

**BOARD OF LICENSED SOCIAL WORKERS  
MEETING MINUTES  
November 18, 2011**

**The Board of Licensed Social Workers met on November 18, 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.**

**Members Present:**

Joy Leuthard, LSWA, Board Chair  
Robert Lee, LCSW, Secretary  
Antoinette Lempicki, LSW  
Sarah Schulz, NASW President

**Members Absent:**

Larry Cassil, Jr., Esq., Vice Chair  
Kelly Harmon, LMSW

**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 10:30 A.M.

The minutes from the September 30, 2011 meeting were reviewed. Mr. Lee moved to approve the minutes. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

**Riley Shaul**, 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. Mr. Shaul provided a summary of the budget comparison, expenditure report, check register report, receipts and disbursements, and outstanding encumbrances. Ms. Lempicki moved to accept the financial report. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Mr. Kramer, Assistant Attorney General for the Board, called the case of **David Cunningham, LCSW, Complaint Number 2009-13**. Mr. Cunningham was not present. Mr. Kramer presented the Board with a proposed Consent Order for the Board's consideration.

Mr. Lee moved to accept the Consent Order for **Complaint Number 2009-13**, as submitted to the Board. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Mr. Lee moved to notify other states, where Mr. Cunningham holds a license, of the actions the Oklahoma Board has taken against Mr. Cunningham's license regarding **Complaint Number 2009-13**. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to report the incident to the Department of Human Services and report the Board's actions to the PPD (Public Protection Databank) regarding **Complaint Number 2009-13**. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to report the Board's actions to any other licensing Board in the state of Oklahoma where Mr. Cunningham holds a license regarding **Complaint Number 2009-13**. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Mr. Kramer presented the complaint log:

Complaint #2011-13 – The Complaint Committee recommended dismissal of the complaint. Mr. Lee moved to approve the Complaint Committee's recommendation and dismiss the complaint. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Complaint #2011-14 – The Complaint Committee recommended dismissal of the complaint. Ms. Lempicki moved to approve the Complaint Committee's recommendation and dismiss the complaint. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Complaint #2011-16 – The Complaint Committee recommended dismissal of the complaint and issue a letter of caution to the complainant that he may not hold himself out as a social worker. Ms. Lempicki moved to approve the Complaint Committee's recommendation, dismiss the complaint and issue a letter of caution. Mr. Lee seconded the motion and the vote was unanimous in the affirmative. Mr. Marks will also copy the complainant's employer with the letter.

2011-10 - A cease and desist letter was mailed to the complainant.

The Board reviewed the permanent rules to be submitted for adoption by the legislature during the next legislative session. Notice of rulemaking intent (NRI) has to be filed by November 23, 2011 for a publication date of December 15, 2011. A comment period of thirty days and a public hearing date are included as part of the NRI. The comment period will be 12/15/2011 – 1/16/2012. The January 20, 2012 Board meeting will serve as the date for the public hearing.

Ms. Lempicki moved to approve the rules, with corrections and additions as discussed. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Mr. Marks will attach the proposed rules to the website. He will include a statement saying that if a licensee is not able to view the rules online, they may call the office for a copy to be sent to them.

Mr. Lee moved to approve the proposed plan of rule-making intent notification as proposed by James Marks. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempecki also questioned the notification to licensed social workers regarding the emergency rules. Mr. Marks indicated that the emergency rules will be placed on the agency website, and he will send a mass email to all licensees providing notification that the emergency rules had been posted.

Mr. Lee proposed to the Board a change in the permanent rules for the individual/group supervision requirement that currently affords only 25% of the 100 total supervision hours, per Rule 675:12-1-6 (c)(1). Mr. Lee stated that he would like to see an increase in the number of group supervision hours allowed. After discussion among the Board members, it was agreed include this change within the proposed permanent rules, recognizing that supervisors would need to remain cognizant of increased individual supervision if needed.

Mr. Lee moved that the rules related to individual/group supervision ratio be modified to allow a 50/50 split between group supervision and individual supervision. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

The Board reviewed the Sunset Review survey. Mr. Marks indicated that he has answered the questions on the survey and asked the Board to read through it, offering any suggestions they may have.

After some discussion, Mr. Lee moved to approve the Sunset Review survey as responded to by Mr. Marks with the additions and corrections made by Board members. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

The dates set for the 2012 Board meetings are as follows:

January 20  
March 30  
May 25  
July 27  
September 28  
November 16

Mr. Lee moved for adoption of the dates as submitted, with corrections. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard summarized for the Board the Executive Director's performance review, as conducted by Ms. Leuthard and Mr. Lee. They were extremely pleased with Mr. Marks' performance and made the recommendation of a salary increase, based upon Board approval. Mr. Kramer indicated that discussion of an increase in salary was not placed on the agenda. The Board agreed to table the discussion and place it on the January 20, 2012 agenda.

Ms. Lempicki moved to accept the performance review committee's recommendation of the executive director. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Mr. Marks informed the Board of the upcoming resignation of the Board consultant, Julia Reed. She has accepted a position with another agency. Ms. Reed will conduct the next two supervisory training courses that are scheduled and will assist with the transitioning in of a new Board consultant. After some discussion, the Board agreed to give Mr. Marks sole discretion in hiring the new Board consultant.

Mr. Marks gave the Board an overview of the procedural aspects of the fingerprinting process. In regards to how the Board can be notified of the background check, Mr. Marks can verbally provide them with confirmation as to whether there were or were not any findings, both for the state and the federal.

Ms. Lempicki moved to allow Board staff to approve background check information for those seeking application for licensure. Applicants who have a finding will be requested to appear before the Board to offer an explanation of the finding. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Applications for licensure were presented. Ms. Lempicki moved to approve the following for LCSW, issue provisional:

**Mary Chance**  
**Karry Coke**  
**Ashley Moffett**  
**Jennifer Phillips**

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

Ms. Lempicki moved to approve the following for LCSW, issue provisional, pending receipt of a clear background check:

**Laura Moody**  
**Cale Powers**

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

Ms. Lempicki moved to approve **Mona Lowrey** for LCSW, Exam ID only, noting background check has no bearing on current application. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve the following for LMSW, issue provisional, pending receipt of a clear background check:

**Heather Hails**  
**Leila Khakpoor**  
**Margie Taylor**

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

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

**Marilyn Cooklin**  
**Holly Forster-Nguyen**

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

Mr. Lee moved to approve the following for LCSW, issue provisional, pending receipt of a clear background check:

**Kristy Every**  
**Izetta Gibson**  
**Lisa Grossenbacher**  
**Gerald Hamilton**

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

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

**Alisia Davis**  
**Darlene Dennis**

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

Mr. Lee moved to approve **Kristina Giustozzi** for LMSW, issue provisional, pending receipt of a clear background check. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Mr. Lee assumed Chair.

Ms. Leuthard moved to approve **Mildred Bruner** for LCSW, issue provisional. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve the following for LCSW, issue provisional, pending receipt of a clear background check:

**Tiffany Adamson**  
**Robin Bennett**  
**Bridgitte Bondzie-Littlejohn**  
**Shontrice Carey-Haley**

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

Ms. Leuthard moved to approve **Jacqueline Williams** for LCSW, Exam ID only. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Milinda Houlette** for LSWA, pending receipt of a clear background check. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Marie Ingram** for LCSW. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to approve **Jennifer Kauffman** for Clinical BAS. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard resumed Chair.

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

- Proposed legislation for the LADCs. Health Care Authority information regarding practice of LADCs will be provided to each Board member for comment.
- Supervision Tool. Currently being tested by a group of four supervisors and supervisees.
- Oklahoma Pass/Fail rate. Board members were provided handouts. Mr. Marks will follow up with ASWB as to whether the score results can be shared.

Ms. Leuthard presented the Chair's report, providing updates on the following:

- ASWB meeting.
- Board Officers Election- January meeting.

There being no further business, Mr. Lee moved to adjourn. Ms. Schulz seconded the motion and the vote was unanimous in the affirmative. Meeting was adjourned at 4:13 P.M.