

**DRAFT MINUTES**  
STATE BOARD OF CLINICAL SOCIAL WORKERS  
**Tuesday, December 12, 2006 -- 10:00 a.m. to 3:00 p.m.**  
First Floor Conference Room  
3218 Pringle Road SE - Salem, OR 97302

BOARD AND STAFF MEMBERS PRESENT: Mark Oldham (Chair), Simone Brooks, Sara Dehaan, Cheryl Price, Becky Rasmussen, Mark Troseth, Toniya Villalobos, Kyle Martin, (AAG), and Jon Langenwalter (Administrator).

DRAFT AGENDA

The Board begins its regular meeting 10:00 a.m. in a work session. The Impaired Professional Committee meets beginning at 8:00 a.m. in Executive Session (ORS 192.660[1][f][h]) 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. The Consumer Protection Committee meets beginning at 9:00 a.m. in Executive Session (ORS 192.660[1][f][h]) 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. Application files are reviewed in the public meeting until the balance of the Board members can join the regular meeting.

CALL TO ORDER - Mark Oldham, Chair.

REVIEW/APPROVAL OF AGENDA

APPROVAL OF MINUTES - Approval of the November 14, 2006 Board Meeting Minutes.

MOVE TO EXECUTIVE SESSION: (Taped record.)

CPC Report

IMP Report

Other items as necessary/Legal counsel.

PUBLIC COMMENT

LUNCH AGENDA - Staff Reports and Open Discussion.

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.

OLD BUSINESS:

- Practice Act Update: Kathy Outland
- Nationwide FBI Fingerprint Background Check: Mark Oldham
- Work on Proposed CE Reporting Requirements, Division 25: Mark Troseth
- Parameters for Private Practice Clinical Records: Becky Rasmussen
- Proposed Additional Language for Renewal Form: Mark Oldham

NEW BUSINESS:

- Request to Return to Active Status:
  - Joan Harmony
  - Bill H. Showell
  - Kimberly C. Wasserman
- Request to Go to Inactive Status: Heather Hunt
- Request for Language and Time Accommodations for Taking Exam:
  - Parvaneh Mazhar
  - Yael Schweitzer
- Request for Disability Accommodations for Taking Exam: Angeline Toles
- Request for Exam Consideration: Charlotte Heltman
- Need 1-Year Plan for Renewal: Shizuko Pierce
- Need 2-Year Plan for Renewal: Aisha Hollands
- Review Practice of ASWB Meeting Attendance: Mark Oldham

BUDGET UPDATE - As of 12/11/06, the current amount in the Board account held in the State Treasury was \$156,752.

CORRESPONDENCE -

REVIEW AND DISCUSSION ON APPLICANT FILES

New Plans, Plan Changes, Final Reviews, and LCSW Applications

Special Review:

ADMINISTRATOR'S REPORT

ANNOUNCEMENTS AND ADJOURNMENT

1. CALL TO ORDER - Mark Oldham, Chair, called the meeting to order at 11:20 a.m.
2. REVIEW/APPROVAL OF AGENDA - One item was added to the Agenda: Consent Calendar. The Administrator also updated the agenda by informing the Board of the agency's balance in the State Treasury.

3. APPROVAL OF MINUTES - Mark Troseth pointed out that in the Rules report during the Committee Reports (Item #7) he had spoken of the changes pending on Division 25, and not Division 20. The Administrator changed the Minutes accordingly. Cheryl Price **moved that the Minutes of the November 14, 2006 meeting be approved as changed.** Toniya Villalobos **seconded the motions which passed unanimously.**

4. MOVE TO EXECUTIVE SESSION: [Business under authority of ORS 192.660(2)(f)(h)(k)]

Simone Brooks **moved to go into Executive Session.** Sara Dehaan **seconded the motion, which passed unanimously.** The Consumer Protection Committee report was presented and discussed. The Impaired Professional Committee report was presented and discussed. Becky Rasmussen **moved to return to Public Session.** Cheryl Price **seconded the motion, which passed unanimously.** (Note: A taped 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 informed the Board that there were no cases to present.
- Impaired Professional - Becky Rasmussen told the Board that there were no cases to present.
- Continuing Education - Cheryl Price presented the Committee report. She told the Board that the Committee reviewed 5 requests. They approved 3 requests for non-credentialed coursework and approved two requests for study groups. Ms. Price also reported that they completed compiling responses from the supervisory questionnaire which was distributed a few months ago and shared the results with the Board. The Committee also approved a letter to be sent to the other jurisdictions requesting information about their process for approving non-credentialed continuing education coursework.
- Rules - Mark Troseth led the Board in a discussion of several areas of the Rules which he suggested needed to be changed. Mr. Troseth also informed the Board that he will be working on some major rules changes for the Board to consider in April. So far there are three areas of focus: child custody; private practice clinical records; and nationwide FBI fingerprint background check.

8. OLD BUSINESS:

- Practice Act Update: Kathy Outland, Chair of the Practice Act Task Force, told the Board that the Task Force had reviewed the December 1, 2006 draft of the Practice Act. They concluded that overall the draft looks good and includes the changes which they and the Board had requested. Ms. Outland reminded Board members that the draft is a public document and can be used to inform and educate legislators, the Board's licensee base, and other key stakeholders who will be impacted by the legislative concept. The Task Force had participated in a phone conversation with Erinn Kelley-Siel from the Governor's office. Ms. Kelley-Siel suggested that the Board and Task Force develop a strategic plan for the successful introduction and passage of the Practice Act proposal during a future legislative session. She stated that such a plan would need to include the various groups of key stakeholders. Ms. Kelley-Siel indicated that the Governor is basically supportive of the concept but needs the Board and Task Force to take time to inform and educate legislators and stakeholders over why the Practice Act is important for Oregon. She told the Task Force that if they ran in to serious problems while marketing the concept to others, that she or others from the Governor's office would be willing to provide mediation and support so that important issues could be resolved prior to the Act being introduced to the Legislature. Ms. Kelley-Siel also suggested that it might be helpful to develop a flyer that summarizes the need for the Practice Act as a promotional tool for our work with the public, our licensee base, and other stakeholders.

- Nationwide FBI Fingerprint Background Check: The Board reviewed some rules the Board of Chiropractic Examiners had recently adopted that allows them to have applicants submit to a nationwide FBI fingerprint background check. The consensus of the Board was that the rules adopted by the Chiropractic Board offered a practical guideline that we could use to develop our own set of rules. The matter was referred to the Rules Committee to develop draft language for the next rules change process.
- Work on Proposed CE Reporting Requirements, Division 25: Board members reviewed a draft that Mark Troseth had developed to rewrite Division 25 of OAR Chapter 877. The Board responded to some specific questions he had about CE policies and procedures. Mr. Troseth will revise his draft and have it ready for Board review by April, 2007.
- Parameters for Private Practice Clinical Records: Mr. Troseth requested guidance from the Board over the key concepts he needed to include when he drafts language for a new rule on creating and maintaining clinical records by licensees who have a private practice. Board members stated that they would have to make a decision concerning how long a file needs to be maintained following the termination of treatment, keeping in mind that there might need to be differences in the rule relating to clinicians who have children and youth as clients. Mr. Troseth indicated that he would review information from both the National Association of Social Workers and the Association of Social Work Boards to see what time lines they suggest. Board members requested that Mr. Troseth include the need to safely store records so that neither their confidentiality nor their integrity is jeopardized. Board members also concluded that a basic client file would need to contain the following forms or information: consent to treat, release of confidential information, social/psychological assessment(s) and client diagnosis, progress notes, treatment plan and grievance procedures.
- Proposed Additional Language for Renewal Form: The Board made some minor changes to the language the staff proposed adding to the renewal application forms. Simone Brooks **moved that the two new items be added to the renewal application forms.** Toniya Villalobos **seconded the motion which passed unanimously.**

## 9. NEW BUSINESS:

- Request to Return to Active Status:
  - The Board approved a request from Joan A. Harmony to return to active status. There is no CE requirement since Ms. Harmony had been on inactive status for less than two years. [OAR 877-020-0055(1a)]
  - The Board approved a request from Bill H. Showell to return to active status. Since Mr. Showell had been on inactive status for more than 2 but less than 5 years, the staff will issue him an active license once he has provided documentation of having completed 20 hours of CE. [OAR 877-020-0055(1b)]
  - The Board approved a request from Kimberly C. Wasserman to return to active status. Since Ms. Wasserman had been on inactive status for more than 2 but less than 5 years, the staff will issue her an active license once she has provided documentation of having completed 20 hours of CE. [OAR 877-020-0055(1b)]
- The Board approved a request from Heather F. Hunt to go on inactive status. Ms. Hunt made the request based on her upcoming maternity leave followed by a move out of country. [OAR 877-020-0046(1)(b and f)]
- Request for Language and Time Accommodations for Taking Exam:
  - The Board approved a request from Parvaneh Mazhar to allow her to have some specific dictionaries available while taking the ASWB Exam and two extra hours in which to complete the Exam.

- The Board approved a request from Yael Schweitzer to allow her to have some specific dictionaries available while taking the ASWB Exam and two extra hours in which to complete the Exam.

- Request for Disability Accommodations for Taking Exam: The Board approved a request from Angeline Toles to allow her some disability accommodations while taking the ASWB Exam.
- Request for Exam Consideration: The Board denied a request from Charlotte E. Heltman to combine scores from her three attempts to pass the ASWB Exam and grant her a passing score. The Board instructed the Administrator to write Ms. Heltman and clarify that ASWB completely controls the scoring of their Exams. The Administrator will remind Ms. Heltman that she needs to submit a revised one-year Plan of Supervision for the Board's approval if she wishes to keep working toward licensure.
- Need 1-Year Plan for Renewal: The Board approved a letter to Shizuko F. Pierce to be sent with her renewal packet. The letter will remind Ms. Pierce that her renewal application will be incomplete until the Board has approved a one-year Plan of Supervision. [OAR 877-020-0016(3)]
- Need 2-Year Plan for Renewal: The Board approved a letter to Aisha L. Hollands to be sent with her renewal packet. The letter will remind Ms. Hollands that her renewal application will be incomplete until the Board has approved a two-year Plan of Supervision. [OAR 877-020-0016(4)]
- Review Practice of ASWB Meeting Attendance: Mark Oldham clarified the current practice by ASWB to pay for people to attend their meetings. ASWB pays for the Board delegate from each jurisdiction to attend the Fall Business Meeting. They do not pay for jurisdictional board members to attend the Spring Education Meeting. They also do not pay for Administrators to attend the Administrator's Forum or the ASWB meeting. The Board will continue this discussion at the January 9, 2007 meeting to determine how many people to send to the Spring Education Meeting in Mobile, Alabama.

10. BUDGET UPDATE - As of 12/11/06, the current amount in the Board account held in the State Treasury was \$156,752.

11. CORRESPONDENCE - None.

12. REVIEW AND DISCUSSION ON APPLICANT FILES

- New Plans were approved for *16 Associates whose names are on the Consent Agenda (see attached)*. (16)
- Plan Changes were approved for *11 people on the Consent Agenda (see attached)*. (11)
- There were no Revised Plans submitted for review. (0)
- Final Reviews were approved for *7 people on the Consent Agenda (see attached)*. (7)
- LCSW Applications were approved for *6 people on the Consent Agenda (see attached)*. (6)
- Consent Agenda Toniya Villalobos **moved that the Board approve the Consent Agenda as distributed for the meeting**. Simone Brooks **seconded the motion which passed unanimously**. (See attached Consent Agenda.)
- Special Review: None.

13. ADMINISTRATOR'S REPORT

14. ANNOUNCEMENTS AND ADJOURNMENT - The meeting adjourned at 3:20 p.m.

The next regularly scheduled Board meeting will be at 10:00 a.m. on Tuesday, January 9, 2007 in the First Floor Conference Room at the Morrow Crane Building, 3218 Pringle Road SE, Salem, OR 97302. At 8:00 a.m. on the same date there will be a meeting of the Impaired Professional Committee (in Executive Session) in the Administrator's Office. At 9:00 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 10:30 a.m. on the same day there will be a meeting of the Practice Act Task Force in the Second Floor Conference Room. At 6:30 p.m. on the previous evening, (Monday, January 8, 2007) there will be a meeting of the Continuing Education Committee at Sancha Alley's home, 1793 Chukar Court, Salem, OR 97304.