BOARD OF LICENSED SOCIAL WORKERS
Minutes of the Meeting
November 21, 2008

The Board of Licensed Social Workers met on November 21,2008, 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 Administrative Procedures Act and Open Meeting Act of Oklahoma.

Members Present:

Larry G. Cassil, Jr., Esq.
Jeff Chace, LCSW
Lanny Endicott, LCSW
Gwendolyn Gibson, LCSW, Secretary
Kelly Harmon, LMSW
Antoinette Lempicki, LSW, Board Chair

Members absent:

Joy Leuthard, LSWA

Also Present:

Debra Schwartz, AAG
Regina Switzer, AAG
Kandi Hoehner, Administrator
Laura Maguire, Administrative Assistant

After roll call and noting that a quorum was present, Ms. Lempicki, Chair, called the meeting to order at 10:00 a.m.

The Minutes from the September 19, 2008 Board meeting were reviewed. Ms. Gibson moved to accept the Minutes. Ms. Harmon seconded the motion and the vote was unanimous in the affirmative.

The case of **Jorie Gustafson** was called and proceeded in Ms. Gustafson's absence. Ms. Gustafson was notified of the proceedings. The Board Statute allows the proceedings to continue in her absence. Debra Schwartz, A.A.G., was the attorney for the State. Regina Switzer, A.A.G., sat as advisor to the Board. The Board was reminded that Ms. Gustafson's LCSW license was suspended October 30, 2008 during an emergency meeting. According to

Section 1266.1A of the Social Worker's Licensing Act and Board Rule 67520-1-4, this gives the Board jurisdiction over the licensee and the course of the action to be taken to deal with the complaint.

Ms. Schwartz, in her opening statement, gave the following timeline of events concerning Ms. Gustafson's actions: In January 2008, Ms. Gustafson, was licensed as a LCSW and was employed with Odyssey Healthcare and was assigned to the Tran family for hospice services. The family consisted of a mother, father, and two adult children who suffered from mental challenges living within the home. The father died the month Ms. Gustafson's services began with the family.

The mother opened an account at Bank of Oklahoma and in March 2008, also opened an account at BancFirst. Upon the BancFirst account being opened, Ms. Gustafson obtained Power of Attorney from the mother and was placed on the signature card at both banks.

In June, the mother became ill and became a client of Odyssey Hospice. In July, she died, leaving the two adult children in the home.

From the time the two bank accounts were opened to the time of the mother's death, Ms. Gustafson made several cash withdrawals from both accounts. After the mother's death, Ms. Gustafson began making deposits into the accounts from an account that was her own personal account, but had been closed for a year, with no funds available.

As quickly as a bogus deposit was made in one of the family's accounts Ms. Gustafson would write checks from the family's account withdrawing the funds she deposited from a closed account with no funds available, causing both banks to lose money.

In September 2008, Ms. Gustafson applied for Social Security disability benefits for the surviving daughter, naming herself as the representative payee. Within days of this taking place Ms. Gustafson was terminated from Odyssey Healthcare.

The state called its first witness, Deborah Burian, the Executive Drector of Odyssey Healthcare. Ms. Burian is responsible for overall operations of the program. The following exhibits were admitted into evidence:

State's Exhibit 1 – Notice to Jorie Gustafson of the Board's Order suspending her license temporarily until the hearing, the Notice of Hearing, and the certified card reflecting confirmation of her receipt.

State Exhibit 2 – Formal complaint letter to the Board against Jorie Gustafson.

Ms Burian testified she signed the complaint received in the Licensure Board office. After being contacted by an Oklahoma City police detective about the bank transactions and Ms. Gustafson's obtaining Power of Attorney, Ms. Burian confronted Ms. Gustafson. Ms. Gustafson denied any wrongdoing. Ms. Burian terminated her employment at that time and immediately proceeded to file the written complaint to the Board.

At Ms. Gustafson's request, Ms. Burian was removing personal items from Ms. Gustafson's desk and found a copy of a completed Application for Social Security Disability for the daughter of the aforementioned family. Ms. Gustafson had assigned herself as the representative payee.

Ms. Burian stated that it is never proper for an employee to obtain Power of Attorney or to assign ones self as representative payee.

The State called Rick Favors, fraud investigator for Bank of Oklahoma (hereinafter referred to as "BOK"). The following exhibits were admitted into evidence:

State's Exhibit 3- A seven page report concerning the Tran family account which was generated from Mr. Favors' office.

Mr. Favors gave the following account of seven transactions that Ms. Gustafson completed over the course of several days:

1. On July 31, 2008, Ms. Gustafson deposited a check for $1,500.00 into Nona Tran's account at a Bank of Oklahoma location. The check was drawn off of Ms. Gustafson's account at City National Bank. The check was later returned as closed account, advising there were no funds available to pay the check.

2. On August 1, 2008, Ms. Gustafson entered a Bank of Oklahoma branch and cashed a temporary check for $1,450.00 drawn off Nona Tran's account at BOK.
3. Later that same day at a different BOK location Ms. Gustafson deposited another personal check drawn off Ms. Gustafson's personal account at City National Bank into the Tran account in the amount of $1,500.00 and received $50.00 cash back. This check was also returned to BOK, advising the account was closed and there were no funds available to pay the check.
4. Ms. Gustafson proceeded to yet another BOK location and deposited a personal check from City National Bank in the amount of $1,500.00 into the Tran account. She received $6.00 cash back. Again, this check was returned to BOK, advising the account was closed and there were no funds available to pay the check.
5. On August 2, 2008, Ms. Gustafson went to another BOK branch and cashed a temporary check in the amount of $2,000.00 from the Tran account.
6. Shortly thereafter, Ms. Gustafson went to another BOK branch and cashed a temporary check for $800.00 drawn off the Tran account.
7. On August 3, 2008, Ms. Gustafson went to a BOK branch and cashed a temporary check for $200.00 drawn off the Tran account.

Mr. Favors stated he called Ms. Gustafson and her explanation to his inquiry was that she pays the bills for the Tran family and had grabbed the wrong checkbook. She stated it was her intention to reimburse the funds to the bank.

Mr. Favors advised the Board that a total of $64,958.71 was withdrawn from the Tran account; however, Ms. Gustafson did not withdraw all of those funds.

Beginning in April 2008, Ms. Gustafson was a signator on the account and a total of $10,760.00 was withdrawn wherein Ms. Gustafson had signed temporary checks. The Power of Attorney she obtained made her eligible to withdraw funds. Mr. Favors noted when he met the daughter of the Trans' she did appear to be mentally challenged.

The State's next witness was Susan Franklin, security officer and fraud investigator for BancFirst. Ms. Franklin testified that BancFirst had received two checks for deposit to Nona Tran's account from Ms. Gustafson written on her closed account at City National Bank. The following exhibits were admitted:

State's Exhibit 4 - Power of Attorney which was given to the bank's account personnel at the Waterford location when Ms. Gustafson was added as a Power of Attorney to the Nona Tran account.

State's Exhibit 5 - A copy of a suspicious activity report which BancFirst filed based on the activities of Ms. Gustafson. The bank is required by law to file this report in certain circumstances. If fraud is involved on an account, the document is filed.

Ms. Franklin testified that Ms. Gustafson came into the Waterford branch alone and presented the Power of Attorney to bank personnel. Ms. Franklin reviewed the document and advised Ms. Gustafson to return with the account folder. Ms. Gustafson did as directed by Ms. Franklin and the Power of Attorney was accepted by BancFirst. Ms. Franklin stated the total amount of cash withdrawn from the Tran account by Ms. Gustafson between April and August of 2008 was $22,893.00.

Ms. Gustafson made two deposits to the Tran account in August 2008 drawn from her closed personal account at City National Bank. The checks were returned and charged against the Tran account into which they were originally deposited. Ms. Franklin stated that Ms. Gustafson would make a deposit from her closed account at one branch, go to another branch and withdraw the funds from another bank branch almost immediately.

The State's next witness was Paulette Canfield, Department of Human Services and Adult Protective Services. Ms. Canfield receives referrals involving neglect and abuse to vulnerable adults.

Ms. Canfield testified that she had two referrals on the Tran family. One was an allegation of abuse of Nona Tran by her children. This referral had been made by Ms. Gustafson. Ms. Canfield determined after meeting with the Tran children it was obvious both adult children were mentally challenged.

State's Exhibit 6- HK&S Iron Company pension and profit sharing plan. The Tran family received $17,170.66 in pension and profit sharing, $25,000 from a group policy with HK&S, and a private life insurance policy worth $26,156.00. This amount represents the bulk of the family's assets after Mr. Tran's death.

State's Exhibit 7- Application for Social Security Disability.

Ms. Canfield stated that Application for Social Security Disability was completed with Ms. Gustafson's assistance, if not completely on her own. The document gives a description of the children's daily activities. Ms. Gustafson was reflected as the representative payee for any benefits that the Tran adult daughter might receive from Social Security. Ms. Canfield reported this information to the Social Security office and completed a report that was submitted to the District Attorney's pffice.

After hearing all the testimony, Mr. Chace moved to enter into Executive Session. Ms. Gibson seconded the motion and the vote was unanimous in the affirmative.

Dr. Endicott moved to return to open session. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

After having considered the evidence presented by the Attorney General's office and acknowledging pursuant to Exhibit 1 presented by the State that the Respondent was provided adequate notice to satisfy due process requirements of the hearing and she chose not to appear or present any evidence.

Mr. Cassil moved to permanently revoke the license of the Respondent, Jorie Gustafson, LCSW # 1795 pursuant to the Board's power outlined in O.S. 59, Section 1266.1, based upon the following conduct by the Respondent, which has been proved beyond clear and convincing evidence:

1. Ms. Gustafson engaged in unprofessional conduct as determined by the Board.
2. Ms. Gustafson is clearly practicing outside the scope of practice authorized by this Act.

3. Ms. Gustafson's conduct violated provisions of the Act or Rules adopted pursuant to the Act.
4. Ms. Gustafson's actions involved moral turpitude and gross immorality.
5. Ms. Gustafson has committed fraud in the practice of social work.
6. Ms. Gustafson's actions have been in violation of the provisions of this Act and the Rules adopted pursuant to this Act.

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

Mr. Chace recommended that the Attorney General's office put into evidence as **State's Exhibit 8,** the Affidavit of Ursula Andress, Clinical Director of Crossroads Hospice. According to the Affidavit, as of October 6, 2008, Ms. Gustafson began employment with Crossroads Hospice as a clinical social worker and remains employed as of this date, November 19, 2008.

Mr. Cassil stated that with that evidence being unrebuttted, the Board finds by clearing and convincing evidence, that the Respondent has violated O.S. 59, Section 1270, Subsection 5, which states "Any individual who after hearing, is found by the State Board of Licensed Social Workers to have unlawfully engaged in the practice of social work or to have violated other provisions of this Act, shall be subject to a fine to be imposed by the Board, not to exceed $500.00 for each offense."

Mr. Cassil moved to fine Jorie Gustafson $500.00 for all individual past offenses outlined and any ongoing offense each day after she receives notice of the Board's determination, including appearing for work as a LCSW, to constitute an additional offense subject to an additional $500.00 fine. Dr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to proceed with notifying the appropriate databases such as DARS and HIPDB of the revocation of Ms. Gustafason's license. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Mr. Cassil moved to notify the Respondent of these actions and also notify her current employer, Crossroads Hospice, of the Board's findings with an

admonition that Jorie Gustafson should not be allowed to continue practicing social work. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard entered the Board meeting.

Ms. Cyrena Mathews and Mr. William Heathco appeared before the Board for an informal interview. The Board received a complaint stating the job description Ms. Matthews and Mr. Heathco submitted to commence Ms. Mathews' supervision for clinical licensure was not truly reflective of the job duties she was performing in her position. Ms. Matthews has been a LCSW since December 2006.

The complainant knew the person who subsequently filled Ms. Mathews' position (Toni Yankie) after Ms. Mathews left the position. When Ms. Yankie submitted a Supervisor/Supervisee Contract with the job description reflecting her position, it was rejected by the Board and advised the position was not sufficiently clinical to meet the supervision requirements.

Ms. Mathews explained that when she initially submitted a supervision Contract in January 2004, she was a social service assistant under the Army Family Advocacy Program. She was classified as a 186-08. At the end of 2004, she changed positions and remained under supervision for licensure requirements. At that time Ms. Mathews and Mr. Heathco did not believe it was necessary to submit a new job description as both jobs were under the umbrella of the Army Family Advocacy Program. However, the new job description was required for approval to continue supervision.

Ms. Mathews stated that with the second job she had direct in-home patient contact and performed psychosocial assessments. The first position she held did not require a social work degree, but the second position did require a social work degree. The second job is a higher grade level because a higher level of expertise is required to perform services. Ms. Mathews stated 75-85% of her time was spent face-to-face with clients.

Mr. Chace said he did not feel that the second job was as clinical as the first and reminded Ms. Mathew's it was her responsibility to submit a new contract. Mr. Heathco said he felt responsible for the error. Mr. Cassil suggested reviewing the supervision evaluations of Mr. Heathco.

Mr. Cassil left the meeting.

After futher discussion, Dr. Endicott moved to dismiss the complaint against Ms. Mathews. Ms. Gibson seconded the motion and the vote was as follows:

Jeff Chace, LCSW	No
Lanny Endicott, LCSW	Yes
Gwendolyn Gibson, LCSW	Yes
Kelly Harmon, LMSW	Yes
Joy Leuthard, LSWA	Yes
Toni Lempicki, LSW	Yes

Ms. Leuthard moved to dismiss the complaint against Mr. Heathco. Dr. Endicott seconded the motion and the vote was as follows:

Jeff Chace, LCSW	No
Lanny Endicott, LCSW	Yes
Gwendolyn Gibson, LCSW	Yes
Kelly Harmon, LMSW	Yes
Joy Leuthard, LSWA	Yes
Toni Lempicki, LSW	Yes

Mr. Heathco requested a written confirmation of the Board's decision.

The next item on the agenda was an informal interview with **Judith Hall.** The complaint against Ms. Hall involved a file that was lost when her office moved from one location to another. The Board suggested creating a system that would secure all records. The Board also discussed with Ms. Hall whether non-custodial parents would have access to their minor children's records.

Ms. Lempicki stated that one of the complaints alleged that Ms. Hall allowed her husband, Dr. Irwin Hall, to sit in on one of the sessions as a participant/observer, without obtaining informed consent from the mother of the child. Ms. Hall advised she would occasionally ask Dr. Hall to sit in on one of the cases to help direct the process.

This particular case was complicated. Ms. Hall felt the complainant had ample time to say she didn't want Dr. Hall to attend the session, yet didn't

make that request of Ms. Hall. Ms. Hall continued to say that Dr. Hall is a Licensed Professional Counselor and they are within the same practice. Dr. Hall would sit in to assist Ms. Hall as a co-therapist. She said the client knew that this was his role and he was involved in the treatment.

Mr. Chace asked Ms. Hall if she saw having her husband sitting in on cases as a potential boundary problem. He strongly advised against this situation ever occurring in the future. Ms. Hall responded by saying the minor children's father agreed to Dr. Hall being present, but the mother was not asked as the father is the custodial parent.

Ms. Hall stated that a form dealing with the kind of therapy offered, confidentiality, and emergency issues is reviewed with the client at the beginning of treatment. She informed the Board that she notified the father when the medical record was lost and has not since been able to recreate the record. She also said that she no longer separates records and now keeps individual records of each person in a family.

Ms. Hall said that during the hearing she did not testify as an expert witness. She was testifying as the therapist for the children. She did not claim to be an expert witness and did not receive an expert witness fee. Ms. Hall does not require a written authorization from clients if she asked to testify, not subpoenaed. She only obtains verbal authorization. Ms. Lempicki strongly suggested acquiring written authorization in the future.

Dr. Hall, who was also in attendance of the Board meeting, asked to speak to the Board regarding the case at issue. He stated this case was highly contentious and lasted for approximately three years. Dr. Hall advised he was the counselor who spoke about the issue of alienation of the children.

The combination release that was signed allowed them to go into the courtroom. He said he refused to release documents that included other people of the larger family, to the mother. At the time, he was not aware that he could have redacted personal information and released the information to the mother. Ms. Lempicki emphasized the importance of getting separate releases, not combination releases.

Ms. Hall has since attended an ethics course and feels she is now a more careful practitioner.

Mr. Chace moved to dismiss the complaint against Ms. Hall, but required Ms. Hall to do a tutorial regarding boundary issues, to be submitted to the Board prior to the next meeting in January 2009. The tutorial should review boundary violations, how that can lead to potential problems, how it impacts her practice, and what she has learned. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Arun Mathew came before the Board to discuss a complaint against him, concerning a female patient at Cedar Ridge Hospital, where he was employed. Mr. Mathew explained that he saw the patient while they were both in a large visiting area and approached her because he thought they might be from the same country (cultural identity). They discussed their different countries and a mutual acquaintance. He stated he never offered his telephone number to her. He advised she was not his client and they did not discuss anything personal or clinical. He again assured the Board he was simply curious as to cultural identity. Ms. Lempicki asked if he saw this as a boundary issue and he responded that he did not.

He said he is not from an Islamic country and did not realize that she was uncomfortable and embarrassed by his talking to her. He felt it was a misunderstanding.

The hospital considered this a breach of professional conduct. Mr. Mathew is no longer employed with Cedar Ridge Hospital but is employed at a hospice facility. Mr. Mathew currently has an Application for Licensure before the Board for approval at the meeting today.

Mr. Chace moved to dismiss the complaint against Mr. Mathew. He issued a word of caution about maintaining boundaries in the future. Dr. Endicott seconded the motion and the vote was as follows:

Jeff Chace, LCSW	Yes
Toni Lempicki, LSW	No
Lanny Endicott, LCSW	Yes
Kelly Harmon, LMSW	Yes
Gwendolyn Gibson, LCSW	Yes
Joy Leuthard, LSWA	Yes

Reji Varghese appeared before the Board to present the Administrative Report. Mr. Varghese reviewed the cash receipts, disbursements and the

breakdown of expenses with the Board. He pointed out that the invoiced items are itemized for the Board's review. He advised the Board that the Office of State Finance is in the process of beginning an audit on five Boards and that the audit cost is being negotiated.

The Board reviewed a written appeal of revocation of Board Approved Supervisor status from **Sharolyn Wallace.** Dr. Endicott recused himself from the discussion. Ms. Wallace's Board Approved Supervisor status was terminated in late May 2008, due to failure to attend a Supervisor Training workshop within a three year period. Ms. Wallace said she wasn't notified that the Board would be taking action against her, therefore she was not in attendance. She did attend Supervisor Training on June 27, 2008.

After reviewing Ms. Wallace's statement Mr. Chace moved to table her written appeal and request Ms. Wallace's appearance at the January 2009 Board meeting. He requested an explanation of her responsibilities as a Board Approved Supervisor and wanted to discuss the supervision hours of her supervisees. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Lahoma Roebuck submitted a letter of appeal to the Board. The Board had voted to require her to take the ASWB Clinical exam. After discussion, Ms. Leuthard moved to deny Ms. Roebuck's appeal. Mr. Chace seconded the motion and the vote was unanimous in the affirmative. Mr. Chace recommended sending a certified letter to Ms. Roebuck advising her of the Board's decision.

The Board reviewed correspondence from **Lisa Blanco** requesting a continuing education waiver for renewal due to medical hardship. Mr. Chace moved to table Ms. Blanco's request until medical documentation is received and reviewed. Ms. Gibson seconded the motion and the vote was unanimous in the affirmative.

Charlotte Sanders requested a medical hardship waiver of continuing education for renewal purposes and submitted documentation from her physicians to the Board. After reviewing the physician's letter, Ms. Leuthard moved to waive the remaining continuing education of Ms. Sanders due to medical hardship. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

The Board reviewed a letter from **Barbara Galbraith** requesting a waiver of continuing education for renewal due to medical hardship that was accompanied by correspondence from her physician. Mr. Chace moved to approve the waiver based on medical hardship. Ms. Harmon seconded the motion and the vote was unanimous in the affirmative.

The Board reviewed a letter from **Martha Baldwin-Beveridge** requesting a waiver of continuing education requirements for renewal due to medical hardship that was accompanied by correspondence from her physician. Ms. Leuthard moved to approve the waiver based on medical hardship. Dr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Verda Roberts submitted a letter and documentation to the Board requesting a fee waiver for a Continuing Education Application and the renewal fee. She is the primary caretaker for her husband who suffers from Alzheimer's Disease. Dr. Endicott moved to deny the fee waiver for renewal and to approve the waiver for the continuing education requirement. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

The Board reviewed a letter submitted by **Watt Osage** requesting clarification of the context of the May 23, 2008 and September 19, 2008 Board meetings. He asked the Board for copies of the transcripts from these two meetings and a copy of the investigative report.

Ms. Lempicki stated she would send Mr. Osage a letter of clarification. She will include the estimated cost of a transcript. Ms. Leuthard moved to send Mr. Osage and his attorney a letter clarifying the intent of the last letter and provide him with information of the estimated cost of a transcript or a CD recording of the meeting and it's cost. The investigative report will not be sent to Mr. Osage. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

The Board reviewed letters from **Gina Filkins** and Joyce Turner. Ms. Turner was Ms. Filkins' supervisor from March 21, 2008 – October 24, 2008 under the terms of a Consent Decree Ms. Filkins entered into with the Board. This final report completes the Consent Decree requirements. Mr. Chace moved to accept the letter as satisfying the requirements of the Consent Decree. Ms. Harmon seconded the motion and the vote was as follows:

Jeff Chace, LCSW	Yes
Lanny Endicott, LCSW	Abstain
Toni Lempicki, LSW	Yes
Joy Leuthard, LSWA	Yes
Kelly Harmon, LMSW	Yes
Gwendolyn Gibson, LCSW	Yes

Leaster Lenard submitted an appeal to the Board's decision to deny supervision hours from January – June 2008. She contends that she did send in a Supervisor/Supervisee Contract in January 2008, but the paperwork was not received by the Board office. The Board office did not receive the original Contract dated January 28, 2008. A copy of the Contract with new signatures dated June 16, 2008, was accepted in lieu of the original Contract. However, according to Board Rules, the Contract cannot be backdated. Ms. Leuthard moved to deny Ms. Lenard's appeal and to not accept the supervision hours accrued by Ms. Lenard from January 28, 2008 – June 15, 2008. Mr. Chace seconded the motion and the vote was as follows:

Joy Leuthard, LSWA	Yes
Toni Lempicki, LSW	Yes
Gwendolyn Gibson, LCSW	Yes
Jeff Chace, LCSW	Yes
Lanny Endicott, LCSW	Yes
Kelly Harmon, LMSW	Abstain

Ms. Schwartz presented the complaint log. In the complaints against **Scott Henderson and Robert David Lane** an employee alleged she was abruptly terminated and was not allowed to properly terminate with clients. Ms. Schwartz recommended the complaints be dismissed.

Ms. Leuthard moved to dismiss the complaint against Scott Henderson. Ms. Harmon seconded the motion and the vote was unanimous in the affirmative.

Ms. Leuthard moved to dismiss the complaint against Robert David Lane. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

The Board reviewed a letter sent by certified mail to **Jack Fortenberry** and his attorney requesting that he receive a psychological evaluation by October

31, 2008. Both Mr. Nash and Mr. Fortenberry contend they did not receive the letter; however, both letters were sent certified mail and the delivery confirmations of both Mr. Fortenberry and Mr. Nash were presented to the Board for review. Ms. Leuthard moved to have Debra Schwartz speak with Steven Nash regarding the psychological evaluation and uphold the December 15th deadline. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

The Board addressed a letter from **Jim Johnson** regarding the supervision guidelines. He asked about any suggested modifications or accommodations to those who can't meet the requirements. The Board referred back to the September 19, 2008 Minutes in which it is stated that a supervisee can work a maximum of two weeks between meeting with his/her supervisor. If they choose to meet every two weeks, they are required to meet for two hours. This rule was based upon employment wherein the supervisee works 40 hours week.

Julia Reed asked what a supervisee should do when taking a break in supervision (vacation, maternity leave, illness, etc.). Ms. Lempicki suggested documenting that time off on the supervision log. For the week or weeks the supervisee is not working or receiving supervision, write the reason in that row for that particular week on the log. The consequence of that will be the supervisee's time under supervision will be extended as it will take longer to fulfill the requirements.

If the supervisee is working and has not met with his/her supervisor by the third week, then he/she will lose the work hours from the third week and the two weeks prior. If the supervisee is working, he/she must be meeting with his/her supervisor. If the supervisee is taking a break, it should simply be documented on the supervision log.

Mr. Endicott moved to allow Kandi Hoehner and Julia Reed to communicate and implement the rules based on direction from the Board. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

The Board reviewed a letter from **Claudia Arthrell** requesting permission to supervise a staff member for the LSW-Adm. Ms. Arthrell does not hold that level license. The Board stated the rules state that the supervisor must hold the same license for which he/she will be supervising. Mr. Chace moved to

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

Meeting dates were set by the Board for the 2009 year. The dates are as follows: January 23rd, March 20th, May 29th, ` July 31st, September 25th, November 13th

Debra Schwartz left the meeting.

The Board began review of Applications for Licensure. Ms. Leuthard moved to approve the following applicants for LMSW:

Heather Goldman
Tammy Jones
Norman Michael Guthrie

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

Ms. Leuthard moved to approve **Roger Groff** for LMSW, pending passage of the Master's exam, issue provisional license. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Gibson moved to approve the following persons for LCSW:

Carolyn Roles
Judith Williams

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

Ms. Gibson moved to approve the following persons for LCSW, pending passage of the Clinical exam, no provisional license, exam ID only:

Annlyn Armstrong
Renae Butler-King
Kenneth Miller

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

Mr. Chace moved to approve the following for LCSW, pending passage of the Clinical exam, issue provisional license:

Yodit Betru
Tera Biaggi
Norma Findahl
Cynthia Kelley
Connie Martin
Sandra Oliver
Carla Parnacher
Amy Schrimsher

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

Mr. Chace moved to approve **Anedra Mayfield** for LSW. Ms. Gibson seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve the following for LCSW, pending passage of Clinical exam, no provisional, exam ID only:

Rose Anderson
Amy Esker
Vicki Estes
Chris Gregston

Dr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **James Kevin Acres** for LCSW, pending supervisor's evaluation, DARS, passage of the Clinical exam, issue provisional. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **Matthew Robert Fox** for LCSW, pending EBC, passage of the Clinical exam, issue provisional. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve **Heidi Mayer** for LCSW, pending passage of the Clinical exam, issue provisional. Mr. Chace seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to approve the following for Clinical Board Approved Supervisor:

Kris-Ann Moyer
Shelley Simon
William Westmoreland

Dr. Endicott seconded the motion and the vote was unanimous in the affirmative.

Ms. Lempicki moved to table **Harold Price** for Clinical Board Approved Supervisor. A recommendation from a LCSW is required.

An email from **Bryan Post** was reviewed. Mr. Post wants to maintain his Board Approved Supervisor status, but can't come to Oklahoma to attend the training offered by our Board every three years. He would like to take the training out of state and have it approved by the Board as qualifying supervisor training. Ms. Hoehner pointed out that the training done here is specific to Oklahoma. The Board stated no exceptions to this rule will be made and Mr. Post's request was denied.

Ms. Hoehner reported on the ASWB conference in Rhode Island. She reviewed what was discussed at the conference. The items discussed at the Administrator's Form were the portability of licenses, the issue of reporting Consent Decrees to DARS and research performed by the Montana Board regarding persons requiring accommodations for obtaining licenses as they have a growing population of persons from other countries.

Ms. Hoehner again urged the Board to reconsider the earlier decision that Consent Decrees not be reported to DARS or to change the wording in Consent Decrees to reflect that dependent upon the infraction, a Consent Decree may be reported to DARS. This issue is discussed at every Administrator's Form and the Administrators from other jurisdictions feel as though it is a disservice to the other Boards and the public to not report a Consent Decree to DARS as only Board Administrators have access to the DARS system, it is a secure site controlled by ASWB.

Ms. Hoehner wanted to clarify how to confirm acceptable education from a school accredited by World Education Services School. The Board advised the school would still need to be approved through the CSWE. Ms. Lempicki said a resolution was passed at the Delegate meeting regarding this issue. ASWB was asked to explore the possibility of establishing a procedure for evaluating a social work education earned outside of the United States or Canada for purposes of licensure.

The Board was advised that the ASWB is still seeking for item writers for all levels of exams.

Ms. Hoehner advised the spring ASWB education meeting will be held in Quebec and it is entitled "We have received a complaint. Ethical dilemmas arising during investigation and the disciplinary process. The fall meeting will be held the last week of October in Clearwater, Florida.

Ms. Lempicki, Chair, reported that Amanda Duffy Randall of Nebraska was elected as President-Elect for ASWB.

She stated that if changes are going to be made to the rules, they need to be done soon. Dr. Endicott said that he would find someone to sponsor the bill for the Board.

There being no further business, the meeting was adjourned at 4:45 p.m.