

APPROVED MINUTES
STATE BOARD OF CLINICAL SOCIAL WORKERS
Tuesday, July 8, 2008 / 11:00 a.m. – 3:00 p.m.
Second Floor Conference Room
3218 Pringle Road SE - Salem, OR 97302

BOARD AND STAFF MEMBERS PRESENT: Mark Oldham (Chair); Rebecca Rasmussen (Vice-Chair); Toniya Villalobos; Simone Brooks; Sara Dehaan; Cheryl Price; Kyle Martin (AAG); and Mike Lamon (Interim Administrator).

DRAFT AGENDA

The Board begins its regular meeting 11:00 a.m. in a work session. The Consumer Protection Committee meets beginning at 8:30 a.m. in Executive Session [ORS 192.660(2)(f)(h)(k)] in the Second Floor Conference Room to discuss pending complaints, consult with legal counsel, and conduct interviews. The Consumer Protection Committee report to the Board is presented in Executive Session to discuss complaints and other legal matters. Final actions regarding recommendations to the Board will take place in the Public Session of the Board meeting. The Impaired Professional Committee meets beginning at 9:00 a.m. in Executive Session [ORS 192.660(2)(f)(h)(k)] in the Administrator's Office to discuss pending cases, consult with legal counsel, and conduct interviews. The Impaired Professional Committee report to the Board is presented in Executive Session to discuss cases and other legal matters. Final actions regarding recommendations to the Board will take place in the Public Session of the Board meeting. Application files are reviewed in the public meeting until the balance of the Board members can join the regular meeting.

ADMINISTRATOR'S REPORT

1. CALL TO ORDER - Mark Oldham, Chair, called the meeting to order at 11:50.
2. REVIEW/APPROVAL OF AGENDA - A discussion of a Screening Committee was added to Old Business. Two items were added to New Business: Committee Assignments and Planning Meetings for October 10th and 11th. **Simone Brooks moved that the agenda be approved as amended; Toniya Villalobos seconded the motion, which passed unanimously.**
3. APPROVAL OF MINUTES - **Toniya Villalobos moved that the minutes of the June 17, 2008 Board meeting be approved as distributed prior to the meeting. Cheryl Price seconded the motion, which passed unanimously.**
4. MOVE TO EXECUTIVE SESSION: [Business under authority of ORS 192.660(2)(b)(f)(h)(i)(k)]

Simone Brooks **moved to go into Executive Session pursuant to ORS 192.660(2)(b)(f)(h)(i)(k).** Toniya Villalobos **seconded the motion, which passed unanimously.** The Consumer Protection Committee report was presented and discussed. The Impaired Professional Committee report was presented and discussed. Rebecca Rasmussen **moved to return to Public Session.** Toniya Villalobos **seconded the motion, which passed unanimously.** (Note: A digital record of the Executive Session is kept on the Board's main computer).

5. PUBLIC COMMENT - None.
6. LUNCH AGENDA - Staff Reports and Open Discussion.

7. COMMITTEE REPORTS (Not all committees report or are required to report every month.) Budget, Consumer Protection, Impaired Professional, Continuing Education, Exam, Personnel, Public Information, Rules.

- Consumer Protection - Toniya Villalobos presented the Committee Report. The Committee identified several cases that will require final investigative reports prior to conclusion.
- Impaired Professional - Mark Oldham presented the Committee report. No cases were dismissed, and no cases were concluded.
- Continuing Education - Cheryl Price presented the Committee report. The Committee has been conducting a review of continuing education requirements. Continuing education will require modifications in topic areas and CE requirements to meet changes in clinical social work practice. The Committee received preliminary suggestions for modifying CE requirements from Licensees and CE providers. The Committee developed a set of recommendations for the improvement of CE. The Committee held discussion of boundaries and dual relationships. Another CE area that may require more attention is the ethical responsibilities associated with records and record-keeping.

Future steps in this area involve Sancha Ally sending on the Committees recommendations with Walla Walla, Portland State University, and other regional educational institutions with MSW programs. Cheryl Price stated that the Committee had approved three requests to accept non-credentialed workshops, they disapproved one request, and are seeking additional information on two others. The Committee approved the OHSU/Department of Psychology as a credentialing body for continuing education units. They also reviewed a letter from NASW/OR concerning the contents needed for a workshop to fulfill the new requirement for 6 hours of ethics in each reporting period. The Committee considered two requests to review non-certified CE. One request was approved, but the Committee will require additional information to make a determination for the other request.

8. OLD BUSINESS:

- Practice Act Update: Mark Oldham

Community of practitioners still not entirely receptive of the Practice Act approach planned by the Board. New approaches may be needed. One possibility is Practice Act that only covers Licensed Clinical Social Workers. Mark Oldham suggested that if the Practice Act covered existing LCSW, the rules could be revised to allow the opportunity for Bachelors or Masters level students of social work to become registered and to come under jurisdiction of Board voluntarily. Under this approach the Board would not have to exclude such volunteers under the Practice Act, because they would not be licensed. Mark believed that such a formulation of a Practice Act would encounter less resistance from State agencies. Mark has meeting scheduled with Claudia Black, who is Governor's link for inclusion in Policy Action Packet.

Kyle Martin notes that if create a special class of non-licensed social worker, may be legally difficult to do if a new classification of practitioner is created by rule that has no statutory basis. Cheryl Priced asked if a Practice Act could exempt classes of practitioners, or specific agencies, in the rule. Kyle believed crafting such a rule presents challenges. Mark stated that discussion on the Practice Act will continue, and noted that if question is not resolved by December, then will not receive part in Governor's policy and budget package.

- E-Board Presentation Compliance Specialist: for Mark Oldham

Mark Oldham gave an account of the presentation before the Legislative Emergency Board (E-board) to obtain authorization to employ a Compliance Specialist. The Legislative Fiscal Office (LFO) and Department of Administrative Service (DAS), Budget and Management (BAM) supported the initiative. After waiting for some time in one E-board committee room, the Board presentation was moved to another committee session. After a short presentation, the E-board approved the Board request. The Human Resources (HR) section of DAS informed the Board that the process to post and recruit for the Compliance Specialist position may take six weeks to two months. The E-board approved the Compliance Specialist as a Limited Duration (LD) position for the current biennium. Until the Board can fill the Compliance Specialist position, a contract for investigator services will be required.

- Rules Advisory Task Force Date: Mark Oldham

Mark Oldham proposed that the Board undertake an effort to rewrite the Oregon Administrative Rules (OAR) concerning records and record-keeping, and to revise and update rules to bring them into line with current practices and requirements. Mark proposed that the Task Force meet on a Saturday in the near term.

- Review Rules Effective 7/1/08: Mark Oldham

Copies of the final version of the revised OAR that were filed with the Secretary of State were distributed to Board members for their review.

- Future Rule Changes: Mark Troseth

Mark Troseth was absent from this Board session. This item will be carried over to the August Board meeting.

- Screening Workgroup: Mark Oldham

The Board Executive Director position closes Friday, July 11. Mark Oldham asked Board members to participate in a workgroup that will screen the applications received in response to the recruitment. Sara Dehaan, Cheryl Price, and Toniya Villalobos agreed to participate in the screening workgroup. The workgroup will meet on Friday 18th at 2:00 p.m. Mike Lamon agreed to provide the applications of those applicants who qualify, along with a position description, to the workgroup members. The goal is to have the top candidates appear at next Board meeting for interviews.

9. NEW BUSINESS:

- Proposal for LCSW “Emeritus” Status: Joe Marcea

Joe Marcea, LCSW, submitted a letter to the Board requesting consideration of his suggestion that a special licensing status be created for “emeritus” status. An emeritus LCSW would be a Licensee who may wish to retire or reduce hours worked after a lengthy LCSW career. Mark Oldham noted that the Board has received similar requests and inquiries regarding the creation of an emeritus LCSW. In the past, Board has decided that, if work as LCSW, the LCSW has to meet all licensing requirements. Changing demographics may warrant a reexamination by the Board of this question. Kyle pointed out that other Oregon licensing boards have considered the creation of emeritus practitioners and cautions that creating an emeritus LCSW may require a statutory change. Toniya Villalobos suggested that Board look at action other states have taken in this regard.

- Proposed Newsletter on CE Ethics Requirements: Mike Lamon

Mike Lamon introduced the idea of putting out an update on CE on new Board ethics requirements. The update could take the form of a Board Newsletter. The Board decided that the idea is worth exploring. This item will be carried over to the August Board meeting agenda.

- Request Accommodation for ASWB Exam: Martha McGraw

Martha McGraw, Candidate for Licensed Clinical Social Work, requested an accommodation so that she should take the LCSW exam. Mark Oldham **motioned to approve the request**, Sara Dehaas **seconded the motion, which was unanimously approved.**

- Request Re-activate License: Casey Kohl

The License for Casey Kohl became inactive in Jun 2006. Ms. Kohl desires to re-activate her license and submitted Continuing Education credit to the Board for its acceptance and approval. The Board determined that the CE credit was acceptable and sufficient for the re-activation of Ms. Kohl's license. Mark Oldham **motioned to accept the Continuing Education and reactivate the license**; Rebecca Rasmussen **seconded the motion, which was unanimously approved.**

- Planning Meeting: Mark Oldham

Mark Oldham proposed that the Board planning meeting take place on the October 10th and 11th during an all day work session. The Board would hold its meeting after the planning session. The Director will need to arrange for lodging accommodations for Board members for that weekend.

- Committee Assignments: Mark Oldham

Mark Oldham noted that Board Committees have remained unchanged for some time, and that the Board might benefit from a realignment of Committee members. After some discussion, the Board agreed that Cheryl Price would chair the Consumer Protection Committee; that Rebecca Rasmussen would chair the Impaired Professionals Committee, and that Cheryl Price would join the Continuing Education Committee. These changes will become effective for the August meeting.

10. BUDGET UPDATE

- As of 6/30/08, the current amount in the Board account held in the State Treasury was \$135,707. Budget 08 Review Summary: Presentation by Lora Carson, DAS State Comptroller, 1:00 p.m.

- Lora Carson from DAS Comptroller, Shared Services.

The Board welcomed Lora, who has 8 years experience working with DAS and with supporting Oregon boards. She provided a handout consisting of a spreadsheet containing the latest Board budget data. Lora notes the system does not generate the current Board balance in its budget application. Funding added by E-board has not been added into budget summary yet. Lora provided explanation of individual line items on the budget summary. The negative sum indicated in the handout for the end of the biennium will be offset by revenue provided by E-board in recent decisions. Mark Oldham asked what items on budget summary should Board pay attention to. Lora replied that we need to watch last three columns and look for negative balances before a given fiscal year has ended. Lora notes that because BCSW does not submit detailed budget plan, DAS projects some budget values, with the anticipation is that revenues will offset any projected deficits. Lora stated that she could come to Board meetings on a periodic basis,

if the Board desires it. The Board requested that the budget come in the form that Lora handed out in her presentation, but with the provision that both pages have headers explaining categories.

- Review of '09-'11 Budget Policy Packages: Mike Lamon

Two versions of package presented. Board asked for version without a fee increase. Versions supplied had smaller fee increase and increase OS1 from .5 to 1 FTE. Other with larger fee increase adds 1 FTE OS2. Cheryl **made the motion to pursue budget policy option two with no fee increase.** Simone Brooks **seconded the motion, which was unanimously approved.**

11. CORRESPONDENCE - James Henson, LCSW

The Board discussed a letter from LCSW James Henson regarding the draft Practice Act. The Board will take Mr. Henson's comments under advisement as it continues work developing a Practice Act.

12. REVIEW AND DISCUSSION ON APPLICANT FILES

- Consent Agenda: Mark Oldham **moved that the Board approve the Consent Agenda as distributed for the meeting.** Toniya Villalobos **seconded the motion which passed unanimously.** (See attached Consent Agenda.)

(See attached C

- New Plans were approved for *9 Associates whose names are on the Consent Agenda (see attached).* (9)
- Plan Changes were approved for *10 people on the Consent Agenda.* (10)
- New CSWA Candidate was approved for *2 people on the Consent Agenda.* (2)
- Final Reviews were approved for *6 people on the Consent Agenda.* (6)
- LCSW Applications were approved for *6 people on the Consent Agenda.* (6)
- Return to Active Status was approved for *1 person on the Consent Agenda.* (1)

Day Extensions to Investigatory Process were granted for *15 CPC Cases on the Consent Agenda.* (15)

- Special Review: Review Richard Staniford Supervisor Request: Mark Oldham

Letter from supervisor for Richard Staniford providing information on extent of acquaintance with the Associate. Mark Oldham motioned **to approve supervisory plan,** Cheryl Price **seconded the motion, which as approved unanimously.**

Letter from supervisor providing details of the supervisory plan for Associate Jeanette Hansen. Mark Oldham **made the motion to approve supervisory plan** Toniya Villalobos **seconded the motion, which as approved unanimously.**

9. ANNOUNCEMENTS AND ADJOURNMENT - The meeting adjourned at 2:35 p.m.

The next regularly scheduled Board meeting will be at 11:00 a.m. on Tuesday, August 12, 2008 in the Second Floor Conference Room at the Morrow Crane Building, 3218 Pringle Road SE, Salem, OR 97302. At 8:30 a.m. on the same day there will be a meeting of the Consumer Protection Committee (in Executive Session) in the Second Floor Conference Room. At 9:30 a.m. on the same date there will be a meeting of the Impaired Professional Committee (in Executive Session) in the Administrator's Office.

**State Board of Clinical Social Workers
Consent Agenda - July 7, 2008**

NEW LCSW'S (6)

MEGAN BAKER-ARROWSMITH
CARLA COOK
MARIE ERICKSON
JOANNE SERNA
CHERLY SWANSON
JUDY VOGELSANG

ORS 676.165(4) Extensions

Approved for the following CPC

Cases: (15)

2007-27	2008-06
2007-33	2008-07
2007-35	2008-09
2007-36	2008-10
2008-02	2008-12
2008-03	2008-13
2008-04	2008-15
2008-05	

FINALS (6)

KATHERINE GRANT
LISA KIRBY
HOLLY MATTHEWS
LISA NAPOLI
GREGORY RUNDO
ANGELA SCHNEIDER

NEW CSWA'S (9)

TAWNIA ANTHONY
BERTA BALLI
BRYAN CLARK
LARA CONLEY
AUDREY DUROSS
CINDY OHLY
LEXY VANORIO
LISA WAGG
KIMBERLY WARNER

PLAN CHANGES (10)

EDALINE GLEASON
MARISA MONTEBLONCO
KRISTA OLSON
MARTHA ROCKEY
PAMELA SKIVER
GWENDOLYN THOMAS
CHARLES URWYLER
STACIE WESTBROOK
ALLYSON WILEY
JEANETTE HANSEN

REACTIVATE LICENSE (1)

CASEY KOHL

CSWA CANDIDATES (2)

STEPHANIE PITTMAN
DIANA SMITH

All people listed in the above categories have met the necessary requirements to be approved by the Board of Clinical Social Workers Consent Agenda.

Signature on File in Board Office _____ July 7, 2008