

**BOARD OF LICENSED SOCIAL WORKERS**  
**Corrected Minutes of the Meeting**  
**January 14, 2005**

The Board of Licensed Social Workers met on January 14, 2005 at the office of the Board of Medical Licensure and Supervision, 5104 North Francis Avenue, Suite C, Oklahoma City, Oklahoma. The meeting was held in accordance with the Open Meeting Act.

**Members present:**

Jeff Chace, Chair  
Bob Weeks, Vice Chair  
Mary Jo Kinzie  
Joy Leuthard  
Tim O'Connor  
Claudia Arthrell  
Elaine Eddens

**Also present:**

Debra Schwartz, A.A.G.  
Linda Edmondson, Board Consultant  
Kandi Hoehner, Administrative Staff  
Lyle Kelsey, Executive Director  
Jan Ewing, Administrative Staff

Noting that a quorum was present, Mr. Chace called the meeting to order at 10:15 a.m.

The first order of business was election of officers. Mr. Weeks moved to nominate Mr. Chace as Chair. Mr. O'Connor seconded the motion. No other nominations were made and the vote is recorded as follows:

Jeff Chace	Abstain
Bob Weeks	Yes
Mary Jo Kinzie	Yes
Joy Leuthard	Yes
Tim O'Connor	Yes
Claudia Arthrell	Yes
Elaine Eddens	Yes

Motion passed.

Ms. Arthrell moved to nominate Ms. Kinzie as Vice Chair. Mr. O'Connor seconded the motion and the vote is recorded as follows:

Jeff Chace	Yes
Bob Weeks	Yes
Mary Jo Kinzie	Abstain
Joy Leuthard	Yes
Tim O'Connor	Yes
Claudia Arthrell	Yes
Elaine Eddens	Yes

Motion passed.

Ms. Eddens moved to nominate Ms. Leuthard as Secretary. Ms. Kinzie seconded the motion and the vote is recorded as follows:

Jeff Chace	Yes
Bob Weeks	Yes
Mary Jo Kinzie	Yes
Joy Leuthard	Abstain
Tim O'Connor	Yes
Claudia Arthrell	Yes
Elaine Eddens	Yes

Mr. Chace announced that the hearing on **Wendy Wakefield** was continued to the March 4, 2005 Board meeting at her request. The State was not in opposition.

**Carolyn Gault** appeared in person to appeal to the Board regarding adoption home studies. Ms. Kinzie recused from the proceeding. Ms. Gault is licensed as a LSW and has been performing these home studies and recently found out that she may not be allowed. After review of the law, it was noted that she was eligible according to the Oklahoma Adoption Code; however, the Social Worker Board rules do not allow the LSW licensure level to perform contract work. The Board discussed whether these home studies were solely the practice of social work and felt that they were not. Since Ms. Gault is licensed as a social worker she would have to follow the law and rules of the profession. The Board advised Ms. Gault that she could not continue performing the adoption home studies as long as she was licensed as a LSW. She could let her license lapse or obtain the LCSW licensure level in order to continue performing the home studies.

**Shannon Meiser** appeared in person to request the Board to accept supervision that she had completed prior to having her Contract approved. Ms. Arthrell moved to accept supervision back to March 2004. Mr. O'Connor seconded the motion and the vote was unanimous in the affirmative.

**Brenda Bause** appeared in person requesting the Board to waive the two live hours of continuing education or let her use what she received in January 2005. The Board noted that she was not able to use the hours she received after the renewal period, however, under the hardship rule the hours could be waived. Mr. O'Connor moved to approve

waiver of the two hours of continuing education. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

**Suzanne Smart** appeared in person requesting the Board to waive one hour of continuing education based on the hardship rule. Mr. O'Connor moved to approve the waiver. Ms. Arthrell seconded the motion and the vote was unanimous in the affirmative.

**Melvin Shoemaker** sent in a letter requesting the Board to waive ½ hour of continuing education based on the hardship rule. Ms. Arthrell moved to approve the waiver. Ms. Eddens seconded the motion and the vote was unanimous in the affirmative.

**Dwayne Haney** sent in a letter requesting the Board to waive 13 hours of continuing education based on the hardship rule. Ms. Leuthard moved to approve the waiver. Ms. Arthrell seconded the motion and the vote was unanimous in the affirmative.

The administrative report was presented by Lyle Kelsey and Reji Varghese of the Medical Board staff. The revenue, expenditure, cash receipts and disbursement report was reviewed with the Board (Attachment 1). Mr. Weeks stated that he thought the staff of the Medical Board was doing a really good job.

The discussion of criminal background checks for licensure was presented by Lyle Kelsey. Staff has contacted the OSBI for possibly performing this check. The applicant would apply to the OSBI and pay the cost directly to them. The check would then be sent directly to our office. The Board instructed staff to proceed in establishing a process to begin this requirement. There was discussion on checking the sex offender list currently available on the internet. Ms. Schwartz brought up the possibility of a National criminal check. After discussion, it was decided to start with the OSBI and expand later.

Mr. O'Connor left the meeting.

Staff announced that the emergency rule amendment to *675:12-1-6. Board Approved Supervisors* had been approved by the Governor and is currently in effect. Permanent adoption of these amendments will be at the March meeting.

Ms. Schwartz left the meeting.

Ms. Kinzie took over as Chair and Mr. Chace presented applications.

Mr. Chace moved to deny the application of **Mary Elizabeth Teet** for LSWA as her degree is in psychology and not social work. Ms. Arthrell seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve the following **LMSW** applications:

**Jack Fortenberry** – pending passing the Masters examination; no provisional  
**Cheryl McGee Corkill** – pending passing the Masters examination; issue provisional

**Melonnie L. Dauben** – pending passing the Masters examination; issue provisional  
**Penelope C. Holloway** – pending passing the Masters examination; issue provisional

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

Mr. Chace moved to approve the following **LMSW** applications:

**David Jon Capener**

**Vicki Hall**

**Jessie Lee Nance** – pending receipt of ASWB exam scores

**Esmeralda Essie Nigo**

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

Mr. Chace moved to approve the following **LCSW** applications:

**Dorothy Sikes Brown** – pending passing the Clinical examination; issue provisional

**LaNell Daniel-Kowalski**– pending passing the Clinical examination; issue provisional

**Carolyn Green-Brose** – pending passing the Clinical examination; issue provisional

**E. Madeline Holmes** – pending passing the Clinical examination; issue provisional

**Carol Martin Jankowski** – pending passing the Clinical examination; issue provisional

**Jeannie Natasha Kelso** – pending passing the Clinical examination; issue provisional

**Jamie Langston** – pending passing the Clinical examination; issue provisional

**Ginger Luna** – pending passing the Clinical examination; issue provisional

**Ramona Munoz** – pending passing the Clinical examination; issue provisional

**Cary Odom** – pending passing the Clinical examination; issue provisional

**Rebecca Price** – pending passing the Clinical examination; issue provisional

**Mary Ellen Roberts** – pending passing the Clinical examination; issue provisional

**Tania M. Rubio-Rosas** – pending passing the Clinical examination; issue provisional

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

Mr. Chace moved to approve **Maxine Duer** for **LCSW** pending receipt of official transcript. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve **Sharon Wollard** for **LCSW** pending receipt of a job description. Ms. Eddens seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve the following for **LCSW**:

**Rebecca D. LeClair** – pending passing the Clinical examination; no provisional

**Ann L. Murphy** – pending passing the Clinical examination; no provisional

**Vanessa Sawyers** - pending passing the Clinical examination; no provisional

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

Mr. Chace moved to approve **John A. Clark** for **LCSW** pending receipt of a job description and passing the Clinical examination; no provisional. Ms. Eddens seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve **Cathy Hennessey** for **LCSW** pending receipt of 24 month supervision log and general evaluation and passing the Clinical examination; issue provisional. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve **Shelley Simon** for **LCSW** pending passing the Clinical examination; issue provisional. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve **Helene Butler** and **Richard Carswell** as **Board Approved Supervisor** with clinical specialty and requiring them to take the supervisor training within one year. Ms. Arthrell seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace took back the Chair. The Board reviewed the minutes from the November 19, 2004 meeting. Ms. Eddens moved to approve and Ms. Kinzie seconded the motion. The vote was recorded as follows:

Jeff Chace	Yes
Bob Weeks	Abstain
Mary Jo Kinzie	Yes
Joy Leuthard	Yes
Claudia Arthrell	Abstain
Elaine Eddens	Yes

No correspondence received for discussion.

Mr. Chace reported that he and Mr. Weeks attended the ASWB meeting. Mr. Weeks noted that ASWB offers study guides for tests on their web-site.

Ms. Hoehner presented an oral report on the number of complaints filed:

1999 – 2000 – 1 complaint filed  
2000 – 2001 – 3 complaints filed  
2001 – 2002 – 5 complaints filed  
2002 – 2003 – 7 complaints filed  
2003 – 2004 – 9 complaints filed

Ms. Eddens asked about the previous issue with Carolyn Gault and home studies. She noted that if others were conducting home studies without the proper licensure level the

Board would not know unless there was a complaint or they came forward. The question on the application could ask if the work was contract or private practice.

Under New Business, Mr. Chace reported that a person seeking approval for supervision in Lawton had been making certain diagnosis (DSM-IV), which is illegal unless licensed as a LCSW. There was no LCSW or other appropriately licensed person available in the agency to supervise and sign off on the diagnosis. The applicant is not currently working but has submitted another Contract that Mr. Chace is reviewing. Mr. Chace stated that he is considering contacting the agency where she was working that expected her to make a diagnosis and inform them this was not legal. He added that this may be going on in other places as well. Mr. Weeks suggested sending letters to all supervisors stating they should terminate supervision if the supervisee is making a diagnosis without a co-signature.

Many of the Board members mentioned receiving faxes from someone under investigation. Mr. Chace asked the members not to consider or respond to such inquiries.

Ms. Leuthard inquired about Jackie Brookfield who had let his license lapse and applied for a new LCSW license in July of 2004. Ms. Hoehner stated that Mr. Brookfield had renewed his license on time with all of the required continuing education.

There being no further business, Ms. Kinzie moved to adjourn the meeting. Ms. Eddens seconded the motion and the vote was unanimous in the affirmative.