

**BOARD OF LICENSED SOCIAL WORKERS  
MEETING MINUTES  
July 19, 2013**

**The Board of Licensed Social Workers met on July 19, 2013 at the office of the Board of Medical Licensure and Supervision, 101 Northeast 51<sup>st</sup> Street, Oklahoma City, Oklahoma. The meeting was held in accordance with the Administrative Procedures Act and Open Meeting Act of Oklahoma.**

**Members Present:**

Beverly Coon, LCSW  
Joy Leuthard, LSWA  
Connie Schlittler, LCSW  
Sharolyn Wallace, LCSW

**Members Absent:**

Larry Cassil, Vice Chair  
Robert Lee, LCSW, Board Chair  
Antoinette Lempicki, LSW

**Also Present:**

Karl Kramer, AAG  
James Marks, Executive Director  
Courtney Hunter, Administrative Assistant

Ms. Wallace made the motion to appoint Joy Leuthard as Chair for the meeting due to the absences of Board Chair Lee, Vice Chair Cassil and Secretary Lempicki. The motion was seconded by Ms. Schlittler and the vote was the unanimous in the affirmative.

Mr. Marks welcomed Connie Schlittler, as a new Board member.

The minutes from the May 10, 2013 Board meeting were reviewed. Ms. Wallace made the motion to approve the Minutes. Seconded by Ms. Coon. The vote was as follows:

Beverly Coon – Yes  
Joy Leuthard – Abstain  
Connie Schlittler – Abstain  
Sharolyn Wallace – Yes

Mr. Marks noted that Chris Forster and Laura Swingle from Office of Management and Enterprise Services (OMES) were not in attendance to present the financial report. A more detailed financial report will be presented at the next board meeting in September to include the current financial reports along with the financial reports for September. The financial reports were provided in the board member packets for review. No questions or problems were noted on the reports.

Eric Collins made a personal appearance before the Board requesting his supervision hours from Indiana and Michigan be accepted and counted toward his eligibility to make application for clinical licensure. Documentation of Mr. Collins' job descriptions and communication from Joseph Joyce, Mr. Collins' supervisor while in Indiana and Michigan, was provided to the board members for review. It was noted that Mr. Joyce is a licensed clinician in Indiana, however, not in Michigan. Mr. Marks stated that he spoke with the Michigan Social Work Board and they do not have record of Mr. Collins pursuing clinical licensure in that state, or being under supervision. In 2009, legislation was passed in Indiana that requires a license at the master level prior to beginning supervision for the clinical level licensure. Mr.

Collins is currently under supervision with the BAIR Foundation, in Oklahoma, the contract was approved on March 29, 2013. After consideration and discussion regarding Mr. Collin's supervision hours from Indiana and Michigan, Ms. Schlittler made the motion to deny Mr. Collin's request for transferring supervision hours. Ms. Wallace seconded the motion and the vote was unanimous in the affirmative.

Mr. Don Abbott, LCSW, appeared before the board seeking support to re-establish the Colleague Assistance Program for Oklahoma. A letter from Mr. Abbott outlining the need for this program was distributed to the board members. Mary Jo Kinzie, Executive Director of NASW, was also present and explained that she was aware that this program existed previously within the NASW Association and a proposal could be submitted to NASW National for consideration. Mr. Marks was directed by the Board of Directors to support the program should the effort become realized. No action was taken.

The Board members discussed the frequency of board meetings and Mr. Marks noted statute 59 O.S. § 1255. Officers – Meetings. B.1. The Board shall meet at least once every three (3) months to transact its business and may meet at such additional times as the Board may determine. Mr. Marks simply presented a reminder of the statute to determine if there was interest from the Board to change the meeting frequency. Mr. Kramer noted that there is always the option to hold special meetings as needed. Ms. Leuthard raised the question if only meeting every three months would pose barriers to licensed applicants. Also it was noted that it would increase the number of applications to review prior to the meeting if not meeting as often. Given this meeting was not fully attended; the agenda item was requested to be tabled for discussion at a future meeting when all Board members were present.

Mr. Kramer presented an update of complaints. Mr. Kramer noted:

Complaint 2013-05 – Complaint Committee recommends dismissal of the complaint based upon the review of the complaint and the timely written response received by the social worker.

Ms. Wallace made the motion to dismiss Complaint #2013-05, seconded by Ms. Coon and the vote was unanimous in the affirmative.

Complaint 2013-06 – Complaint committee recommends dismissal of the complaint based upon the review of the complaint and the timely written response received from the social worker.

Ms. Schlittler made the motion to dismiss Complaint #2013-06, seconded by Ms. Wallace and the vote was unanimous in the affirmative.

Complaint 2013-07 – Complaint committee recommends dismissal of the complaint based upon the review of the complaint and the timely written response provided by the social worker.

Ms. Coon made the motion to dismiss Complaint #2013-07, seconded by Ms. Schlittler and the vote was unanimous in the affirmative.

Mr. Kramer provided updates on the complaints currently pending, with no action needed at this time.

Complaint 2011-05 and Complaint 2011-06 are pending, waiting on respondent's written response as requested by the Complaint Committee.

Complaint #2013-09 is a complaint received against licensee applicant whose application was scheduled for approval at this meeting. In light of the complaint, the application was tabled to the September meeting to offer the applicant an opportunity to respond to the complaint. Additionally, the applicant will be requested to make a personal appearance by Mr. Marks. Mr. Kramer noted that since this involves an individual who is not currently licensed, the Oklahoma State Board of Licensed Social Workers is not required to follow procedures as outlined in statute and agency rules.

Applications for licensure were presented.

Ms. Wallace made the motion to approve the following for LCSW, Provisional:  
Michelle Brown  
Janette Dunn  
Sheron Herron

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

Ms. Wallace made the motion to table Mary Brazier's LCSW, Provisional application until the Board Meeting in September. Ms. Schlittler seconded the motion and the vote was unanimous in the affirmative.

Ms. Wallace made the motion to approve the following for LCSW, Transfer:  
David Brown

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

Ms. Wallace made the motion to approve the following for LCSW, Transfer, pending receipt of an official transcript.

Nathan Crowell

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

Ms. Wallace made the motion to approve the following for LCSW, Exam ID:  
LaTasha Love-Ingram  
David Runnels  
Ivanilda Silva

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

Ms. Wallace made the motion to approve the following for LMSW, Exam ID:  
Susan Henderson

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

Ms. Wallace made the motion to approve the following for BAS Clinical:  
Donna Hyde

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

Ms. Coon made the motion to approve the following for LCSW, Provisional:  
Mary Belcher  
DonnNell Riggs  
Neeley Snyder

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

Ms. Coon made the motion to approve the following for LCSW, Provisional, pending receipt of a clear background check:  
Amanda Russell

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

Ms. Coon made the motion to approve the following for LCSW, Transfer:  
Patrick Butler

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

Ms. Coon made the motion to approve the following for LMSW, Provisional:  
Cynthia Blackwell  
Dinah Bolton  
Elizabeth Geisler  
Caitlin Griffin  
Leah Hutchings

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

Ms. Coon made the motion to approve the following for LMSW, Transfer:  
Brenda McEntire

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

Ms. Schlittler made the motion to approve the following for LCSW, Provisional:  
Sunnye Cope

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

Ms. Schlittler made the motion to approve the following for LCSW, Provisional, pending receipt of a clear background check:  
Kimberly Welch

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

Ms. Schlittler made the motion to approve the following for LMSW, Provisional:  
Jennifer Iverson  
Lauri Lenora  
Alisa Miles  
Darcie Miller  
Robin Tharrington

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

Ms. Schlittler made the motion to approve the following for LMSW, Transfer:  
Jackie Rollins

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

Ms. Schlittler made the motion to approve the following for BAS – Clinical:  
Heather Baker  
Jan Feuerborn  
Katie Hayden

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

Ms. Schlittler made the motion to approve the following for LCSW, Transfer:  
Mary Henslee

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

Ms. Leuthard made the motion to approve the following for LCSW, Provisional:  
Vickie Caldwell  
Dalinda Hix  
Le Lenard

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

Ms. Leuthard made the motion to approve the following for LCSW, Transfer:  
Luanne Quinton  
Stefanie Seamster  
Rachel Wheeler

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

Ms. Leuthard made the motion to approve the following for LSWA, Transfer  
Ann Ginn

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

Ms. Leuthard made the motion to approve the following for LMSW, Transfer:  
Kayla Fisher

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

Ms. Leuthard made the motion to approve the following for BAS – Clinical:  
Traci Bartley-Young  
Robert Lee

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

Ms. Leuthard made the motion to table Kimberly Larney's application for LCSW, Provisional until more information is received about the termination of her employment in 2006. This motion was seconded by Ms. Schlittler. Mr. Marks clarified her dates of employment and noted this termination was prior to beginning her supervision for LCSW in 2010. Ms. Leuthard resented the motion, seconded by Ms. Schlittler.

Ms. Leuthard made the motion to approve the following for LCSW, Provisional:  
Kimberly Larney

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

Mr. Marks presented the Executive Director's report. The report included the following:

- a. and b. FTE Increase (SB 1124) and the Proposed Permanent Rules (SB 1863) received unanimous approval in the House and was on the calendar to be voted on in the Senate, however, Senate adjourned session early and they did not take a vote on the rules. Mr. Kramer explained that there would possibly be an omnibus bill at the beginning of session to address all the agencies bills that did not get voted on in the Senate.
- c. Mr. Marks explained he has scheduled time off this year at the end of July and the dates of August 12<sup>th</sup> – August 23<sup>rd</sup>.
- d. The Board of Licensed Social Worker's office will begin using the Self Manager Reporting system (electronic reporting for state agencies) to record Time & Effort for agency employees. Implementation for this is planned for August.
- e. Mr. Marks will be meeting with Mr. Hatcher at OK.gov to review the online supervision system and changes needed for improvement. Mr. Marks stated he will update the board on the progress of the System at a later date. Several small issues with the program currently but overall has been very positively received by Supervisors and Supervisees.
- f. Mr. Marks is presently working on revising all the current forms and they should be completed within the month.