph.D.  
Amanda Cosgriff, Ph.D.  
Amanda Burke, Ph.D.  
Garrett Pollert, Ph.D.  
Victoria Tracy, Ph.D.  
Douglas Knutson, Ph.D.  
Erika Stevens Olinger, Ph.D.  
Sonya Khilnani, Ph.D.  
Kara Kerr, Ph.D.

**Approval for:**

Approval of Postdoc and HSP for licensure upon completion of exams  
Approval of Postdoc and HSP for licensure  
Approval of Postdoc and HSP for license upon completion of JP exam  
Approval to sit for the licensure exams  
Change in Practice Under Supervision Supervisor from Dr. Morris to Dr. Burk  
Approval of Postdoc and HSP for license upon completion of JP exam  
Approval of PPUS with Dr. Sullivan and sit for exams  
Approval of Postdoc and HSP for licensure  
Approval of Postdoc and HSP for licensure upon completion of JP exam  
Change in location for Private Practice Under Supervision  
Approval of Postdoc and HSP for licensure upon completion of JP exam  
Approval of Postdoc and HSP for licensure

**Licensed Health Service Psychologists January – February 2020:**

|                              |                      |                        |
|------------------------------|----------------------|------------------------|
| Nicole Marie Kramer, Ph.D.   | License Number: 1345 | Issue Date: 01/01/2020 |
| Casey S. Nelson, Psy.D.      | License Number: 1346 | Issue Date: 01/01/2020 |
| Jeanine Marie Galusha, Ph.D. | License Number: 1347 | Issue Date: 01/01/2020 |
| Jennifer L. Hale, Ph.D.      | License Number: 1348 | Issue Date: 01/08/2020 |
| Ashley Renae Woods, Ph.D.    | License Number: 1349 | Issue Date: 01/22/2020 |
| Scott Paul Secor, Ph.D.      | License Number: 1350 | Issue Date: 02/03/2020 |
| Dio Kevin Turner II, Ph.D.   | License Number: 1351 | Issue Date: 03/04/2020 |
| Victoria Leigh Tracy, Ph.D.  | License Number: 1352 | Issue Date: 03/25/2020 |
| Kara Lynn Kerr, Ph.D.        | License Number: 1353 | Issue Date: 04/24/2020 |