

**BOARD OF LICENSED SOCIAL WORKERS**  
**Meeting Minutes**  
**March 25, 2011**

The Board of Licensed Social Workers met on March 25, 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.

<b>Members Present</b>	<b>Members Absent</b>
Joy Leuthard, LSWA, Board Chair	Larry Cassil, Jr., Esq., Vice Chair
Antoinette Lempicki, LSW	Sarah Schulz, NASW President
Robert Lee, LCSW, Secretary	Kelly Harmon, LMSW
Gwendolyn Kaminski, LCSW	

**Also Present:**

Karl Kramer, AAG  
James Marks, Executive Director

After roll call and noting that quorum was present, Ms. Leuthard, Board Chair, called the meeting to order at 11:03am.

**Julie Garrett** appeared before the Board requesting approval for Board Approved Supervisor (BAS) status. Questioned by the Board about the supervisory experience listed on the application, Ms. Garrett provided clarification of clinical supervisory experience versus administrative supervisory experience.

Ms. Lempicki moved to approve the BAS application submitted by Ms. Garrett. Mr. Lee seconded. Vote was unanimous. Approved.

**David Cunningham** appeared before the Board requesting waiver of partial continuing education (CE) for his 2011 license renewal.

Mr. Lee moved to approve that Mr. Cunningham be allowed to renew his 2011 license, waiving partial CE for which Mr. Cunningham could not produce verification of attendance. Ms. Kaminski seconded. Vote: Leuthard, Lee, & Kaminski – yes; Lempicki – no. Approved.

**Mr. Riley Shaul** from the Office of State Finance, appeared before the Board to present the Office of the Oklahoma State Board of Licensed Social Worker's financial report. Handouts were provided to each Board member for review. Mr. Riley informed the Board the Office's accounts have been reconciled and are current, and a fiscal structure has been implemented to assure accounts remain current and vendors are paid in a timely manner.

The minutes from the December 3, 2010, January 6, 2011, January 6, 2011 Executive Session, and January 28, 2011 meetings were reviewed. Ms. Lempicki moved to accept the minutes from all meetings. Mr. Lee seconded. Vote was unanimous. Approved.

Mr. Lee presented the application for clinical licensure by **Jonell James**. Mr. Lee expressed some concern about a finding on the background check. James Marks, Executive Director, provided a summary of his discussion with Ms. James about the findings, explaining to the Board that the finding noted in the background check related to failure to pay child support, not that she has failed to physically provide for the child. Mr. Lee moved to approve Ms. James' application for clinical licensure. Ms. Kaminski seconded. Vote was unanimous. Approved.

Mr. Kramer presented the following complaints:

Complaint Number 2010-05, James Campbell, Respondent. Mr. Kramer recommended to the Board this complaint be set for a hearing before the Board. Board approved.

Complaint Number 2010-18 - Update on the status of settlement agreement - Sharon Humphries, Respondent. Mr. Kramer advised that Ms. Humphries agreed to the settlement. Mr. Marks advised that the Office has received payment.

Complaint Number 2011-03 - Request Board approval of the drafting of a letter of concern to be sent to subject licensee. Board approved. Mr. Kramer will draft the letter and send.

Complaint Number 2011-04 - Request dismissal due to lack of jurisdiction. Board approved.

Complaint Number 2011-01 - Request action be continued until the next meeting of the Board due to the fact that a member of the Complaint Committee had been unavailable and could not vote on the recommendation to the Board regarding this complaint. Board approved.

The Board reviewed and approved the third quarter report submitted by **JoAnne Huber**. Mr. Marks was requested to initiate contact with Ms. Huber to request a personal appearance at the May Board meeting.

The Board reviewed requested written documentation submitted by **Barbara Galbraith** advising of current medical condition and employment status. Ms. Lempicki moved to accept documentation and waive CE requirement, allowing Ms. Galbraith to retain clinical licensure status. Mr. Lee seconded. Vote was unanimous. Approved.

The Board reviewed a written request from **Michael Brand** to retain BAS status. Mr. Brand was not able to attend training within the three-year period due to his military commitment. Mr. Marks advised the Board that Mr. Brand attended the Supervisor training offered March 21<sup>st</sup>. Mr. Lee moved to approve Mr. Brand's request to retain BAS status. Ms. Kaminski seconded. Vote was unanimous. Approved.

The Board reviewed written request from **Stuart Jacobson** to waive his 2011 CE requirement due to health reasons. Mr. Lee moved to approve. Ms. Lempicki seconded. Vote was unanimous. Approved.

The Board reviewed a written request by the Executive Director to purchase new computer equipment for the office. Quotes were provided as part of the written request and an explanation of numerous problems encountered with the current system, which is now twelve years old. One-time cost to upgrade all desktop and laptop computers and monitors is \$4,466.00. The Executive Director advised that, at minimum, the office would have to upgrade the software to Microsoft 2010 with the migration to the Office of State Finance (OSF) for technical support and assistance. The Office's current software applications cannot be migrated to OSF because the age of the software. Mr. Lee moved to approve the purchase of new computer equipment and applicable software. Ms. Lempicki seconded. Vote was unanimous. Approved.

The Board reviewed a written request by the Executive Director to renew the Office's lease agreement with Lincoln Plaza Inc. The Executive Director advised that Lincoln Plaza is increasing the rate of usable space by .50 cents per square foot. The Executive Director consulted with four other property management companies and found the rates to be comparable for full service lease agreements. Lincoln Plaza has offered an additional 169 square feet of on-site storage for \$2.75 per square foot. The Executive Director advised that the storage space is needed to reduce the abundance of materials that currently exists within the office. The on-site storage rate offered by Lincoln Plaza was far more competitive than what was offered from the

other management companies. Ms. Lempicki moved to approve renewing the lease agreement with the additional on-site storage. Mr. Lee seconded. Vote was unanimous. Approved.

At the request of the Board, Mr. Kramer presented on possible action and steps of the Board regarding jurisdiction of the Board over an applicant for social work licensure after their provisional license has expired without the applicant having passed the examination. Mr. Kramer provided a summary report with statute citations to the Board indicating the Board has no jurisdiction over a person who has completed the year of provisional license and has not passed the licensure examination. Because existing statute does not address it, an individual may continue to make application for as long as they wish beyond the expiration of their provisional license; however, they can no longer refer to themselves as a "social worker" until they have successfully passed the exam and are approved by the Board. The Board directed Executive Director Marks and Mr. Kramer to begin drafting possible amendments to Board rules to address this issue for consideration by the Board sometime this year.

The Board reviewed a written request from **Jacqueline Cook** to extend her BAS status through June 29<sup>th</sup>, 2011. Ms. Cook was not able to attend the training offered March 21<sup>st</sup> due to health reasons and personal family issues. Mr. Lee moved to approve Ms. Cook's request to extend BAS status through June 29<sup>th</sup>. Ms. Kaminski seconded. Vote was unanimous. Approved.

The Board reviewed the proposed contract for legal services provided by the Oklahoma Attorney General's office. Ms. Lempicki moved to accept the terms of the contract. Mr. Lee seconded. Vote was unanimous. Approved.

The Board presented Applications for Licensure. Ms. Kaminski moved to approve the following for LCSW, issue provisional:

**Sandi Moore**  
**Sarah Parker**  
**David Farthing**

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

Ms. Kaminski moved to approve **Sarah Schulz** and **Robbin Keith** for LCSW, Exam ID only. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Kaminski moved to approve the following for LMSW, issue provisional:

**Sarah Young**  
**Whitney Allen**  
**Frank Wilson**

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

Ms. Lempicki moved to approve the following for LCSW, issue provisional:

**Linda Bell**  
**Deanna Harris**  
**Brenda Cunningham**

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

Ms. Lempicki moved to approve **Bruneita Battle** and **Catherine Gibson** for LMSW. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve the following for LMSW, issue provisional:

**Ashley Melson**

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

Ms. Lempicki moved to approve the following for LMSW, issue provisional, with an accommodation to have a longer period of time to take the examination:

**Lauren Wiehle**

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

Ms. Lempicki moved to approve **Suzanne Novotnak** for Clinical BAS. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to table **Hilarie Anjanette Lavery** for Clinical BAS. Ms. Lempicki requested Mr. Marks follow up with Ms. Lavery by phone and in writing to receive clarification about her years of clinical supervisory experience, scope of supervisory experience, type of supervisory experience, and the number of people she has supervised.

Mr. Lee assumed Chair.

Ms. Leuthard moved to approve the following for LCSW, issue provisional:

**Agata Karch  
Jacqueline McGuire  
Jennifer Dell**

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

Ms. Leuthard moved to approve **Jenny Burrows** for LSWA, Exam ID only. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Mary Ann Smith** for LMSW. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve the following for Clinical BAS:

**Teresa Burnett  
Sue Warwick  
Thomas Potter**

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

Ms. Leuthard resumed Chair.

Mr. Lee moved to approve the following for LCSW, issue provisional:

**Jonell James  
Jill Davis  
Amber Ward  
Lauren Harjo**

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

Mr. Lee moved to approve the following for LCSW:

**Joseph Dudley**  
**Heather Forte**  
**John Black**

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

Mr. Lee moved to approve **Catherine Claybrook** and **Rebecca Hackworth** for Clinical BAS. Ms. Kaminski seconded the motion and the vote was as follows:

<b>Joy Leuthard</b>	<b>Yes</b>
<b>Toni Lempicki</b>	<b>Abstain</b>
<b>Robert Lee</b>	<b>Yes</b>
<b>Gwen Kaminski</b>	<b>Yes</b>

Mr. Lee moved to table **Collyn Moone** for Clinical BAS. Mr. Lee requested Mr. Marks contact Ms. Moone to receive clarification of her current job description, to include her supervisory duties with more information about her role as a supervisor.

Mr. Marks provided the Executive Director report, offering an accounting of activities since taking the position January 26th. Mr. Marks noted that discussion items were referenced on the meeting agenda.

Ms. Leuthard provided the Board Chair report, offering updates on the following:

- Association of Social Work Board Spring Educational Meeting and invitation to ASWB members to attending the ASWB Fall Meeting in Oklahoma City. Ms. Leuthard and Mr. Marks will be attending.
- ASWB Fall Meeting being hosted by OSBLSW in OKC and plans for the OSBLSW Planning Committee to meet.
- HB-1715 – OSBLSW statute changes – bill has passed the House of Representatives and now goes to the Senate. Senate author is Sen. Rick Brinkley. Ms. Leuthard and Mr. Marks have met with him.
- Positive changes and progress of the Oklahoma State Board of Licensed Social Worker's office are being made under the direction of Jim Marks, the new Executive Director.

Mr. Lee moved to adjourn. Ms. Lempicki seconded. Vote was unanimous. Approved.

Meeting adjourned at 2:54pm.