

**Board of Licensed Social Workers  
Minutes of the Special Meeting  
January 6, 2011**

The Board of Licensed Social Workers met on January 6, 2011 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:**

Gwendolyn Kaminski, LCSW, Board Chair  
Joy Leuthard, LSWA  
Robert Lee, LCSW  
Sarah Schulz, NASW President

**Members Absent:**

Larry Cassil, Jr., Esq., Vice Chair  
Antoinette Lempicki, LSW  
Kelly Harmon, LMSW, Secretary

**Also Present:**

Karl Kramer, AAG  
Laura Maguire, Administrative Assistant

After roll call and noting that a quorum was present, Ms. Kaminski, Chair, called the meeting to order at 2:05 PM.

The first order of business was the swearing in of new member, Sarah Schulz.

The minutes from the September 30, 2010 special meeting were reviewed. Ms. Leuthard moved to accept the minutes. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

The minutes from the Executive Session of the September 30, 2010 meeting were reviewed. Mr. Lee moved to accept the minutes. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard brought **Joseph Kavanagh's** application for LMSW before the Board. Board staff reported to the Board that Mr. Kavanagh submitted his application for LMSW in a timely manner for the December 3, 2010 Board meeting. He also submitted a supervision contract at the same time. After his contract was reviewed and approved, his entire file was, inadvertently, not placed with the applications that were going to the December 3, 2010 meeting. As a result, his application was not reviewed and approved by the Board. Mr. Kavanagh called the Board office the following week, inquiring about his application. Julia Reed, Board Consultant, reported to the Board that she apologized for the error and accepted full responsibility on behalf of the Board office. She reported that she explained to Mr. Kavanagh that the office was working on a resolution and there was a possibility of getting his application approved at an upcoming special meeting. She reported that Mr. Kavanagh was extremely angry and very negative in his comments. Ms. Reed reported that she calmly tried to reassure Mr. Kavanagh that the Board office would work on resolving the situation. Mr. Kavanagh expressed his dissatisfaction with the delay in his application.

Board staff reported to the Board that, on December 21, 2010, the Board office received a phone call from Representative Mike Brown's office. Representative Brown received an email from Mr. Kavanagh, expressing his concerns. On December 22, 2010, the Board office received an email from Tracey Mosley, who is employed by the Governor's office as an agency liaison and public policy specialist. Mr. Kavanagh had also emailed them, expressing his concerns. In his email, he eluded to the fact that he was searching for employment. The office records showed that he was currently employed and under supervision.

Board staff reported to the Board that, on December 29, 2010, a letter was sent to Mr. Kavanagh, notifying him that his application would be reviewed at a special meeting on January 6, 2011, and invited him to attend.

Ms. Reed pointed out to the Board that Mr. Kavanagh's application was delayed by four weeks. The Board discussed whether a letter should be drafted to Mr. Kavanagh and whether the offices of Representative Mike Brown and Ms. Tracey Mosley should be cc'd. Mr. Kramer suggested mailing Mr. Kavanagh's supervisor a copy of the finished minutes from this meeting. The Board agreed.

Ms. Leuthard moved to approve **Joseph Kavanagh** for LMSW, issue provisional, Ms. Reed draft a letter notifying him of the approval, expressing the Board's concerns on how the situation was handled, and apologizing for the Board's mistakes. The letter should also include concerns about the level of his anger and how that may impact his ability to function in a social work practice. The letter should make clear that further abuse of office staff will not be tolerated. The letter should end with wishing him well.

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

The next item of business was election of officers, to begin the term on January 28, 2011, with the exception of Board Chair, which will begin on January 23, 2011.

Mr. Lee moved to nominate Ms. Leuthard for Board Chair. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to nominate Mr. Cassil for Vice Chair. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to nominate Mr. Lee for Secretary. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to enter into Executive Session to discuss the hiring of an Executive Director of the Board and to conduct interviews of applicants. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to come out of Executive Session. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to offer the position of Executive Director to James Marks, contingent upon the results of reference checks. Ms. Schulz seconded the motion and the vote was as follows:

Joy Leuthard	Yes
Robert Lee	No
Sarah Schulz	Yes
Gwen Kaminski	Yes

Ms. Schulz moved to authorize the personnel committee to come to an agreement with Mr. Marks on his pay scale, limiting it to the range as posted on the job description. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Mr. Lee moved to adjourn. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative. Meeting was adjourned at 4:45 PM.