

BOARD OF LICENSED SOCIAL WORKERS
Minutes of the Meeting
October 15, 2010

The Board of Licensed Social Workers met on October 15, 2010 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:

Gwendolyn Kaminski, LCSW, Board Chair
Larry Cassil, Jr., Esq., Vice Chair
Joy Leuthard, LSWA
Robert Lee, LCSW
Sharon Humphries

Members Absent:

Kelly Harmon, LMSW, Secretary
Antoinette Lempicki, LSW

Also Present:

Karl Kramer, AAG
Laura Maguire, Administrative Assistant

After roll call and noting that a quorum was present, Ms. Kaminski, Chair, called the meeting to order at 4:02 PM.

Riley Shaull and Laura Swingle, with OSF, came before the Board to discuss an interagency agreement with the Office of State Finance (OSF) to provide the Board of Licensed Social Workers with financial management services. Mr. Shaull presented the Board with a proposed agreement between OSF and the Board of Licensed Social Workers. They would act as our CPO for purchasing needs. They currently have a staff of five CPOs that would be available to us. One of the CPOs would be assigned to our Board as our primary contact.

Mr. Shaull stated that he had previously spoken with Mr. Varghese. Mr. Varghese was concerned that the budget request, which was due on October 1, 2010, has not been submitted. Mr. Shaull said this is something they can assist us with. There would be no additional cost for this. OSF would also provide monthly reconciliations between the Office of the State Treasurer, the Core of Financial Systems, and the Board's records.

Mr. Varghese said that he has recommended other small agencies to OSF. The Medical Board will continue to maintain the operation of some parts of our website, including the filtering of emails. All of the financials will be taken over by OSF.

Mr. Shaull finished by saying that OSF provides these services for 23 other state agencies. He asked the Board if they view the contract as a long-term solution. Mr. Cassil stated that could not be guaranteed at this time. It will be dependent on whom the next Executive Director is and whether that person has the knowledge necessary to manage the financials. Mr. Shaull said the agreement carries a 30-day termination clause.

Ms. Leuthard thanked the Medical Board for all of their assistance. Mr. Varghese responded by saying that when the Medical Board was asked to take over the agency in 2004, they were aware that it would be temporary. He feels the Social Workers Board will be better served by entering into this contract with OSF. He offered his help with any questions we may have in the future. He also stated that the Social Workers Board would still be able to meet in the Medical Board's Conference room, as long as the meetings are scheduled in advance.

Mr. Lee moved to accept the proposal from the Office of State Finance as submitted. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Mr. Shaull reported to the Board that the contract has been set for Ms. Leuthard's signature.

Mr. Varghese told the Board that the Board's threshold was \$5,000.00 without a CPO at the agency level. Kandi Hoehner was the only CPO at the agency. The Central Purchasing Act allows the agency to have a designated CPO. OSF will be fulfilling that role and that will allow the Social Workers Board to maintain a \$50,000.00 threshold. Ms. Reed's contract will fall under professional services and will be handled through OSF.

Mr. Cassil moved to accept the contract with Julia Reed, LCSW, for consulting services as presented. Ms. Humphries seconded the motion and the vote was unanimous in the affirmative.

Mr. Cassil moved to amend Ms. Reed's contract and allow Julia Reed to expand the scope of her contract. Ms. Reed would meet with Ms. Leuthard to discuss the expansion of duties. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Mr. Varghese reported to the Board that the Board's contract with Advancia has expired. He will meet with Mr. Shaull about reinstating the contract.

Ms. Leuthard presented the Board with an update on resumes received for the position vacated by Ms. Hoehner.

Ms. Leuthard moved to enter into Executive Session. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Mr. Lee moved to come out of Executive Session. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Ms. Humphries moved to increase Ms. Maguire's pay to \$15.00 per hour. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Mr. Lee moved to accept the job description for Executive Director as drafted by the committee. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Ms. Humphries stated that an advertisement for the Executive Director position will be placed on the Social Workers website, the NASW website, the ASWB website, and the Oklahoma Employment Commission website. The deadline for applications will be November 2, 2010.

Ms. Leuthard moved to table the discussion of video conferencing to the next meeting. Mr. Cassil seconded the motion and the vote was unanimous in the affirmative.

Mr. Cassil left the meeting.

Applications were reviewed. Ms. Leuthard moved to approve **Darlene Dennis and Rose Reynolds-Cox** for LCSW, issue provisional. Ms. Humphries seconded the motion and the vote was unanimous in the affirmative.

Ms. Kaminski moved to approve **Sherrie Mason** for LMSW. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

Ms. Kaminski moved to approve **Mary Price** for LMSW, issue provisional. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

Ms. Kaminski moved to approve **Cheri Tennery** for LCSW, no provisional, exam ID only, pending receipt of background check. Mr. Lee seconded the motion and the vote was unanimous in the affirmative.

There being no further business, Mr. Lee moved to adjourn. Ms. Leuthard seconded the motion and the vote was unanimous in the affirmative.

The meeting was adjourned at 5:25 P.M.