

**APPROVED MINUTES**  
STATE BOARD OF CLINICAL SOCIAL WORKERS  
**Tuesday, June 12, 2007 -- 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, 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 May 5, 2007 Board Meeting Minutes and the notes from the May 4-5, 2007 mini-planning meeting.

MOVE TO EXECUTIVE SESSION: (Digital recording.)

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: Mark Oldham

Rules Advisory Task Force: Mark Oldham

Time(s)/Place(s) for Future Mini-Planning Meeting: Mark Oldham

NEW BUSINESS:

Request to Return to Active Status: Ceara M. Carder

Request for Inactive Status: Patricia E. Gallagher

Request for Disability Accommodation for Exam: Dennise L. Trager

Request for Sabbatical Inactive Status: Kathleen M. King

Request for Refund of Late Renewal Fee: Jeremy J. Sayers

Request for Reissuing License: Rikki Schoenthal

Protocol for Board Members to Provide Training: Mark Oldham

Protocol for 6-Month Evaluation Reports for School-based CSWAs: Mark Oldham

Upcoming Board Elections and Committee Assignments: Mark Oldham

Proposed Date for Upcoming Newsletter: Jon Langenwalter

BUDGET UPDATE - As of 6/11/07, the current amount in the Board account held in the State Treasury was \$182,630.

CORRESPONDENCE

REVIEW AND DISCUSSION ON APPLICANT FILES

Consent Calendar

Special Review: Kate Hill

ADMINISTRATOR'S REPORT

ANNOUNCEMENTS AND ADJOURNMENT

1. CALL TO ORDER - Mark Oldham, Chair, called the meeting to order at 11:40 a.m.
2. REVIEW/APPROVAL OF AGENDA - One item was added to New Business: Information from ASWB.
3. APPROVAL OF MINUTES - Cheryl Price **moved that the minutes of the May 5, 2007 meeting be approved as corrected.** Sarah Dehaan **seconded the motion which passed unanimously.** Simone Brooks **moved that the minutes of the May 4-5, 2007 mini-planning meeting be approved as distributed.** Cheryl Price **seconded the motion which passed unanimously.**

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

Mark Troseth **moved to go into Executive Session.** Cheryl Price **seconded the motion, which passed unanimously.** The Consumer Protection Committee report was presented and discussed. The Impaired Professional Committee report was presented and discussed. Cheryl Price **moved to return to Public Session.** Sara Dehaan **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. She **moved to dismiss 2007-06 due to no violation of rule or law.** Mark Troseth **seconded the motion which passed unanimously.**
- Impaired Professional - Becky Rasmussen presented the Committee report. She **moved to dismiss 2006-08 and refer to CPC for review.** Cheryl Price **seconded the motion which passed unanimously.** Ms. Rasmussen **moved to dismiss 2007-02.** Cheryl Price **seconded the motion which passed unanimously.**
- Continuing Education - Cheryl Price presented the Committee report. She told the Board that the Committee reviewed 7 requests from licensees to accept continuing education experiences that had not been approved by an acceptable accrediting body. The Committee approved 5, is requesting additional information on 1 and denied 1. They approved 1 new study group. The Administrator will write to the National Association of Social Workers/Oregon Chapter, and request the application and background documentation for an upcoming workshop they have credentialed.
- Rules - Mark Troseth reviewed the draft rules that were discussed at the May meeting, and subsequently adjusted as a result of comments to several specific sections of the rules. The proposed changes need to be sufficiently advanced for the meeting of the Rules Advisory Committee on July 21, 2007.

8. OLD BUSINESS:

- Practice Act Update: Elizabeth Buys reviewed the changes that had been made in the informational handouts she is developing. She and the Board discussed some additional changes that she will make and bring back to the Board in July.

The Board identified three areas in the current legislative concept that will need to be changed prior to submitting it for legislative consideration. The legislation will need to:

1. Clearly protect the specific titles connected with the various licensure levels as well as the practice undertaken by people in each licensure category.
2. Define some basic differences between the Bachelor level Social Worker and the Licensed Master Social Worker.
3. Authorize the Board to approve people as Bachelor and Licensed Master level Social Workers even if their Bachelor or Master's degree is in some field other than Social Work as long as they have been successfully working in the social work profession for at least four years.

- Rules Advisory Task Force: The first meeting of the Rules Advisory Task Force will be on Saturday, July 21 from 10-2 at the Board office. The Board will reimburse participants for mileage and will provide lunch during the meeting. Becky Rasmussen suggested that Susan Jones, LCSW (Salem) be added to the Task Force.
- Time(s)/Place(s) for Future Mini-Planning Meeting: The Board decided to cancel plans for an off-site planning meeting this fall and go with mini-planning meetings 3 times a year. The next mini-planning meeting will be on Friday and Saturday, October 12-13, 2007 at the Board office. They will follow a schedule similar to the one they used in May with a meeting that lasts all-day Friday and Saturday morning.

#### 9. NEW BUSINESS:

- Request to Return to Active Status: The Board approved a request from Ceara M. Carder to return to active status. There is no CE requirement since Ms. Carder had been on inactive status for less than two years. [OAR 877-020-0055(1a)]
- Request for Inactive Status: The Board denied a request from Patricia E. Gallagher to place her License on inactive status. Ms. Gallagher's License lapsed on March 2, 2007 due to failure to timely renew. The Administrator will advise Ms. Gallagher that she will need to meet all current requirements for licensure if she wishes to have an active or inactive License from this Board again.
- Request for Disability Accommodation for Exam: Simone Brooks **moved that the Board approve a request from Dennise L. Trager for special accommodations for the ASWB Clinical Exam based on the information she had provided the Board.** Sara Dehaan **seconded the motion which passed unanimously.**
- Request for Sabbatical Inactive Status: Mark Troseth **moved to approve a request from Kathleen M. King to go on Inactive status under the Sabbatical designation.** Toniya Villalobos **seconded the motion which passed unanimously.** Ms. King had provided the Board with specific information concerning her plans during her requested sabbatical.
- Request for Refund of Late Renewal Fee: Becky Rasmussen **moved that the Board deny a request from Jeremy J. Sayers that his delinquent renewal fee be returned.** Simone Brooks **seconded the motion which passed unanimously.** The Board's decision was based on ORS 675.571(5) which states that fees collected by the Board are nonrefundable.
- Request for Reissuing License: Cheryl Price **moved that the Board approve a request from Rikki Schoenthal and reinstate her License based on OAR 877-020-0036.** Mark Troseth **seconded the motion which passed unanimously.**
- Protocol for Board Members to Provide Training: The Board discussed protocols concerning public appearances. There was consensus on the following:
  1. Board members need to clearly state that they are not speaking on behalf of the Board in all public presentations.
  2. Board members need not make the above statement if they are invited to share on a topic of their clinical expertise and the presentation is not connected with their being a Board member and does not relate to Board rules, policies or protocols.
  3. There is no conflict of interest if there is no gift or honorarium given for the presentation when Board members present in public.

- Possible Policy: The Board discussed the possibility of developing a policy about the LCSW members of the Board providing clinical supervision to CSWAs who are working toward licensure. The Board decided not to adopt a policy at this time. There was consensus that it is best if the clinical board members not provide supervision unless geographic or specific social work expertise clearly indicate that a hardship is created for the Associate if a specific board member does not serve as their supervisor.
- Protocol for 6-Month Evaluation Reports for School-based CSWAs: The Board discussed the possibility of having school-based Associates send in supervision reports every 9 months instead of every 6. The consensus was that the current 6 month reporting system works well in all situations.
- Upcoming Board Elections and Committee Assignments: Mark Oldham thanked the Board members for completing their committee assignment request forms for the upcoming appointment year. He reminded members that the first order of business at the July meeting will be the election of Board Chair and Vice-Chair for the July 1, 2007 – June 30, 2008 appointment year. The various committee assignments will be determined following the elections.
- Proposed Date for Upcoming Newsletter: The Board is hopeful to publish the next newsletter in August. The following Board members agreed to bring drafts of possible articles to the July Board meeting:
  1. Mark Oldham – reflections from the Chair’s perspective.
  2. Cheryl Price – thanks to all the supervisors who responded to the recent supervisor’s survey and a brief overview of what the survey revealed.
  3. Mark Troseth – the Board will be going through a rules adoption process this fall. In preparation for that a Rules Advisory Task Force has been created and will meet for the first time on Saturday, July 21, 2007. They will review and make recommendations to the Board about the proposed rule changes.
  4. Becky Rasmussen – remind licensees to timely report DUIIs or other problems that might impact their ability to safely practice.
  5. Toniya Villalobos – briefly outline the CPC process so people understand it is very thorough and fair, which also means it usually takes 4-6 months to resolve a complaint and frequently longer for more complex situations.
- ASWB Business: Becky Rasmussen had recently received the forms to nominate people for various positions in the upcoming Association of Social Work Board’s elections as well as any proposed amendments to the Association’s by-laws. Board members could think of no by-law changes they wanted to recommend nor did they have anyone they wanted to nominate for any of the contested positions.

10. BUDGET UPDATE - As of 6/11/07, the current amount in the Board account held in the State Treasury was \$182,630.

11. CORRESPONDENCE - None.

12. REVIEW AND DISCUSSION ON APPLICANT FILES

- Consent Agenda: Cheryl Price **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.)
- New Plans were approved for 9 Associates whose names are on the Consent Agenda (see attached). (9)
- Plan Changes were approved for 8 people on the Consent Agenda (see attached). (8)

- A Revised Plan was approved for *1 person on the Consent Agenda (see attached). (1)*
- Final Reviews were approved for *10 people on the Consent Agenda (see attached). (10)*
- LCSW Applications were approved for *15 people on the Consent Agenda (see attached). (15)*
- Special Review: The Administrator will get more information from the person proposed as supervisor for Kate Hill's plan of supervision.

13. ADMINISTRATOR'S REPORT

14. ANNOUNCEMENTS AND ADJOURNMENT - The meeting adjourned at 3:50 p.m.

The next regularly scheduled Board meeting will be at 10:00 a.m. on Tuesday, July 10, 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 6:30 p.m. on the previous evening, (Monday, July 9, 2007) there will be a meeting of the Continuing Education Committee at Sancha Alley's home, 1793 Chukar Court, Salem, OR 97304.