BOARD OF LICENSED SOCIAL WORKERS
Minutes of the Meeting
March 26, 2010

The Board of Licensed Social Workers met on March 26, 2010 at the office of the Board of Medical Licensure and Supervision, 101 Northeast 51st 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, Board Chair
Larry Cassil, Jr., Esq., Vice-Chair
Jeff Chace, LCSW
Joy Leuthard, LSWA
Lanny Endicott, LCSW
Antoinette Lempicki, LSW

Members Absent:

Kelly Harmon, LMSW, Secretary

Also Present:

Debra Schwartz, AAG
Kandi Hoehner, Board Administrator
Laura Maguire, Administrative Assistant

After role call and noting that a quorum was present, Ms. Kaminski, Chair, called the meeting to order at 10:10 AM.

The Minutes from the January 22, 2010 meeting were reviewed. Ms. Lempicki moved to accept the minutes. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Ms. Schwartz, Assistant Attorney General for the Board, called the case of **JoAnne Huber**, **LCSW**. Ms. Huber appeared personally and with her attorney, Mr. John Bowling. The Board had received a complaint alleging unprofessional conduct based on engaging in dual relationships, boundary violations, and violation of patient privacy and confidentiality.

Ms. Schwartz reported to the Board that Mr. Bowling has drafted a Consent Order for the Board's consideration. Ms. Schwartz emphasized that unlike other licensees that have come before the Board in similar situations, Ms. Huber has admitted to what she did and does not intend to engage in this kind of practice in the future.

Ms. Schwartz recognized the fact that the allegations raised occurred approximately ten years ago. However, there is no statute of limitation regarding complaint actions. The complainant felt she needed to report the licensee's behavior as part of her ongoing therapy to bring closure to this issue.

Mr. Bowling advised the Board that Ms. Huber is not contesting the allegations. She did forge a friendship with the complainant after she terminated the relationship as clinician and client. She acknowledges that she did violate the six months rule. She did, however, refer the complainant to another therapist.

Ms. Huber has agreed to undergo supervision twice a month for a year. Ms. Schwartz recommended that the Board accept the Consent Order.

Mr. Cassil moved that, in light of the testimony of Ms. Huber, as well as the State's agreement of acceptance of the Consent Order, the Board accept the terms of the Consent Order. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Lorri Perez, LCSW came before the Board with Whitney Downey, her work supervisor, for an informal interview. Ms. Lempicki recused herself from the meeting.

Ms. Schwartz advised the Board members that the Board office had received a supervisee's evaluation of Ms. Perez who was acting as her licensure supervisor, indicating some perceived deficiencies in the supervision being delivered by Ms. Perez. A letter was sent to Ms. Perez with a copy of the evaluation requesting Ms. Perez's response. Her response to the Complaint Committee answered all their questions and included a plan of action to correct any deficiencies. Today Ms. Perez appears before the Board to explain the situation and what she will do in the future to resolve these problems. Ms. Schwartz emphasized that this is not a disciplinary action.

Ms. Perez told the Board that she did consult with Ms. Downey to develop solutions regarding the deficiencies noted in the evaluation. Her job consists of being the work supervisor and the clinical licensing supervisor, the largest part being clinical supervision. She is currently supervising twelve people, but they are not all full-time employees. She is now careful to separate the two roles when supervising her supervisees by stating at the beginning of the conversation whether the meeting is for licensure supervision or in her role as the employee's direct supervisor. In the past Ms. Perez had not made copies of all evaluations. She has now made a habit of making copies all evaluations for her records. She believes that she would not have signed an evaluation with the statement of "I agree to this evaluation" that included the negative comments that were contained in the evaluation at issue.

After further discussion, Mr. Cassil moved that in light of Ms. Perez's written response to the Board and her plan of corrective action the Board accept her plan and dismiss the complaint. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki entered the meeting.

Ms. Schwartz presented Complaint #2009-17. This complaint was made by a non-custodial parent involved in a highly contested divorce case. The parent was ordered to meet with the social worker by the Court. The complainant alleges that the social worker was consistently late for appointments, took calls during the appointment, and created a hostile environment. The licensee responded to the complaint addressing each concern. The Complaint Committee, not finding any support in the court documents for the allegations, recommended dismissal of the complaint. Mr. Chace moved to accept the Complaint Committee's recommendation and dismiss Complaint #2009-17. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Ms. Schwartz presented Complaint #2009-18. The complaint alleges that a person whose provisional license had lapsed due to failure to pass the exam was treating clients in a capacity that can only be held by a LCSW. The Complaint Committee wrote the employer for a response and received responses from both the employer and the former licensee. They assured the committee that she is not practicing as a LCSW and is not using the credentials. She is currently under the supervision of two LPCs, until she is able to take and pass the exam. The Complaint Committee recommended dismissal of the complaint. Ms. Leuthard moved to accept the Complaint Committee's recommendation and dismiss Complaint #2009-18. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Ms. Schwartz presented Complaint #2010-02. This complaint was authored by a parent in a highly contentious divorce/custody case. The complaint alleges unprofessional conduct and refusal to communicate to the parent regarding the progress of therapy. The licensee responded

to the Complaint Committee, sending assessments and signed releases from the child's Guardian Ad Litem and the custodial parent permitting the licensee to send client orientation information to the Complaint Committee. The licensee also sent a written explanation. After reviewing the documentation the Complaint Committee recommended dismissal of the complaint. Mr. Endicott moved to accept the Complaint Committee's recommendation and dismiss Complaint #2010-02. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Schwartz presented Complaint #2010-03. The complaint was written by a custodial parent in a divorce/custody case alleging the licensee has been treating his minor children without his authorization. A custody order was included with the complaint. At the Complaint Committee's request for a response, the licensee sent documentation from the original order stating that the licensee is following the court's current plan for therapy treatment for the children. The custody order sent by the complainant had been modified. After reviewing all documentation, the Complaint Committee recommended dismissal of the complaint. Mr. Cassil moved to accept the Complaint Committee's recommendation and dismiss Complaint #2010-03. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Schwartz presented Complaint #2010-04. The complaint made by the parent alleges that the licensee will not make appointments available for the parent to come with the child and is not keeping her apprised of the progress of the therapy. The licensee responded to the Complaint Committee in writing, stating that the therapy is court ordered and her time is very limited as to when she can meet with the child. She wrote that the parent can apply to the court for a different therapist, but that the parent has cancelled appointments frequently and without notice. She said that the parents are told before treatment begins that she will not divulge details of what is discussed in therapy. The Complaint Committee did not find any violation of the rules and recommended dismissal of the complaint. Mr. Endicott moved to accept the Complaint Committee's recommendation and dismiss Complaint #2010-04. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Veronica Woods came before the Board requesting approval for late submission of supervision documentation. Ms. Woods was undergoing supervision with Stephanie Nelson from September 1, 2004 to February 11, 2005, wherein she acquired 53 educational hours and 942 work hours. There was no supervision for two years, then she began supervision with Tempie Nichols- Rood from March 8, 2007 to February 25, 2009, wherein she acquired 83 educational hours and 2324 work hours. There was a period of seven months where there was no supervision between Ms. Woods and Ms. Nichols-Rood. She resumed supervision with Robert Motolla from October 20, 2009 to present day. She is currently employed by Cedar Ridge.

In November 2009, Ms. Woods submitted supervision paperwork for the time frame of March 14, 2007 to February 25, 2009. She was notified by the Board office that the submission of the evaluations was very late and no other supervision had been received in 2 ½ years. It was suggested that she appear before the Board to explain any extenuating circumstances. Ms. Woods advised the Board that during 2009 she had two deaths in the family and her son was injured. She stated she understood that it was her responsibility to submit paperwork in a timely manner to the Board office.

Ms. Hoehner reminded the Board that Ms. Woods terminated with Ms. Nichols-Rood on February 25, 2009 and the Board office did not receive any supervision paperwork until November 5, 2009. She added that no paperwork was submitted to our office regarding supervision with Ms. Nichols-Rood until November 5, 2009, with the exception of the initial contract. After further discussion, Ms. Leuthard moved to accept Ms. Woods' supervision and work hours with Tempie Nichols-Rood accrued from March 8, 2007 to February 25,2009, for a total of 83 educational hours and 2324 work hours. Any hours accrued under the supervision of Stephanie Nelson are denied. Mr. Cassil seconded the motion and the vote was as follows:

Joy Leuthard Yes

Jeff Chace	Yes
Toni Lempicki	No
Larry Cassil	Yes
Gwendolyn Kaminski	Yes
Lanny Endicott	Yes

Pamela Greenwood appeared before the Board to discuss her past supervision experiences. Ms. Greenwood received supervision from 1988-1989, then terminated. She then received supervision from 1998-1999 and terminated. She is interested in starting supervision again and is asking the Board if her previous supervision hours will count toward her licensure requirements. Mr. Chace stated that historically, if it has been more than ten years, the supervision hours cannot be counted. He added that this is not written in the rules. After a short discussion, Ms. Greenwood was asked if she had any questions. She responded "No".

Mr. Chace moved to deny any previous supervision hours accrued by Ms. Greenwood. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Kim Tanner, from **ok.gov**, presented a proposal for the Content Management System to the Board. This system would allow the Board Administrator to manage the Oklahoma State Board of Licensed Social Workers' website.

Ms. Tanner began by clarifying the difference between a small account and a large account. There is a one-time fee for both accounts, small is $2,500.00 and large is $5,000.00. A small account is for 19 pages or less and will be suitable for our Board. This one-time flat fee includes all of the hosting services, upgrades, continued customer support, and any training of Ms. Hoehner and any other user with permission to access the account. They also provide four hours of design work for home page content.

Ms. Tanner discussed two different add-on features that would be beneficial to the Board website. The first was the password protection module, which has a one-time fee of $500.00. This module would allow Ms. Hoehner to give Board members a password that would allow them to log-in and view documents that she has scanned. Ms. Hoehner would also be able to create directories and password protect them so that only someone with the proper credentials could view it.

The second module presented was the form builder module, which has a one-time fee of $1000.00. There is a wide range of forms that can be created using this module. An unlimited amount of documents can be uploaded in the account and links to those documents can be added. These forms and images will not be counted as pages. Ms. Hoehner can also opt for a user to print off a form, complete and submit a form, or save it as a pdf. There is also a signature field. Free services, such as contact forms, FAQ section, site map or index, calendar, and content section are also included.

Ms. Tanner told the Board that a redirect to the new website would be provided to consumers. She explained that when someone logs onto the old website, he/she will be automatically redirected to the new site. She finished by telling the Board that this system does not include email (OSF hosts this) and online supervision forms.

Mr. Cassil suggested delaying the motion until after the budget report has been given.

The Board discussed the interpretation of language in Title 59§1251.A, regarding license required exemptions. It reads "No person shall engage in the practice of social work for compensation unless he or she is licensed under the Social Worker's Licensing Act, nor may any person participate in the delivery of social work services unless under the supervision of a person licensed under these provisions." Ms. Hoehner advised that due to how an employer has interpreted this language, a supervisee has been suspended from her job for thirty days. The

supervisee is employed by Amedysis (a home healthcare agency) and her LMSW provisional license has lapsed.

Mr. Chace said the supervisee could claim an exemption under our statutes because she is working in a home healthcare facility. In reality, she has been providing care under her supervisor's supervision. Ms. Schwartz replied that she believes the employer wants a statement from our office confirming that the supervisee's current work situation is not illegal under our Act. Mr. Cassil recommended that Ms. Schwartz send legal documentation stating that the supervisee may participate in the delivery of social work services under the supervision of the person licensed under these provisions. However, if your organization is exempt under subdivision C, as a healthcare facility licensed by the state, you may do so. The supervisee cannot hold herself out as a social worker.

Ms. Schwartz will respond to the employer to fulfill their request for some type of legal verification from the Board.

Adam Cothran came before the Board to explain an incident disclosed on his extended background check for which he did not explain on his Application for Licensure. Mr. Cothran is applying for the LCSW provisional license. He stated that he was a minor at the time of the misdemeanor charge in 2003. At the age of 19, Mr. Cothran was charged with a DUI. He did disclose this information on his Application for Licensure. Mr. Chace said that his supervision is complete and his documentation is in order. After further discussion, Mr. Chace moved to approve Mr. Cothran's application for LCSW, issue provisional. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Jaimee Deel appeared before the Board to explain late submission of supervision documentation. She completed her supervision in 2007; however, she did not submit her 24 months supervision records until she submitted her Application for Licensure. She was under the impression that she was not to submit the 24 months supervision paperwork until she applied for licensure. She postponed submitting her application due to having twins. Ms. Hoehner added that she believed there was a miscommunication. Mr. Chace moved to approve Ms. Deel's application for LCSW, issue provisional. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Julia Reed, Board Consultant, asked for the Board's input concerning **Stephen Craig**. Mr. Craig is currently licensed in Maine but does not hold a license in Oklahoma. He is employed by the Veteran's Administration. Because he confines his practice to a federal facility, he does not have to be licensed in Oklahoma. Ms. Reed asked if his supervisees should be made aware that he does not hold a license in Oklahoma. If a problem were to occur, we would have no jurisdiction over him. Any complaints would have to be filed in Maine. The Board agreed that for the supervisee's protection, this should be included in the approval letter sent to them.

The Board reviewed a written request from **Audry Haldaman,** who is currently stationed in Germany. Ms. Haldaman would like to maintain her BAS status but will not return to the United States in time to take the required training course. She is requesting permission to watch a video provided by the NASW's state chapter's director, Hugh Clark, and have it count as the BAS training. Mr. Chace stated that he attended the class taught by Mr. Clark and thought it would be acceptable for her to count it as her BAS training. Mr. Cassil moved to accept Ms. Haldaman's request and ask her to submit an evaluation of the video. He added this is only being granted due to her being located out of the country. Ms. Leuthard seconded the motion and the vote was as follows:

Joy Leuthard	Yes
Gwen Kaminski	Yes
Toni Lempicki	Yes
Jeff Chace	Abstain

Larry Cassil	Yes
Lanny Endicott	Yes

Ms. Hoehner will write the letter to Ms. Haldaman.

The Board reviewed correspondence from **Kendra Burnside.** She is requesting a waiver of the required eight face-to-face continuing education hours for her 2011 renewal due to her relocation to Germany. Mr. Cassil moved to grant Ms. Burnside the ability to complete her CEUs in Category 3, subject to the standard approval policy, due to her currently being located in Germany. He added that Ms. Burnside be thanked for requesting her waiver early. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

The Board discussed a situation concerning the supervisees of **Linda Goen.** Ms. Goen passed away unexpectedly in January of 2010. The supervisees under her supervision were not able to obtain completed evaluations or signed logs. Ms. Lempicki said the current director at the facility is a LCSW and she would be able to sign the evaluations and supervision logs. Mr. Endicott moved to allow Angela Bauer to evaluate the supervisees and complete their supervision documents. The termination of supervision will be signed by the supervisee only. Ms. Leuthard seconded the motion and the vote was as follows:

Joy Leuthard	Yes
Gwen Kaminski	Yes
Jeff Chace	Yes
Toni Lempicki	Abstain
Larry Cassil	Yes
Lanny Endicott	Yes

The Board began review of Applications for Licensure. Mr. Endicott moved to approve the following for LCSW, issue provisional:

Beatriz Roskopf
Lindsay Sullivan
Wanda Wagner

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

Mr. Endicott moved to approve **Amanda Lawhorn and Jennifer Lightfoot** for LCSW, no provisional, exam ID only. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Cortney Yarholer** for LMSW. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

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

Rebecca Baker
Amy Howard
Paulette Jobe
Julie Kline
Laurie Logan
Rebecca Morrissey
James Riley
Denise Rogers
She'Nikka Simpson
Kristin Smith
Rose Turner

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

Ms. Leuthard moved to approved the following for LCSW, no provisional, exam ID only:

Melanie Clevenger
Leondra Moore
Dorothy Colleen Springer
Olivia Yazzie

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

Ms. Leuthard moved to approve **Julie Western** for LMSW, no provisional, exam ID only. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Stephanie Brill** for Board Approved Supervisor, Clinical. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Mr. Cassil took the Chair.

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

Martha Manning
Andrea Caplinger
Christina Perez-Lanik
Tywanna Nichols
Mitzi Privett
Jennifer Geren

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

Ms. Kaminski resumed as Chair.

Ms. Lempicki moved to table **Darron Vanman's** application for LCSW and ask him to appear before the Board to clarify confusion on question #24, regarding his work history at Alpha II. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **Anthony Anderson and Josh Everage** for LCSW, issue provisional. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to table **Genevieve Meyer's** application for LCSW, no provisional, exam ID only, so that she may complete question #6 on the application. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **Keitha Wyatt** for LCSW, no provisional, exam ID only. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

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

Hugh Clark
Kimberly Garrett
Afton Hoover

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

Ms. Lempicki moved to approve **Tracey M. Cobb** for LCSW, no provisional, exam ID only. Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **Mona Lowrey and Connie Martin** for LCSW, no provisional, exam ID only. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **Cynthia McCormick** for LMSW, no provisional, exam ID only. Ms. Leuthard seconded the motion and the vote was as follows:

Joy Leuthard	Yes
Gwen Kaminski	Yes
Jeff Chace	Abstain
Toni Lempicki	Yes
Lanny Endicott	Yes
Larry Cassil	Yes

Mr. Chace moved to table **Barbara Mistele's** application for LCSW and ask her to appear before the Board for clarification on her work status. Is she currently treating clients in Oklahoma and, if so, for how long? Ms. Lempicki seconded the motion and the vote was as follows:

Joy Leuthard	Yes
Gwen Kaminski	Yes
Jeff Chace	Yes
Larry Cassil	No
Lanny Endicott	Yes
Toni Lempicki	Yes

Mr. Chace moved to table **Katie Dawson's** application for LCSW-P and ask her to appear before the Board to discuss whether she has met the supervision requirements. She has large gaps in her supervision and Mr. Chace is questioning whether her job is all clinical. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to table **Joy Friend's** application for LCSW-P and ask her to appear before the Board to discuss her failure to timely submit her supervision paperwork to the Board office. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to table **Nancy Jacob's** application for LCSW-P and ask her to appear before the Board to discuss her supervision. There was some question as to how clinical in nature was her job at a children's shelter, working the 3-11 shift. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve **David Nikkel** for LCSW, issue provisional. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve **Elizabeth Shumate** for LCSW, issue provisional. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to table **Pam Sanford's** application for BAS, Clinical, and ask her to appear before the Board to discuss her experiences as a supervisor in further detail. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to table **Barbara Tunney's** application for BAS, Clinical, and ask her to respond to the Board in writing addressing her experiences as a supervisor in further detail. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to table **Micah Woodard's** application for BAS, Administration, and ask him to appear before the Board to discuss his experiences as a supervisor. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Lyle Kelsey, Reji Varghese, and Dela Kwetey came before the Board with the Administrative Report. Mr. Kelsey presented an overview of revenues and a summary of the expenses. The clearing and revolving accounts were also reviewed.

Mr. Cassil moved to approve the invoices for November and December of 2009 and for January and February of 2010, with the condition that our office confirms whether Advancia has been paid already. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Mr. Varghese reviewed a graph depicting the Board's expenses, budget, and revenue for the fiscal years 2006-2010.

Discussion moved back to the ok.gov presentation by Ms. Tanner. Ms. Leuthard moved to include in the budget revision the $4,000.00 needed for ok.gov. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard, Ms. Hoehner, Ms. Lempicki, and Mr. Chace have begun work on the 5 Year Strategic Plan. They presented the Board with a rough draft for their review. Ms. Leuthard suggested sending out a draft to Board members electronically. Members could reply with any ideas or suggestions they may have. Ms. Leuthard moved to have the draft placed online for any ideas or comments and require that all comments be submitted by April 23, 2010. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki presented the Board with a sample pamphlet of a guide to social work in Oklahoma.

Ms. Hoehner presented the Administrator's report to the Board. She asked the Board for assistance on how to respond to supervisees who have sent in their 12 months evaluations, bypassing the six months evaluations. Ms. Lempicki suggested requiring both the supervisee and supervisor to come before the Board. Ms. Lempicki moved to have Ms. Reed include in the contract approval letter," Failure to comply with the established time frames for the submission of documentation may necessitate an appearance before the Board by you and your supervisor." Mr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Ms. Hoehner reported that after meeting with OSF officials, the Board will not accrue the substantial savings, as first thought, by using them. She would like to stay with Advancia for IT. The office email will go through OSF and they will also be responsible for voice connection. The Board office will use their own server.

Ms. Hoehner said that by changing the office phone number and fax number, the monthly costs would be less. The Board said they were not opposed to the change.

There was no Chair report.

The Board thanked Ms. Schwartz for her dedicated service to the Board.

There being no further business, Mr. Cassil moved to adjourn. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

The meeting was adjourned at 4:00 PM.