

BOARD OF LICENSED SOCIAL WORKERS
Minutes of the Meeting
May 20, 2005

The Board of Licensed Social Workers met on May 20, 2005 at the Sheraton Hotel, Kiamichi Room, 1 North Broadway Avenue, Oklahoma City, Oklahoma. The meeting was held in accordance with the Administrative Procedures Act and Open Meeting Act of Oklahoma.

Members present:

Jeff Chace, Chair
Mary Jo Kinzie, Vice Chair
Joy Leuthard, Secretary
Tim O'Connor
Elaine Eddens

Not present:

Claudia Arthrell
Robert Weeks

Also present:

Linda Edmondson, Board Consultant
Kandi Hoehner, Administrative Staff
Jan Ewing, Administrative Staff

Noting that a quorum was present, Mr. Chace called the meeting to order at 10:05 a.m.

The Board reviewed the minutes of the March 4, 2005 meeting. Mr. Chace corrected the entry on Preston Howard, adding that the supervisor and Mr. Howard are required to submit written reports to the Board every two months regarding progress in addressing the issues in the complaint and that 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. Ms. Kinzie moved to approve the minutes as amended. Mr. O'Connor seconded the motion and the vote was unanimous in the affirmative.

The Board next reviewed the minutes of the January 14, 2005. Ms. Edmondson noted that the entry under New Business regarding the diagnosis of DSM-IV was incorrect. The first correction was that the person Mr. Chace reported on was seeking approval for supervision which had not yet been approved and did not have an appropriately licensed person to sign-off on the diagnosis. The second correction was to clarify that a supervisee can make a diagnosis but must have a co-signature from an employment supervisor or other agency employee able to diagnose. Ms. Leuthard moved to correct the minutes as noted. Ms. Eddens seconded the motion and the vote was unanimous in the affirmative.

The Board reviewed a letter from **Steven Allred** requesting waiver of ten (10) hours of continuing education due to two major surgeries he had in 2004. After discussion, Ms.

Kinzie moved to table his request in order to obtain additional information on the length of time he was off work and any additional medical information he could supply. Ms. Eddens seconded the motion and the vote was unanimous in the affirmative.

Arun Mathew appeared in person requesting the Board to accept his supervision by Martha Bolton, LCSW back to February 1, 2005. The Contract was reviewed and approved by Ms. Edmondson on April 26, 2005. The rule states that any supervision completed prior to approval of the Contract will not be accepted. Mr. Mathew started his supervision after the rule became effective. Ms. Kinzie moved to accept his supervision starting April 26, 2005 and for Mr. Mathew to correct the supervision hours on the Contract to one hour a week. Ms. Eddens seconded the motion and the vote was unanimous in the affirmative.

The Board reviewed a request from **Cheryl Galarza** requesting approval of supervision hours obtained prior to approval of Contract. The Contract was reviewed and approved by Ms. Edmondson on May 5, 2005. Ms. Galarza is in California and started her supervision August 25, 2004, prior to the change in the rule requiring the supervision Contract to be approved before beginning supervision. Mr. O'Connor moved to accept her supervision beginning August 25, 2004. Ms. Leuthard seconded the motion and the vote is recorded as follows:

Jeff Chace	Yes
Mary Jo Kinzie	No
Joy Leuthard	Yes
Tim O'Connor	Yes
Elaine Eddens	Yes

Motion passed.

Ms. Edmondson reported on the continuing education audits recently completed. Out of 106 licensees randomly selected, all but four sent in complete information. The remaining four received follow-up letters and have since complied. The audit on the Providers is being prepared.

The administrative report was presented by Linda Edmondson. Ms. Edmondson addressed several issues that have been brought to the staff's attention:

Issue 1. Can a supervisee make a diagnosis? There was confusion on this from the minutes of the January Board meeting. The corrections made today will clarify the issue, that the supervisee may make a diagnosis if the employment supervisor or other agency employee able to diagnose co-signs.

Issue 2. Are home health and hospice exempt from the licensure law? The Board agreed that they were exempt.

Issue 3. At the Board Approved Supervisor training there were questions on the 3000 face to face hours and what constituted face-to-face.

Issue 4. Concerns on the requirement of submitting an official transcript before the supervision contract can be approved. Many graduates would like to start

their supervision and it is taking three to four weeks to obtain an official transcript. The Board stated the requirement was by rule and did not feel a need to make a rule change.

Issue 5. Are social workers employed in a State agency exempt from the licensure law? Mr. Chace stated that if the social worker who works in an exempt agency is licensed, they would be required to follow the licensure law.

Issue 6. Can a LSW do diagnostic (psychological) testing? Mr. Chace responded he could as long as he/she had adequate training and kept current.

Issue 7. Can a person under the two years of supervision count more than 40 hours a week and complete in less than two years? Also, if a person under supervision terminates prior to completing the 24 months, does the clock stop until they obtain other supervision? Mr. Chace stated the supervisee needs to be under contract for at least 24 months. If the supervision contract is terminated, the clock stops and a new contract will need to be submitted to complete the supervision.

The Board adjourned for lunch and recognized Evelyn Seaton, past Board member and Chair, Ina Javellas, past Board consultant and Virginia Olds, past Board consultant for their dedication, hard work and contributions to the Board in rectifying the problems within the office and assisting in law and rule revisions. Ms. Seaton and Ms. Javellas were in attendance at the luncheon as well as staff members Lyle Kelsey, Jan Ewing, Kandi Hoehner and Linda Edmondson. Ms. Seaton and Ms. Javellas acknowledged the challenge they faced and the many hours spent going through papers and files. They also noted that contracting with the Board of Medical Licensure and Supervision had been instrumental in getting the office into compliance with State regulations and getting caught up on the paperwork.

Issue 8. Ray McDonald sent in a contract for supervision as a LCSW, which was approved. Mr. McDonald has completed 11 hours of supervision. Upon further review of the contract, it appears that he is really doing Administration and should be under supervision as a LSW- Admin. Can he apply those 11 hours toward the supervision as a LSW-Admin? Ms. Leuthard moved to accept the 11 hours and have Mr. McDonald send in a new contract and general evaluation of the 11 hours completed. Ms. Eddens seconded the motion and the vote was unanimous in the affirmative.

Ms. Eddens took over as Chair and Mr. Chace presented applications and made the following motions:

Approve for **LMSW** pending passing the masters examination and issue a provisional license:

Jessie Lee Nance
Norma Jean Wilson

Mr. O'Connor seconded the motion and the vote was unanimous in the affirmative.

Approve **Kelly Alexis Wathier** for **LMSW** pending passing the masters examination and issue a provisional license pending receipt of page 2 of the application and official transcript. Ms. Kinzie seconded the motion and the vote was unanimous in the affirmative.

Approve **Donda Roach** for **LMSW** pending passing the masters examination and issue a second provisional license. Mr. Chace noted that in the revised law, it allows for re-issuance of a provisional license. This was not intended to be included in the law and may need to be changed in future legislation. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Approve **Tamara L. Davidson** for **LSW-Advanced Generalist** pending passing the advanced generalist examination and issue a provisional license. Mr. O'Connor seconded the motion and the vote was unanimous in the affirmative.

Approve the following for **LCSW** pending passing the clinical examination:

Tanja Dougherty
Donnie Hamman
William Paul Janssens
Henry D. McClain

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

Approve the following for **LCSW** pending passing the clinical examination and issue a provisional license:

Jody Lynn Cleburn
Sarah Dawson
Desiree Dill-Derrick
Sheila Ann Good
Nancy J. Hardman
Karen E. Hearod
Brian R. Inks
Vanessa Lynn Jones
Felicia Kelett
Shin-Pei Lee
Ronald Dean Leupp
Jerrilea Miller
Cheri Monger
Margaret Ann Renfro
Shonda Shannon
Paula Kaye Smith
Kelly Wright

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

Table the application of **Sharon Nichols Caputo** for LCSW pending verification of supervision. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

The Board discussed the application of **Greg A. Mitchell** for LCSW. Mr. Mitchell had previously taken the clinical examination and was licensed in Kansas. We do not have his old exam scores in the file. After discussion, the Board agreed that we do not need the old scores. Mr. Chace moved to approve for LCSW pending passing the clinical examination and issue a provisional license. Ms. Kinzie seconded the motion and the vote was unanimous in the affirmative.

Table the application of **Steffanie Ward** for LCSW as there is a pending complaint. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Approve the following for LCSW:

Herlinda Aleman
Don Anderson
Hershel Beaver
Tamera Ann Myre
Carolyn Williamson

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

Approve **Christine McGlashen** for LCSW pending passing the clinical examination and issue a provisional license pending receipt of original termination of supervision form. Ms. Kinzie seconded the motion and the vote was unanimous in the affirmative.

Approve the following for **Board Approved Supervisor-Clinical** with the requirement to take the supervisor training in one year:

Stacy Dudark
Dawn Moorehead-Street
Paula Vink-Cody

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

Table the application of **Mary M. Hogan** for **Board Approved Supervisor-Clinical** pending receipt of one letter of reference; two are required. Mr. O'Connor seconded the motion and the vote was unanimous in the affirmative.

Table the application of **Joanne L. Kaplan** for **Board Approved Supervisor-Clinical** requesting verification that two of the five years work experience was supervisory. Ms. Kinzie seconded the motion and the vote was unanimous in the affirmative.

Table the application of **Dana L. White** for **Board Approved Supervisor-Clinical** requesting verification of two years of supervisory work experience. Ms. Kinzie seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace presented the application of **Stephne Snipes** for **LCSW**. Ms. Snipes was previously licensed in Oklahoma and has a complaint on file. It was thought that she left the state and went to California and the complaint was not investigated. Her application indicated that she has been engaging in private practice without a license. She is now requesting re-licensure. Mr. Chace moved to deny the application based on the previous complaint that needs to be investigated and engaging in private practice without a license. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace reported on the status of investigations. Since the last meeting, the Board has received five complaints. Two were sent letters and we are waiting for responses. One was on a supervisee who is not licensed relating to Medicaid funding and an investigation has been initiated. Another complaint is on a supervisee that was previously denied due to a pending complaint and an investigation is now being conducted. Another complaint involved several Board Approved Supervisors and is being looked into. There have been three or four complaints from last year that have been resolved by sending letters to the licensees and reviewing their responses.

Under New Business, Mr. Chace reported that he has had no response from Preston Howard after sending him a letter of what would be required for licensure including written reports from both him and his supervisor every two months for the Board to review. After discussion, the Board agreed to send Mr. Howard another letter stating that we needed a response by the July Board meeting.

Mr. Chace informed the Board of a request from Orren Dale regarding graduates of Northwestern in Alva being eligible to sit for the examination before the school has received accreditation from the Council of Social Work Education (CSWE). The law (section 1261.1B.1.) requires graduation from an institution certified by the CSWE.

The Board reviewed correspondence received. The first was a letter from Julie Garrett, MSW regarding the issue of having an official transcript prior to being allowed to begin supervision. She asked the Board if a "letter of completion" from the school could be accepted. The Board also received a letter from Roosevelt Wright, Jr., Ph.D. regarding this same issue. Dr. Wright stated that the graduates would not receive their official transcripts for approximately 6-8 weeks. The Board rule requires an official transcript prior to approval and feels there is a need for this requirement.

The Board reviewed a letter from Bill Westmoreland regarding the 3000 hours of client contact while under supervision and some confusion in what constitutes client contact. The Board discussed the need to modify the rule on what counts as clinical practice/work under supervision that may not be face to face. The Board discussed possibly having a sub-committee to look at the law and rules for any needed revisions.

There being no further business, the meeting was adjourned at 3:25 p.m.