

BOARD OF LICENSED SOCIAL WORKERS
Minutes of the Meeting - November 7, 2005

The Board of Licensed Social Workers met on November 7, 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 Administrative Procedures Act and Open Meeting Act of Oklahoma.

Members present:

Jeff Chace, Chair
Mary Jo Kinzie, Vice Chair
Joy Leuthard, Secretary
Toni Lempicki
Elaine Eddens
Robert Weeks

Not present:

Tim O'Connor

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 10:00 a.m. Mr. Chace announced that Tanja Dougherty had not timely received notice of the hearing due to a change of address. A meeting has been scheduled for December 2, 2005, 8:00 a.m. at which time the Board will hear the case. Ms. Kinzie moved to table the matter to the December 2, 2005 meeting. Ms. Lempicki seconded the motion and the vote is recorded as follows:

Jeff Chace	Yes
Mary Jo Kinzie	Yes
Toni Lempicki	Yes
Elaine Eddens	Yes
Robert Weeks	Yes

The Board reviewed the minutes of the September 16, 2005 meeting. Mr. Chace noted that on page 4 regarding Susan Dagley, the Board denied acceptance of the 300 hours. After discussion, Ms. Kinzie moved to approve the minutes as corrected. Ms. Eddens seconded the motion and the vote was unanimous in the affirmative.

The Board reviewed a Food Policy which allows the Board to purchase food and supplies for public meetings. Ms. Eddens moved to approve the policy. Ms. Kinzie seconded the motion and the vote was unanimous in the affirmative. (**Attachment 1**)

A Rate Schedule was reviewed by the Board, which sets the fee for the Board Supervised Training and for computer generated reports. Ms. Kinzie moved to approve the schedule.

Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.
(Attachment 2)

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

Mr. Chace moved to approve the following for **LMSW** pending passing the Masters examination; no provisional license to be issued:

Cyrena Mathews
Raymond G. Walker

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

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

Michele McDaniel
Tina Ryker-Bevans

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

Mr. Chace moved to approve **Cris Hicks** for a **LMSW** license pending receipt of the ASWB examination scores. Ms. Eddens seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve **Jennifer Vale** for a **LMSW**. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

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

Rosalie Ann Mollica
Patrick Martin Morgan
Patty E. Poston

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

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

Elaine Barrett
Elizabeth Anne Duncklee
Danna Grumbles
Toni Hail
Kimberly Moore
George Pilkinton
Thomas Potter
Mavis Risenhoover
Doris Tharp

Suzan Tramblye-Logan

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

Mr. Chace moved to table **Jean Ann Dipboye-Collum** for **LCSW** and request a personal appearance to discuss her job description, which was primarily administrative and to submit her original job description. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace moved to approve the following for **LCSW** pending passing the clinical examination; no provisional license to be issued:

- Carla Gonzalez-Jenkins**
- Constance Phillips**
- Susan Vaughn**

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

Mr. Chace moved to approve **Robert Althoff** as a Board Approved Supervisor with clinical specialty and require Mr. Althoff to take the supervisor training within one year. Ms. Eddens seconded the motion and the vote was unanimous in the affirmative.

Mr. Chace presented the application of **Mary Brandt** for Board Approved Supervisor. Ms. Kinzie recused from the discussion and vote. Mr. Chace's question was as an educator, is Ms. Brandt in a clinical job. The Board agreed that it was clinical. Mr. Chace moved to approve Mary Brandt for Board Approved Supervisor with clinical specialty and require Ms. Brandt to take the supervisor training within one year. Mr. Leuthard seconded the motion and the vote is recorded as follows:

Jeff Chace	Yes
Joy Leuthard	Yes
Toni Lempicki	Yes
Elaine Eddens	Yes
Robert Weeks	Yes

Mr. Chace resumed as Chair of the meeting.

Ms. Edmondson, Board Consultant, reported that the two audits (licensee and CE providers) were complete. Ten percent of the licensees were sent an audit letter and there was 100% compliance with both response and meeting the CE requirements. Ten percent of the providers were audited and one workshop from each was picked. All of the providers except Eagle Ridge responded. The licensees audited were picked at random using a computer program. The same program will be used next year for the provider audit.

Ms. Edmondson reported that 50% of the Contracts for Supervision were complete upon receipt. Revising the form and having a FAQ on the web-site just for supervision would help those completing the forms.

Ms. Edmondson noted that individual applications for approval of continuing education were being received by the office, approximately fifteen to date, and many more were expected as we get closer to the renewal deadline.

Mr. Chace presented some correspondence that had been received. The first was a request from **Deborah Mitchell** requesting approval of 16 hours from May 23, 2005 to present. She had changed jobs but kept the same supervisor and job description. Mr. Weeks moved to accept the 16 hours. Ms. Eddens seconded the motion and the vote was unanimous in the affirmative.

The Board reviewed a letter from **William Schutter** regarding the supervision of **Preston Howard**. The Board had required an additional year of supervision for Mr. Howard and requested reports from him as well as the supervisor. The Board felt that the report from Mr. Schutter was insufficient and there was not a report from Mr. Howard. Mr. Chace will send a letter to Mr. Howard requesting a more detailed progress report from the supervisor and also a report from himself. Mr. Howard will be asked to appear before the Board after six months of supervision, March 2006.

Alec Gledhill sent in a request for waiver of the continuing education requirements for 2005 based on a medial hardship. After review of his letter and a letter from his physician, Ms. Kinzie moved to waive the continuing education hours for 2005 and waive the 2006 renewal fee. Ms. Eddens seconded the motion and the vote was unanimous in the affirmative.

Charlotte Savage sent an e-mail requesting waiver of ten hours of continuing education based on family hardship. After discussion, Ms. Eddens moved there was no hardship, however, to allow Ms. Savage to obtain the remaining ten hours in category 3 and must have the three hours of ethics. Mr. Weeks seconded the motion and the vote was unanimous in the affirmative.

The Board received a letter from **Mr. Holland** who had his license revoked in 1980 for violation of boundary issued. Mr. Holland had moved to Virginia and was now wanting to move back to Oklahoma and apply for a license. The Board noted that he had not obtained the tutorial as suggested and he states in his letter that he wouldn't do anything differently. The Board felt that he probably shouldn't be licensed again. The question of whether he had been reported to the Disciplinary Action Reporting Service was brought up. It was felt that he probably wasn't and it was noted that all disciplinary action, including probation should be reported.

Mr. Varghese and Ms. Herbert, Administrative Staff, presented a demonstration of the on-line renewal process. Ten providers were contacted asking for information on those attending their courses. Four of those contacted sent the requested information and one, Peachtree, refused to participate. Mr. Weeks moved to proceed forward with the on-line renewal process. Mr. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Mr. Kelsey, Executive Director presented the financial update. (**Attachment 3**) Mr. Chace encouraged Board members to attend national meetings. Ms. Kinzie moved to accept the financial report. Ms. Lempicki seconded the motion and the vote was unanimous in the affirmative.

The following meeting dates were set for 2006:

January 13
March 24
May 19
July 14
September 15
November 17

Mr. Chace reported on his attendance at the ASWB meeting. New York had introduced a proposal to get the ASWB to release pass/fail information to the states in order for the Boards to evaluate the performance of students from each school and know which school's students were having trouble passing the test. The resolution did not pass.

The ASWB will have a practice exam on-line for a \$75.00 fee. The prep courses didn't seem to help. There was discussion at the meeting of examination security and limiting the number of times someone can take the test. There was a breach at the Oklahoma City Community College Test Center. The Center has not been closed down. At this time, no states limit the number of times the test may be taken, however, most states have a provisional license that is limited. The ASWB suggests that Boards need to start thinking about limiting the number of times someone can retest. Mr. Chace stated that we need to send a wall certificate for the provisional license and initiate a law change that would limit the provisional to one year. Ms. Lempicki moved to change section 1261.5 of the law, striking the last sentence of (3) ...The person may reapply to the Board and submit the necessary fee to obtain a new provisional license. Also, to send a wall certificate for the provisional license that states the issue and expiration date. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Under New Business, Mr. Weeks noted that Wendy Wakefield may still be practicing without a license. The Board had previously voted to refer her to the District Attorney's office. Mr. Chace stated he would contact Debra Schwartz, AAG to make sure the DA's office had been notified and report back at the next meeting.

Ms. Kinzie, noting that she had recused from an earlier discussion and vote stated that the ASWB recommends the member recusing should leave the room. She also noted that Chapter Presidents who are Board Members need to be aware of perceptions others may have of them as a Chapter President.

There being no further business, the meeting was adjourned at 2:40 p.m.