

OKLAHOMA STATE BOARD OF LICENSED SOCIAL WORKERS

MEETING AGENDA

March 25th, 2011

A meeting of the Oklahoma State Board of Licensed Social Workers (OSBLSW) will be held on March 25, 2011, at 10:00 a.m. at the office of the Oklahoma State Board of Medical Licensure and Supervision, 101 Northeast 51st Street, Oklahoma City, Oklahoma in accordance with the Administrative Procedures Act and Open Meetings Act of Oklahoma.

This Agenda was posted at the north entrance of the office of the Oklahoma State Board of Licensed Social Workers at 4545 North Lincoln Boulevard, Suite 162, Oklahoma City, Oklahoma on Wednesday, March 23, 2011, at 2:30 p.m. and at the entrance of the office of the Oklahoma State Board of Medical Licensure and Supervision at 101 Northeast 51st Street, Oklahoma City, Oklahoma at 3:00 p.m. on Wednesday, March 23, 2011. This agenda was posted to the Oklahoma State Board of Licensed Social Workers website (<http://www.ok.gov/socialworkers>).

*INDIVIDUAL PROCEEDINGS: Review and action on all agenda items noted for individual proceedings. In all agenda items noted for individual proceedings, a majority of a quorum of Board members, in a recorded vote, may call for closed deliberations for the purpose of engaging in formal deliberations leading to an intermediate or final decision in an individual proceeding under the legal authority of Oklahoma state statutes, to wit: Article II of the Oklahoma Administrative Procedures Act, 75 O.S. §309 and the Oklahoma Open Meeting Act, 25 O.S. §307(B)(8).

March 25, 2011 - 10:00 A.M.

1. Call to Order
Roll Call of Board Members
2. Review and approval of minutes from the following meetings:
 - A. December 3, 2010
 - B. January 6, 2011
 - C. January 6, 2011 (Executive Session)
 - D. January 28, 2011
3. Discussion and possible action: Financial report from the Office of State Finance (OSF) by Riley Shaull and Laura Swingle.
4. Discussion and possible action: Personal appearance by David Cunningham requesting waiver of partial CE for 2011 renewal.
5. Discussion and possible action: Personal appearance by Julie Garrett to discuss supervisory experience as noted in the BAS application.

6. Discussion and possible action: Personal appearance by Jonell James to discuss results of her background check.
7. Discussion and possible action on the following Complaints filed against social workers:
 - A. Complaint Number 2010-05, James Campbell, Respondent - Request that this complaint be set for hearing before the Board;
 - B. Complaint Number 2010-18 - Update on the status of settlement agreement - Sharon Humphries, Respondent;
 - C. Complaint Number 2011-03 - Request Board approval of the drafting of a letter of concern to be sent to subject licensee;
 - D. Complaint Number 2011-04 - Request dismissal due to lack of jurisdiction.
 - E. Complaint Number 2011-01 - Request dismissal based on response from the subject social worker.
8. Discussion and possible action: JoAnne Huber written report required by Consent Decree.
9. Discussion and possible action: Barbara Galbraith response to Board request to submit additional information regarding current employment status as she has requested CE waiver for third consecutive year.
10. Discussion and possible action: Michael Brand request to reinstate BAS certification standing.
11. Discussion and possible action: Stuart Jacobson letter requesting CE waiver for 2011 renewal due to medical issues.
12. Discussion and possible action: Executive Director update regarding the physical structure of the office and the possibility of the expenditure of funds for changes and/or improvements.
13. Discussion and possible action: Executive Director request to purchase new computer equipment for the OSBLSW office.
14. Discussion and possible action: Report by Board Counsel, Karl Kramer, on the jurisdiction of the Board over an applicant for licensure as a social worker after the expiration of the year of provisional licensing of the applicant without the applicant having passed the licensing examination; possible action on steps to address this issue including the possibility of amendments to Board administrative rules.
15. Discussion and possible action: Jacqueline Cook to retain BAS status through June 29th, 2011.
15. Discussion and possible action: Review and approval of contract with the Attorney General's Office.
16. Applications for Licensure:

LCSW

Joseph Dudley
Heather Forte
John Black

LCSW- issue provisional

Linda Bell
Brenda Cunningham
Jill Davis
Jennifer Dell
David Farthing
Lauren Harjo
Deanna Harris
Agata Karch
Jonell James
Jacqueline McGuire
Sandi Moore
Sarah Parker
Amber Ward

LCSW- Exam ID only

Robbin Keith
Sarah Schulz

LMSW

Bruneita Battle
Catherine Gibson
Mary Ann Smith

LMSW- issue provisional

Whitney Allen
Ashley Melson
Lauren Wiehle
Frank Wilson
Sarah Young

LSWA – Exam ID only

Jenny Burrows

BAS Applications

Teresa Burnett
Catherine Claybrook
Rebecca Hackworth
Hilarie Anjanette Laverty
Collyn Moone
Suzanne Novotnak
Thomas Potter
Sue Warwick.

17. Report from Executive Director: Update of Office Activities since January 26th.
 - A. Day-to-day administration of the office, meeting need of membership is top priority.
 - B. Continued review of every piece of paper in the office for determination of action (have made it through approximately 2/3 of the office).
 - C. Located all computer applications required to facilitate the business of the agency to include but not limited to: access databases, deposits, invoicing, wallet cards, wall certificates, etc.
 - D. Initiated the development of a new filing system to better track fiscal outputs and programmatic activities.
 - E. Entered every check/credit card authorization into the OSBLSW database and have reconciled those deposits with OSF.
 - F. Continue to coordinate with OSF to assure Generally Accepted Accounting Principles are followed. Have established procedures for the processing of requisitions, purchase orders, processing payments and reconciling office accounts monthly.
 - G. Continue to work with OSF to transition OSBLSW IT support to their agency.
 - H. Worked with the State Office of Personnel Management (OPM) to gain better insight regarding required paperwork to process various actions related to personnel.
 - I. Completed agency risk assessment as required by the Oklahoma State Treasury.
 - J. Outreach to Medical Licensure Board, former Board members, Association for Social Work Boards (ASWB), Oklahoma Chapter – National Association of Social Workers (NASW), Schools of Social Work and other state agencies as appropriate.
 - K. Registered the OSBLSW Office with the Healthcare Integrity and Protection Data Bank and the National Practitioner Data Bank on March 10th, 2011.
 - L. Filed letters with the Oklahoma Ethics Commission.
 - M. Updated OSBLSW contact information with appropriate state agencies to include: Secretary of State, OSF, OPM, State Treasury’s Office, ok.gov, DCS, ASWB, etc.
 - N. Have begun drafting Administrative Policies/Procedures Manual. Have also begun working on a “How To” manual related to job functions of the Executive Director.
 - O. Prepared presentation for NASW Oklahoma Chapter, 35th Annual State Conference (March 29, 2011).
 - P. Secured arrangements for Executive Director and Board Chair to attend ASWB Spring Education Meeting (May 12-15)
 - Q. Secured arrangements for Executive Director to attend ASWB New Board Member Training (June 24-26)
 - R. Received Content Management System (Website) training, have begun to make changes to agency website.
 - S. Met several times with ok.gov to review and test Licensee Search Engine and Clinical Supervision Tool on OSBLSW website.
 - T. Coordinated with Board Consultant to schedule two supervisor trainings.

18. Reports from the Chairperson
 - A. ASWB Fall Education Meeting – Committee
 - B. Legislative Update – HB-1715
 - C. Executive Director Progress - Comments – January – March

19. New Business

Adjournment