

Approved October 24, 2014



STATE of OREGON
BOARD of LICENSED SOCIAL WORKERS
Board Meeting by Conference Call
Friday, July 25, 2014
3218 Pringle Road S. Salem, OR 97302

Board Members Present: Carol Zancanella, *Chair**
Donna Henderson, *Vice Chair**
Kathy Outland*
Ebony Sloan Clarke*
Rachel Jensen*
Brenda Dennis

Board Counsel Present: Kyle Martin, *AIC, Oregon Dept. of Justice*

Staff Members Present: Randy Harnisch, *Executive Director*
Mindy Tucker, *Senior Compliance Specialist*
Kim Sommer, *Interim Licensing Manager*

* = Participation by phone, all others present at the Board Office

1. CALL TO ORDER:

Chair Zancanella called the Board Meeting to order at 9:02 a.m., and determined that Board members were present for the call.

2. REVIEW OF AGENDA:

Chair Zancanella asked for review of the draft agenda.

- i. **Outland moved to adopt and approve the agenda.**
- ii. **Dennis seconded.**
- iii. **Motion passed unanimously.**

3. APPROVAL OF MINUTES:

Chair Zancanella asked if the Board members had an opportunity to review the minutes for the May 21, 2014 Board meeting:

- i. **Outland moved to approve the minutes for May 21, 2014.**
- ii. **Clarke seconded.**
- iii. **Motion passed unanimously.**

4. MOVE TO EXECUTIVE SESSION:

Chair Zancanella announced that the Board would now enter into Executive Session to conduct Board business, pursuant to ORS 162.660(2)(b)(f)(h)(i)(k). The Board entered into Executive Session at 9:08 a.m.

- **Chair Zancanella moved the Board out of Executive Session at 9:24 a.m.**

5. COMMITTEE REPORTS:

Chair Zancanella presented the Consumer Protection Committee report.

In the matter of case 2014-17:

- i. **Zancanella moved to dismiss the case.**
- ii. **Outland seconded.**
- iii. **Motion passed unanimously.**

6. SPECIAL REVIEWS:

Sommer reviewed with the Board the matter of **Nicole Larson's** request to receive credit for previous work and supervision hours. Larson provided an explanation on the discrepancy between supervision hours listed on different documents. Board members discussed the matter.

- i. **Outland moved to approve Nicole Larson's hours of supervision according to her Plan of Supervision, totaling 38 hours. In lieu of documentation, Larson will be required to sign an affidavit.**
- ii. **Clarke seconded.**
- iii. **Motion passed unanimously.**

7. APPROVAL OF THE CONSENT AGENDA:

- i. **Dennis moved to approve the Consent Agenda as presented.**
- ii. **Jensen seconded.**
- iii. **Motion passed unanimously.**

8. EXECUTIVE DIRECTOR'S REPORT:

Harnisch updated Board members on rule changes. Harnisch has been talking with Delmar Stone of NASW, who will help provide additional names for the Rules Advisory Committee. Harnisch would like to get the committee together toward the end of August, again in September, schedule a hearing in October, bring the rules back for adoption in December, and file them so they can take effect January 1, 2015.

Harnisch discussed the appointment of a Rules Coordinator and delegating rulemaking authority. The Board will have to take action on that before Harnisch can file anything.

Harnisch provided Board members with a personnel update. Seven applicants were interviewed for the Board's vacant Investigator position. After scoring the interviews, Harnisch invited one applicant back for a second interview. Pending completion of reference checks, Harnisch would like to forward an offer to the applicant, who could start working as soon as August 1st.

Harnisch has updated the Board member orientation to include attachments on Public Meeting and Public Records laws.

Harnisch discussed building the CSWA Taskforce into the Licensing and Exam Committee. Harnisch will be sending Kyle Martin draft letters for CWSAs out of compliance with supervision reporting.

9. OLD BUSINESS:

Chair Zancanella discussed adoption of temporary amendments regarding lapsed and expired licenses. **Harnisch** reviewed the draft and stated he has received good feedback on the amendment.

- i. **Henderson moved to adopt the temporary amendment to OAR 877-020-0057 as stated, with the subtraction of the family member exception.**
- ii. **Dennis seconded.**
- iii. **Motion passed unanimously.**

Harnisch and Board members discussed the addition of the Licensing and Exam Committee to the Delegation of Authority document. Harnisch will update the document according to the Board members' suggestions and bring it back for the September meeting.

10. NEW BUSINESS:

Harnisch discussed the 2015-2017 budget with Board members. Board members reviewed the provided information.

Board members discussed appointing Harnisch as Rules Coordinator and to delegate the authority to sign rules.

- i. **Zancanella moved to appoint Randy Harnisch to be the Board of Licensed Social Workers Rules Coordinator and to delegate rulemaking authority.**
- ii. **Henderson seconded.**
- iii. **Motion passed unanimously.**

11. ANNOUNCEMENTS & ADJOURNMENT:

Chair Zancanella reviewed Board Committee assignments.

Harnisch informed Board members that he would be attending a new ASWB training for Board administrators.

Chair Zancanella adjourned the Board meeting at 10:28 a.m.

Respectfully submitted,



Kim Sommer
Interim Licensing Manager