

**BOARD OF LICENSED SOCIAL WORKERS
MEETING MINUTES
MAY 27, 2011**

The Board of Licensed Social Workers met on May 27, 2011 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:

Joy Leuthard, LSWA, Board Chair
Robert Lee, LCSW, Secretary
Gwendolyn Kaminski, LCSW
Kelly Harmon, LMSW
Sarah Schulz, NASW President

Members Absent:

Larry Cassil, Jr., Esq., Vice Chair
Antoinette Lempicki, LSW

Also Present:

Karl Kramer, AAG
James Marks, Executive Director
Laura Maguire, Administrative Assistant

After roll call and noting that a quorum was present, Ms. Leuthard, Board Chair, called the meeting to order at 10:10AM. Ms. Leuthard requested a moment of silence for the tornado victims from Oklahoma and surrounding states.

The minutes from the March 25, 2011 meeting were reviewed. Mr. Lee moved to approve the minutes. Ms. Harmon seconded the motion and the vote was unanimous in the affirmative.

The minutes from the January 28, 2011 Executive Session were reviewed. There was a correction to the spelling of Ms. Schulz's name. Mr. Lee moved to approve the minutes. Ms. Harmon seconded the motion and the vote was as follows:

| | |
|---------------|---------|
| Joy Leuthard | Abstain |
| Robert Lee | Yes |
| Kelly Harmon | Yes |
| Sarah Schulz | Yes |
| Gwen Kaminski | Yes |

Laura Swingle, from the Office of State Finance, appeared before the Board to present the Office of the Oklahoma State Board of Licensed Social Workers' financial report. Handouts were provided to each Board member for review. Ms. Swingle provided a summary of expenditures, outstanding encumbrances, receipts and disbursements, and the FY-2012 proposed budget. Mr. Lee moved to approve the FY-2012 budget. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Jackie Lincoln appeared before the Board requesting Board approval to receive supervision toward Oklahoma licensure while living outside of the state of Oklahoma. Ms. Lincoln is proposing to continue supervision with Stephen Clark, who is a Board Approved Supervisor currently working for the

same Federal agency as Ms. Lincoln. Ms. Lincoln proposed that the “face to face” supervision would be accomplished via SKYPE, and that her supervisor would have access to all of her records electronically. Mr. Lee moved to approve Ms. Lincoln’s request to continue working toward her Oklahoma licensure under the supervision of Stephen Clark with the following conditions: 1) “Face to face” contact via SKYPE has to offer the opportunity for real-time interaction, 2) Mr. Clark (Supervisor) must have electronic access to current cases assigned to Ms. Lincoln for review and consultation, and 3) Similar requests from other applicants would have to be reviewed by the Board and approved on a case by case basis. Ms. Harmon seconded the motion and the vote was unanimous in the affirmative.

Jackie Powell appeared before the Board requesting credit for supervision hours from January 1999 through August 2010. After hearing testimony from Ms. Powell and reviewing the summary of correspondence provided by the Board Office, Ms. Harmon moved to deny approval of any Supervisory Work Hours obtained from March 2006 through January 2008. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

As a result of the vote, Ms. Powell is currently approved for 23 hours of supervision and 660 practice hours obtained July 1998 through January 1999. Additionally, Ms. Powell was encouraged by the Board to submit the appropriate paperwork specific to her current contract, which has been in place since August 2010.

JoAnne Huber appeared before the Board per the Consent Decree entered into on March 26, 2010. Ms. Huber presented the Board with a final update on her past twelve months of supervision. Mr. Lee moved to accept Ms. Huber’s final report and resolution of the matter concerning Ms. Huber. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Mr. Kramer presented the following complaints:

Complaint #2010-01 – Complaint Committee requested dismissal based on the response from the social worker. Mr. Lee moved to dismiss the complaint. Ms. Harmon seconded the motion and the vote was unanimous in the affirmative.

Complaint #2009-13 – Complaint was reopened when respondent was located. An investigator has been assigned to the case and the investigation is ongoing.

Complaint #2010-05 – Investigation is complete and a hearing was recommended. Having problems serving respondent. Respondent’s license has expired.

Complaint #2011-02 – Complaint has been reported for investigation to the Patient Abuse and Medicaid Fraud Control Unit of the Oklahoma Attorney General. It is an active investigation.

Complaint #s 2011-05 and 2011-06 – The investigation has been suspended at the request of the Assistant DA, Oklahoma County.

The Board reviewed a request from **Anjanette Laverty** for approval for Clinical BAS status. Ms. Laverty’s application had been tabled at the last two Board meetings in order to obtain clarification on her past supervisory experiences. Mr. Lee moved to approve Anjanette Laverty’s application for Clinical BAS. Ms. Harmon seconded the motion and the vote was unanimous in the affirmative.

The Board reviewed correspondence from **Collyn Moone**, clarifying her past clinical supervisory experience. Ms. Moone's application for Clinical BAS had been tabled at the last Board meeting. After review, Mr. Lee moved to approve Collyn Moone's application for Clinical BAS. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

The Board reviewed a written request from **Kendra Burnside**, asking to allow her to complete her continuing education requirements for the 2011 calendar year using Category III hours exclusively. Ms. Burnside currently resides in Germany. After discussion, Ms. Schulz moved to approve Ms. Burnside's request to complete all sixteen hours of continuing education in Category III, as long as there are no Category I courses available to her. She will need to submit a written request to the Board yearly, as long as she resides in Germany. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

The Board reviewed a written request from **Linda Alegria**, asking for a waiver of eight continuing education hours for the 2011 calendar year and all 16 hours for calendar years 2012 and 2013. Ms. Alegria will be working for the Peace Corp in Jamaica for the next three years. Ms. Harmon moved to waive eight hours of continuing education for the 2011 year and all sixteen hours for the 2012 and 2013 years. Ms. Alegria will submit a written report on her experiences in the Peace Corp at the end of 2011, in lieu of the remaining eight hours and for the following two years in lieu of the sixteen hours of continuing education. The report will be submitted (with the renewal form) to the Board office at the end of each calendar year. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Mr. Lee moved to commend Ms. Alegria on her efforts in the Peace Corp. Ms. Harmon seconded the motion and the vote was unanimous in the affirmative.

Mr. Kramer presented on the procedural aspects of Permanent and Emergency Rule Development. He reviewed the four stages of rule-making:

- 1) Adopted – When all Board members sign the adoption papers after the hearing.
- 2) Finally Adopted - When Governor and Legislature approve the rules.
- 3) Promulgated - When the rules are published in the Oklahoma Register.
- 4) Effective – The effective date that occurs on the form of the permanent rule document.
The date needs to be at least ten days after the date of publication.

Mr. Kramer reported that all Title 59 agencies must receive express approval of the Legislature for agency rule amendments pursuant to a change in the law relating to rule-making procedure that is effective on November 1, 2011. Mr. Kramer stated that a checklist of rule-making can be found on the Secretary of State website, under the Office of Administrative Rules at the Secretary of State's office.

Regarding HB 1715, Mr. Kramer will work with Board staff toward the development of the emergency rules, which will take effect November 1, 2011 if approved by the Governor. A committee made up of Board Members Leuthard and Lee was established for the purpose of reviewing the proposed rules amendments prior to presentation to the Board for approval. Additionally, Mr. Marks will need to be registered as the Board's representative for the electronic filing of rule-making documents.

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

Jonny Brandon

**Beverly Coon
Macaria Delamar
Kimberly Hill
Hazel Jones**

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

Ms. Kaminski moved to approve the following for LCSW, Exam ID only:

**Nicole Bush
Angela Conner
Jaimee Deel
Tracy Ellman
Amy Howard**

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

Ms. Kaminski moved to approve the following for LCSW:

**Jennifer Pettijohn
Judith Sutherland**

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

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

**Jimmichen Antony
Carmela Rendina
Tanya Wilson
Amber Wright**

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

Ms. Harmon moved to approve the following for LMSW:

**Koby Catellier
Ruth Harris
Monica Maris
Griselda Stewart
Pamela Tibbs**

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

Ms. Harmon moved to approve **Afton Luttrell** for LMSW, Exam ID only. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

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

Nina Stephens

Audrey Stone
Jamie Tadlock
Patricia Truchon Weyers

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

Mr. Lee moved to approve the following for LCSW, Exam ID only:

Jean McKay
Denise Rogers
She’Nikka Simpson

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

Mr. Lee moved to approve **Kristin Hurlbert** for LCSW. Ms. Harmon seconded the motion and the vote was unanimous in the affirmative.

Mr. Lee moved to approve **Gena Massey** for LSW Admin., issue provisional. Ms. Kaminski seconded the motion and the vote was unanimous in the affirmative.

Mr. Lee moved to approve **Michelle Blank and Mary Brandt** for Clinical BAS. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Mr. Lee assumed Chair.

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

Amy Koehn
Roger Loewen
Laura Mitchell
Jennifer Price

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

Ms. Leuthard moved to approve the following for LCSW, Exam ID only:

Sherleen Jackson
Nancy Jacob
Jennifer Lightfoot

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

Ms. Leuthard moved to approve the following for LCSW:

Cynthia Berry
Christopher Flanagan
Wanda Wagner

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

Ms. Leuthard moved to approve **Raymond Walker and Deadra Watkins** for Clinical BAS. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard resumed Chair.

Mr. Marks presented the Executive Director's report, offering updates on the following:

- ASWB Spring Education Meeting
- Office Inventory
- Computer System
- Contract Consideration – Medical Licensure Board
- Supervisor Trainings
- Migration of our IT support to the Office of State Finance

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

- Association of Social Work Board Spring Meeting was attended by Ms. Leuthard and Mr. Marks. There was in depth discussion relating to how different Board's will deal with boundary issues/use of electronic communication.
- House Bill 1715 passed in the Senate.
- The Association of Social Work Board Fall Meeting will be November 3rd through the 5th in Oklahoma City.

There being no further business, the Board adjourned at 2:30P.M.