

BOARD OF LICENSED SOCIAL WORKERS
Corrected Minutes of the Meeting
March 4, 2005

The Board of Licensed Social Workers met on March 4, 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
Mary Jo Kinzie, Vice Chair
Joy Leuthard, Secretary
Tim O'Connor
Claudia Arthrell
Bob Weeks

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 10:10 a.m.

The first order of business was a public hearing and adoption of permanent rulemaking. **Section 675:12-1-6. Board Approved Supervisors** was previously amended on an emergency basis. There were no persons appearing for or against the rule. Ms. Kinzie moved to approve the permanent amendments (**Attachment 1**). Ms. Arthrell seconded the motion and the vote was recorded as follows:

Jeff Chace	Yes
Bob Weeks	Yes
Mary Jo Kinzie	Yes
Tim O'Connor	Yes
Claudia Arthrell	Yes

Motion passed.

Ms. Leuthard arrived at the meeting.

Debra Schwartz, Assistant Attorney General and counsel for the Board, called the case of **Wendy Wakefield**. Ms. Wakefield was issued a Complaint for practicing without a license. Ms. Wakefield was not present or represented by counsel. The case had been

continued from the January 2005 meeting at Ms. Wakefield's request. Ms. Schwartz entered as State's Exhibit 1A the return receipt showing that the Complaint and Notice of Hearing had been received and advised that the hearing continue. At the Board's decision to hear the case, Ms. Schwartz called Kim Pointer as the first witness for the State.

Ms. Pointer is a registered nurse employed at Integris. She testified regarding Wendy Wakefield representing herself as a licensed social worker when applying for a position and while employed. The following were offered as State's Exhibits:

Exhibit 2 – Application for employment as a medical social worker II submitted by Ms. Wakefield showing that she had a Masters Degree in Social Work from the University of Oklahoma.

Exhibit 3 – Job description for a medical social worker II

Exhibit 4 – Affidavit of qualifications that is signed by all employees hired by Integris.

Exhibit 5 – a copy of a wall certificate with the name Wendy Wakefield and license number 1935 and Exhibit 6 – a wallet card reflecting the same was offered. Kandi Hoehner, Administrative Assistant for the Board of Licensed Social Workers was called as a witness for the State. Ms. Hoehner testified that Wendy Wakefield was not licensed by the Board and the license number 1935 belongs to James Hoffman.

Ms. Schwartz entered the following exhibits regarding Ms. Wakefield's educational credentials:

Exhibit 7 – Letter from East Central State University, Ada, Oklahoma stating that Wendy Wakefield did not attend their school.

Exhibit 8 – Letter from the University of Oklahoma stating that Wendy Wakefield did not attend OU or obtain a degree in social work.

After hearing testimony and reviewing exhibits, Ms. Arthrell moved to find there was clear and convincing evidence to substantiate the allegations in the Complaint, that the Board impose a \$500.00 penalty and forward the information to the office of the District Attorney. Mr. Weeks seconded the motion and the vote was unanimous in the affirmative.

The Board reviewed a request from **Saminthia Warner, LCSW** requesting a partial exemption from the continuing education requirements for the 2005 renewal. Mr. Weeks moved to send her a letter requesting documentation. Ms. Arthrell seconded the motion. Mr. Chace informed the Board that Ms. Warner was sent a letter on February 16, 2005 requesting a personal appearance or documentation of her physical disability, illness or other extenuating circumstances. No additional information was received by the Board. Mr. Weeks withdrew his motion and moved to deny her request. Ms. Kinzie seconded the motion and the vote was unanimous in the affirmative.

Donnie Waller, LSW appeared in person requesting exemption from the continuing education requirements for the 2005 renewal. Mr. Waller stated that he did not realize continuing education was needed to renew for the LSW. The Board discussed the fact that this was a new requirement that went into effect July 2004. Mr. Weeks moved to allow Mr. Waller to renew and requiring 32 hours for next year's renewal, to include 6 hours of ethics. If he does not obtain the continuing education next year he will be required to appear before the Board. Ms. Leuthard seconded the motion and the vote is recorded as follows:

Jeff Chace	Yes
Bob Weeks	Yes
Mary Jo Kinzie	Yes
Tim O'Connor	No
Claudia Arthrell	No
Joy Leuthard	Yes

Motion passed.

Sylvia Pardue, LSW appeared in person requesting exemption from continuing education requirements for the 2005 renewal. Ms. Pardue stated that she is responsible for the daily care of her sister who has Alzheimer's disease and lung cancer. Ms. Pardue provides disaster relief for the Red Cross, however, has not been working during the past year. She did not know if she would be able to work or obtain continuing education this coming year. Ms. Leuthard moved that based on the hardship of caring for her sister, Ms. Pardue be exempt from the continuing education for 2005 renewal. Ms. Kinzie seconded the motion and the vote is recorded as follows:

Jeff Chace	Yes
Bob Weeks	No
Mary Jo Kinzie	Yes
Tim O'Connor	Yes
Claudia Arthrell	Yes
Joy Leuthard	Yes

Motion passed.

Matt Atkinson was present with his clinical supervisor, Arlene McGlone. Mr. Atkinson was asking the Board to approve two years of supervision that was not documented with the Board. Mr. Chace noted that Mr. Atkinson's documentation notes of the sessions and original supervision contract would need to be submitted and all evaluation forms. Mr. Weeks moved to approve the supervision retroactively upon receipt of the required documentation. Ms. Arthrell seconded the motion and the vote was unanimous in the affirmative.

Debra Schwartz left the meeting.

The Board reviewed the request from **Tara Patrick** requesting the Board to accept supervision from 12/9/2004. Ms. Arthrell recused from this matter. Ms. Patrick stated in her letter that she had sent her supervision contract to two incorrect addresses for the Board. In January she was notified that she needed to complete a new contract. When she informed her supervisor Chuck McGowen, she was not told to stop supervision. Ms. Leuthard moved to approve the back hours of supervision and to send a letter to Chuck McGowen about proper supervision procedures. Mr. O'Connor seconded the motion and the vote was recorded as follows:

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

Motion passed.

Mr. O'Connor left the meeting.

After review of the minutes from the January 14, 2005 meeting Ms. Arthrell moved to approve. Mr. Weeks seconded the motion and the vote was unanimous in the affirmative.

Mr. Lyle Kelsey, Executive Director presented the administrative report. The Board reviewed the latest financial report. No action was taken.

Mr. Chace discussed having an Honorarium Budget Allocation to compensate those working the Board Approved Supervisor Training or other projects in which the Board may wish to utilize someone. After discussion Ms. Kinzie moved to create a budget line of \$1000. Ms. Arthrell seconded the motion and the vote was unanimous in the affirmative. Mr. Weeks moved to pay a flat fee of \$200 for conducting training for the Board. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Ms. Edmondson, Board Consultant, reported on questions that had come up regarding supervision received out of state. One example is the person lives in Oklahoma and works in Texas. She wants an Oklahoma license and to get credit for supervision obtained in Texas by an Oklahoma licensed supervisor. The next scenario is a person working in Missouri and Oklahoma, however, her supervision is in Missouri.

Ms. Leuthard left the meeting.

Another example is a person living and obtaining supervision in California. The Board discussed that California does not require passing the ASWB examination; however, their examination may be more stringent. After discussion the Board stated that all

three situations should be treated the same and that the supervision obtained should be documented on Oklahoma forms.

Ms. Edmondson discussed the audit for continuing education and the possibility of conducting a small audit this spring of 10% of licensees. She questioned whether we would select at random or at a target group, such as those renewing late. What would be the process if they do not reply or if they did not obtain the required amount of CE. After discussion, it was decided to pick at random and send a letter requiring a response by May 1. A second letter should be sent to those who have not responded by May 1. Those that do not respond after 60 days of the second letter or do not have enough hours are to be brought before the Board.

The Board has required that as of January 1, 2005 the supervision contract and evaluations must be submitted on time. Ms. Edmondson asked the Board what procedures to follow if the forms were not received on time. Mr. Chace stated they should be looked at on a case by case basis until everyone had been notified that the information must be submitted on correct forms and on time or the supervision would not count.

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

Mr. Chace moved to approve **Diana Winslow** as a Board Approved Supervisor-Clinical and require the BAS training to be completed in one year. Ms. Arthrell seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve the following for **LMSW** pending passing the examination and to issue a provisional license to David Cunningham:

David Cunningham
Linda Kay Howard

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

Mr. Chace moved to approve **Kasey Gizelbach** for **LMSW** pending completion of page two of her application. Mr. Weeks seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve the following for **LCSW** pending passing the examination and to issue a provisional license:

Taylor C. Anthony III
Brenda Bause
Jamie Birdsong-Nieroda
Justice Davis
Linda Dunham
Janice K. Feuerborn

**Eileen Filer-Whitson
Amy Elizabeth Hicks
Denise Ivey Johnson
Kara Kovash
Judie Kathleen Miller-Aziere
Laura Mumford
Lorri Perez
Sidney Joe Pilkinton
Alecia Teacher
Laura Turner
Jeremy Went**

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

Mr. Chace moved to approve **Therese Mulhern** for **LCSW**. Mr. Weeks seconded the motion and the vote was unanimous in the affirmative.

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

**Chris Gregston
Rosemary Johnsen
Diane Powers
Cathy Webb**

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

Mr. Chace discussed the application of **JoLynn Strate** for **LCSW**. Ms. Strate has failed the examination three times and sent a letter stating she has dyslexia. The Board would have to authorize accommodation for extra time. Mr. Chace moved to approve Ms. Strate pending passing the examination and notify her that if the dyslexia is diagnosed she may be able to request accommodations. Ms. Arthrell seconded the motion and the vote was unanimous in the affirmative.

The application of **Larry Jay Pemberton** for **LSWA** was reviewed. Mr. Pemberton has not had the required supervision. Mr. Chace moved to deny his application. Mr. Weeks seconded the motion and the vote was unanimous in the affirmative.

The application of **Beth Venus** for **LCSW** was reviewed. Mr. Chace noted there was a complaint pending against Ms. Venus and moved to table her application. Ms. Arthrell seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace resumed as Chair and took up the item of correspondence received. Ms. Kinzie had received an e-mail from Angela Workman regarding issues related to supervision at DHS. After discussion, the Board agreed to send her a letter stating that 3,000 hours of face to face supervision is required. If she knows of some wrong-doing or unethical behavior she has the option to send a complaint to the Board.

There was no report from the Chair.

Ms. Kinzie took over as Chair. Under New Business the Board discussed Preston Howard who was denied licensure last year. Mr. Howard was terminated from his job for inappropriate behavior with clients. Mr. Chace sent him a letter stating the information in the complaint. Ms. Schwartz had recommended sending him a letter stating what would be required to obtain licensure. The Board discussed what to do to address the concerns of hugging the client, kissing on the lips three times and releasing information without the client's permission.

After discussion, Mr. Weeks moved to require 12 hours of ethics to include boundary issues and confidentiality issues (HIPPA) and one year of additional supervision. The supervisor and Mr. Howard are also required to submit written reports to the Board every two months regarding progress in addressing the issues in the complaint. The supervisor must verify to the Board that he/she was notified of the past misconduct. Should Mr. Howard obtain employment as a social worker, he would be required to report the past misconduct to the employer and provide written verification of the notification to the Board. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace resumed as Chair. After discussion of the May meeting date, Mr. Weeks moved to change the May 13 meeting to May 20. Ms. Kinzie seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace announced that he would be attending the Spring ASWB meeting April 7-10.

Ms. Edmondson asked the Board about refunding the money of a licensee who had applied for the BAS training in Tulsa but had car trouble and was unable to attend the full training. The Board agreed to refund her money and she would not have to reapply.

There was no report on status of investigations.

There being no further business, the meeting was adjourned at 3:20 p.m.