

State of Alaska  
Department of Commerce, Community and Economic Development  
Division of Corporations, Business and Professional Licensing

Alaska State Board of Social Work Examiners  
July 08-09, 2019

**Written meeting minutes only reflects a brief overview of the business conducted during the boards meeting. For a more detailed account, please request a copy of the meeting recording.**

By Authority of AS 08.01.070(2) and in compliance with the provisions of AS 44.62, a regularly scheduled meeting of the Alaska State Board of Social Work Examiners was held July 08-09, 2019. The meeting was held via teleconference originating at 2720 Pickett Place, Fairbanks, AK 99709 (DOT McKinley T2/Training Room).

**July 08-09, 2019**

**Day One: Monday, July 08, 2019**

**Agenda item #1                      Call to order/Roll Call**

This meeting was called to order by Chairperson Danielle LaFon at 8:34am.

Board Members present, constituting a quorum:

Danielle LaFon, Licensed Baccalaureate Social Worker, Chairperson  
Geoffry McCormick, Licensed Master Social Worker  
Mindy Swisher, Licensed Clinical Social Worker  
Colleen Vague, Public Member

Division Staff present were:

Lauren Osborn, Occupational Licensing Examiner

**Agenda Item #2                      Review Agenda**

Ms. Osborn presented the board with an updated agenda (posted online) to include Old Business on both days. After reviewing the agenda, the board made no further amendments.

*A motion duly made by Ms. Colleen Vague, seconded by Mr. Geoffry McCormick, and approved by unanimous consent, was:*

***RESOLVED to approve the agenda as presented.***

**Agenda item #3                      Review Meeting Minutes**

The board reviewed the presented meeting minutes from May 23, 2019. With no additions or changes to be made, the board moves to approve the minutes as presented.

*A motion duly made by Ms. Colleen Vague, seconded by Ms. Mindy Swisher, and approved by unanimous consent, was:*

***RESOLVED to accept the May 23, 2019 minutes as presented.***

Upon receipt of the signed minutes, Ms. Osborn will post them to the State of Alaska Board of Social Work Examiners webpage.

**Agenda item #4                      Ethics Reporting**

There were no ethics conflicts to report.

**Agenda item #5** **Investigative Report**

*Investigator, Erika Prieksat entered the meeting at 8:55am.*

Investigator, Erika Prieksat reviewed the investigative report for the period of February 21, 2019 through June 24, 2019. The Division opened five (5) matters and closed three (3) matters. Five (5) matters remain ongoing and under active investigation. The probationary portion remains unchanged with one (1) case to report on hold.

*Investigator, Erika Prieksat exits the meeting at 8:58am.*

With time before the Division Update, the board moved to New Business.

**Agenda item #7** **New Business**

**Governance Policies:**

The board reviewed the document regarding Governance Policies and were given the opportunity to make additions and or amendments. Ms. LaFon made minor suggestions to Meeting and Attendance section of this document to update the board meetings from “one-day meetings” to “one to two-day meetings.” And to include language that board meetings were scheduled at the end of in-person meetings to ensure an established quorum. It was also noted that the statutes and regulations mentioned in the document should be included as well.

**Disciplinary Matrix:**

The board reviewed the Disciplinary Matrix and were given the opportunity to make additions and or amendments. At the time, no additions or amendments were presented. No further questions were presented for this meeting.

**Military Courtesy Licensing:**

The board was presented with the 2017 data renewal information for Military Licensing. The information is found on the board’s website under the military application forms. Ms. LaFon asked to define the exemptions from professional licensing requirements and what it means to the board. Ms. Osborn answered that more research would be necessary for specific types of exemptions; however, military personnel or spouses would still be required to be licensed in the state of Alaska to provide social work services to individuals residing in Alaska. Ms. LaFon asked how the military courtesy licensing and the expedited applications impacted the board. Ms. Osborn explained that the courtesy license is like that of the temporary LMSW offered, but that due to the military expedited review – those applications would take precedence over standard application submissions. Ms. Osborn also stated, while this is a rare occurrence, the only changing factor for the board is the deadline in which the ballot response is due.

**Agenda item #6** **Division update**

*Accountant III, Marylene Wales joined the meeting via telephone at 9:10am.*

Ms. Wales explained that the FY19 Quarter 2 reports had already been reviewed at the board meeting held on April 22, 2019. Ms. Wales presented the board with the FY19 Quarter 3 reports. With no changes to the reports presented, and no Quarter 4 report to review, the Board had no questions for Ms. Wales.

*Accountant III, Marylene Wales exited the meeting at 9:17am.*

The board continued discussing New Business.

**ASWB New Board Member Training and Reimbursements:**

Ms. Osborn let the board know that the travel request for Mindy Swisher and Lauren Osborn to attend the ASWB August session of New Board Member Training was denied. The board questioned why this travel was denied when it had previously been approved for Colleen Vague. Ms. Osborn explained that the state reimburses the traveler before receiving reimbursement from ASWB. The expected reimbursements from ASWB were not coming through due to the traveler’s failure to maintain receipts and therefore the reimbursements from the state were much larger than the reimbursement received from ASWB. Ms. Osborn reviewed the Travel AAM with the board members for appropriate reimbursable charges.

With time before lunch, the board moved to Old Business.

Sunset Review Finding:

The Division of Legislative Audit concluded the 2018 Sunset Review for the Alaska State Board of Social Worker Examiners and published the final report on November 17, 2017.

Twenty-five licenses were selected at random for auditing. Of those selected, one of the license records did not contain sufficient evidence that the licensee had met regulatory requirements. The board sought legal help from the division for the appropriate course of action and were presented with the options at the meeting held March 13, 2018. After reviewing the options for correction alongside the statutes and regulations for licensure, the board determined additional information was needed to make a final decision. The board elected to reach out to the licensee for a Board Interview to be held on July 9, 2019 at 2:00PM.

*Upon a motion duly made by Ms. Colleen Vague seconded by Ms. Mindy Swisher, and approved by unanimous consent, it was:*

***RESOLVED to amend the agenda by adding a Board Interview to the agenda for July 9, 2019 at 2:00PM.***

*The board took a break at 9:55am.*

*The board returned to the meeting at 10:02am.*

With some time before lunch, the board began Application Review.

*The board began lunch at 11:00am.*

*The board returned from lunch at 11:58am.*

Roll Call:

Board Members present, constituting a quorum:

Danielle LaFon, Licensed Baccalaureate Social Worker, Chairperson

Geoffry McCormick, Licensed Master Social Worker

Mindy Swisher, Licensed Clinical Social Worker

Colleen Vague, Public Member

Division Staff present were:

Lauren Osborn, Occupational Licensing Examiner

The board resumed discussion regarding the Sunset Review Finding, a brief recap before discussing with Attorney Joan Wilson.

Ms. LaFon laid out a timeline of events as to how and why the license was issued in error.

*Attorney Joan Wilson entered the meeting at 12:01pm.*

*Upon a motion duly made by Ms. Mindy Swisher seconded by Ms. Colleen Vague, and approved by unanimous consent, it was:*

***RESOLVED to enter Executive Session at 12:05PM with board staff Ms. Lauren Osborn and Ms. Joan Wilson present.***

*Attorney Joan Wilson exited the meeting at 12:23PM.*

*Upon a motion duly made by Mr. Geoffry McCormick seconded by Ms. Colleen Vague, and approved by unanimous consent, it was:*



*Upon a motion duly made by Ms. Colleen Vague seconded by Ms. Mindy Swisher, and approved by unanimous consent, it was:*

***RESOLVED to approve the following applications for licensure in Alaska pending receipt of licensure fees:***

**Initial Applications**

Olaide Wolfe #145131 – LCSW by Examination  
Sheila Smith #146930 – LCSW by Examination  
Brianna Aspelund #146691 – LMSW by Examination  
Jessica Colbert #145158 – LMSW by Examination  
Shannon Major #136545 – LMSW by Examination  
Shelby Thompson #147440 – LMSW by Credentials  
Dianna Schneckeburger #147563 – LBSW by Examination

**Roll Call:**

**Board Members present, constituting a quorum:**

Danielle LaFon, Licensed Baccalaureate Social Worker, Chairperson  
Geoffry McCormick, Licensed Master Social Worker  
Mindy Swisher, Licensed Clinical Social Worker  
Colleen Vague, Public Member

**Division Staff present were:**

Lauren Osborn, Occupational Licensing Examiner

*Upon a motion duly made by Ms. Colleen Vague seconded by Mr. Geoffry McCormick, and approved by unanimous consent, it was:*

***RESOLVED to table the following applications for licensure in Alaska pending additional information:***

**Initial Applications**

Kaitlin Smith #143075 – LCSW by Examination  
Jodie Menish #143173 – LCSW by Credentials  
Katherine Traut-Savino #144877 – LCSW by Credentials  
Ashley Kawashima #147455 – LMSW by Examination  
Caitlin Wankowski #139567 – LMSW by Credentials

**Roll Call:**

**Board Members present, constituting a quorum:**

Danielle LaFon, Licensed Baccalaureate Social Worker, Chairperson  
Geoffry McCormick, Licensed Master Social Worker  
Mindy Swisher, Licensed Clinical Social Worker  
Colleen Vague, Public Member

**Division Staff present were:**

Lauren Osborn, Occupational Licensing Examiner

**Correspondence:**

**Board Chair Assignments:** With time left before adjourning, the board began discussing Correspondence from Administrative Business on the July 9, 2019 agenda. The board received correspondence from the Governor's office regarding

Board Chair Assignments. In accordance with AS 08.01.020, the Governor may designate a chair for professional licensing boards. Though this change is not expected to happen for the Board of Social Work Examiners, the board was open to change and inquired about term lengths and experience of board members.

*Upon a motion duly made by Mr. Geoffry McCormick and seconded by Ms. Colleen Vague, and approved by unanimous consent, it was:*

***RESOLVED to retain Danielle LaFon as board chair for a period of one year from July 08, 2019 – July 08, 2020.***

Roll Call:

Board Members present, constituting a quorum:

Danielle LaFon, Licensed Baccalaureate Social Worker, Chairperson - Abstained  
Geoffry McCormick, Licensed Master Social Worker  
Mindy Swisher, Licensed Clinical Social Worker  
Colleen Vague, Public Member

Division Staff present were:

Lauren Osborn, Occupational Licensing Examiner

**Continuing Education (Live-Webinars vs. In-Person):** The board received correspondence inquiring if the board counted continuing education courses presented via Live-Webinars as In-Person. Ms. Swisher pointed out that the statement alone indicated that the course method of presentation was not the same thing; however, there are no regulations indicating continuing education are necessary to be obtained in-person. In accordance with 12 AAC 18.210(e), no more than 12 contact hours may be obtained within a single day.

**Licensure for Case Managers:** The board reviewed an inquiry that asked at what level do Case Managers need to be licensed at. The board determined that while a baccalaureate level licensure could be responsible for this kind of work in accordance with the Standards of Practice laid out in 12 AAC 18.160, it could be argued that an individual licensed at a master's social work license should be responsible. The board recommended that all baccalaureate level graduates be licensed in the profession.

**Clinical Supervision Platform, MOTIVO:** The board received a request from Rachel McCrikard to present the clinical online supervision platform MOTIVO. The platform allows social workers to find and choose clinical supervisors, obtaining clinical supervision hours via online means. Ms. Swisher asked what would be the fees associated in using this platform. A simple Google search for the service shows that cost would be under \$50 per month. The board tabled further discussion for the next day when Ms. McCrikard would call in to provide more detailed information.

**Future Meeting Dates:**

The board discussed future meeting dates and when best to meet in-person again. The board had previously scheduled meetings for September and December; however, the board motioned to cancel the in-person meetings previously anticipated for September and December. Instead, the board will be meeting for a single day teleconference in September (date to be determined) and will meet in-person in Fairbanks on November 4-5, 2019.

*Upon a motion duly made by Ms. Mindy Swisher and seconded by Mr. Geoffry McCormick, and approved by unanimous consent, it was:*

***RESOLVED to cancel meetings scheduled for September and December and hold an in-person meeting on November 4-5, 2019.***

The board also discussed future ASWB conferences coming up. Ms. LaFon noted that the Delegate's Assembly was coming up for the year and stated the importance of board members attending this conference. Ms. LaFon attended the assembly once before and had gained a large amount of information regarding board structures and history. Ms. Vague and Mr. McCormick expressed interest in attending this assembly.

*Upon a motion duly made by Ms. Mindy Swisher and seconded by Mr. Geoffry McCormick, and approved by unanimous consent, it was:*

*RESOLVED to send Ms. Colleen Vague and/or Mr. Geoffry McCormick to the ASWB 2019 Delegates Assembly in November.*

With no further business for the day, the board concluded to adjourn the meeting.

*Upon a motion duly made by Mr. Geoffry McCormick and seconded by Ms. Mindy Swisher, and approved by unanimous consent, it was:*

*RESOLVED to adjourn the Alaska State Board of Social Work Examiners.*

**Adjourned at 3:58 p.m.**



Day Two: Tuesday, July 09, 2019

Agenda item #1                      Call to order/Roll Call

This meeting was called to order by Chairperson **Danielle LaFon** at **8:30am**.

Board Members present, constituting a quorum:

Danielle LaFon, Licensed Baccalaureate Social Worker, Chairperson  
Geoffry McCormick, Licensed Master Social Worker  
Colleen Vague, Public Member

Board Members absent:

Mindy Swisher, Licensed Clinical Social Worker

Division Staff present were:

Lauren Osborn, Occupational Licensing Examiner

Agenda Item #2                      Review Agenda

Ms. Osborn presented the board with the agenda with an addition to Administrative Business to review the Travel AAM for the state regarding board member reimbursements. Ms. LaFon mentioned the addition from yesterday to add a Board Interview at 2:00pm.

*A motion duly made by Ms. Colleen Vague, seconded by Mr. Geoffry McCormick, and approved by unanimous consent, was:*

***RESOLVED to approve the agenda as amended.***

Agenda item #3                      Regulation Check-In

Review Public Comments & Discussion:

*Regulation Specialist, Jun Maiquis entered the meeting at 8:40am.*

The board began reviewing the Public Comments submitted in response to the proposed regulations public noticed on March 28, 2019. After reviewing each comment, the board began discussing possible changes to be made to the proposed regulations based on the comments received. Mr. Maiquis outlined what was needed from the board: if there were amendments or if the regulations were approved as written. Ms. Osborn would be sending all amendments drafted by the board to Mr. Maiquis after the comments had been reviewed.

*Regulation Specialist, Jun Maiquis exited the meeting at 8:50am*

Many comments were received regarding the newly proposed continuing education regulation in **12 AAC 18.210**. Specifically, several questioned the availability and ease of finding an additional eighteen contact hours of teletherapy training. The board took a second look at the wording in **12 AAC 18.210(f)** and decided to amend the language to exclude requiring the continuing education be specific to the teletherapy training topics outlined in **12 AAC 18.300(a)(2)(A)-(F)**. With this amendment made, the board also looked at **12 AAC 18.300** outlining the requirements to practice teletherapy and amended the language in **12 AAC 18.300(b)** regarding the continuing education hours requirement. The board also clarified language in **12 AAC 18.320(b)** to adjust the structure and wording of the sentence.

Ms. LaFon asked if now would be the time to update the dates in **12 AAC 18.160 Standards of Practice** as ASWB had recently released an updated amendment. Ms. Osborn sent the proposed changes to Regulation Specialist, Jun Maiquis who stated the language update was acceptable.

*Upon a motion duly made by Ms. Colleen Vague seconded by Mr. Geoffry McCormick, and approved by unanimous consent, it was:*

***RESOLVED to approve 12 AAC 18.160, 12 AAC 18.210, 12 AAC 18.300, and 12 AAC 18.330 as amended.***



*A motion duly made by Ms. Colleen Vague, seconded by Mr. Geoffry McCormick, and approved by unanimous consent, was:*

*RESOLVED to approve regulations 12 AAC 18.112, 12 AAC 18.310, 12 AAC 18.320, 12 AAC 18.340, 12 AAC 18.940, and 12 AAC 18.990(7) as publicly noticed on March 28, 2019.*

#### **Agenda item #4                      New Regulation Project**

After wrapping up approving the proposed regulations, the board moved on to discussing a possible new regulation project with several different items up for discussion. The board hopes to continue having discussions and pursuing these updates throughout the next year.

#### **Reinstatement Language:**

The board reviewed Reinstatement regulation languages from the Alaska Board of Psychologist and Psychological Associate Examiners, and the Alaska Board of Professional Counselors. Ms. LaFon brought up that ASWB is currently researching Reinstatement nationwide and uniform process. Ms. LaFon questioned what malpractice insurance thinks of reinstatements and what the barriers might be. The board discussed requiring lapsed licenses to complete a continuing education audit. The board also entertained the idea of licenses lapsed for five plus years to complete a certain amount of supervision.

#### **Supervision Requests:**

*Rachel McCrikard entered the meeting at 10:27am.*

Ms. Rachel McCrikard joined the meeting to further explain MOTIVO previously discussed the day before. Ms. McCrikard explained the platform: licensees in need of clinical supervision that may not be available to them in their location or at their place of employment can browse available supervisors to obtain clinical supervision hours. Ms. McCrikard questioned whether something like this was allowable to the Alaska Board of Social Work Examiners. Ms. LaFon explained the processes of requesting alternate or distant supervision from the board and further explained that changes with this process were in the process of discussion. With no further questions, Ms. Rachel McCrikard left the meeting.

*Rachel McCrikard exited the meeting at 10:49am.*

The board looked at 12 AA 18.115(c) and began brainstorming ideas on how to update the process of supervision requests. The board discussed accepting hours from the date of the application onward if approved. They also discussed creating a Supervisor Data Base or list of supervisors willing to provide supervision to better provide supervision across Alaska. The data base or list would be broken up by location/region and if the supervisor is willing and able to provide supervision via electronic means. The Board of Marital and Family Therapy (MFT) was presented as an example and Ms. Osborn briefly explained the process in which the MFT board created the approved supervisors list. Ms. Osborn also mentioned the potential consequences of created a list like this. The board determined that it was still a good idea to have something in place and set a task for Ms. Osborn to research this more.

*The board started lunch at 11:00am.*

*The board returned from lunch at 11:58am.*

After lunch, the board continued discussing the New Regulation Project.

#### **Continued Education Committee:**

In accordance with Sec 08.95.040(b), the board shall create a committee of licensed individuals to advise the board on matters related to continuing education for social workers. The board asked if there were any other boards that had this requirement and how those committees were formed and conducted. Ms. Osborn was tasked with researching this question.

Mr. McCormick asked if this committee was formed of board members. It was determined based on the language of the regulation that the board was to appoint licensees willing to participate in this committee. Another question asked was how

this information and request from licensees was to reach everyone who may be interested. The board resolved to have one year to create this committee guidelines and begin recruiting for possible members. The board discussed sending a List Serve invitation to those opted in as well as posting to the board's website with instructions on how to apply for this committee.

The board discussed the possible duties of this committee. The committee would be tasked with reviewing and pre-approving Continuing Education courses prior to board review. One-month prior from the board meeting being held, the committee would submit the documentation to the examiner with their recommendations to be reviewed. Ms. LaFon mentioned that the board most needed help vetting courses that fell under 12 AAC 18.220(b)(6)(7) and that those courses described could potentially be the focus for the committee.

### **License Deactivation:**

Over the past few months, Ms. Osborn received a significant increase of inquiries regarding license deactivation. Currently, no regulation exists within the CSW statutes and regulations to clarify this for applicants or licensees. Centralized statutes state that licenses not renewed will lapse and after five years the license is no longer able to renew.

Voluntarily Surrenders result in a license action which can negatively impact later employment options. The board briefly discussed incorporating a regulation to include changing the license status from "active" to "inactive" with no negative impact to the licensee.

Ms. Osborn was tasked with researching other board's license deactivation regulation language. At this time, the board did not draft language for the new proposed regulation project and plan to draft language at a later meeting.

### **Agenda item #5                      Public Comment**

Public comment period opened at 1:30PM.

With no persons present for public comment, the period closed at 1:34PM.

### **Agenda item #6                      Old Business (cont.)**

#### **Behavioral Addiction**

The board reviewed the drafted Behavioral Addiction position statement draft. Ms. Swisher asked if this position statement was still necessary as the regulations had been updated to include a definition for "behavioral addiction" and "substance abuse disorder." Ms. LaFon stated that due to the volume of responses received regarding this definition with the proposed regulations, it would be best to have it in multiple places and explicitly explained. After minor spelling and grammatical corrections, the board determined the position statement to be complete and ready to post to the website.

#### **CSWE Candidacy Status**

This position statement was drafted in response to inquiries specifically asking if individuals could apply for licensure with a degree from a program that is in the process of obtaining CSWE Candidacy Status. The board reviewed the drafted position statement and had no further additions or revisions. The board determined the position statement to be completed and ready to post to the website.

#### **Board Interview**

*Upon a motion duly made by Mr. Geoffry McCormick seconded by Ms. Colleen Vague, and approved by unanimous consent, it was:*

***RESOLVED to enter Executive Session to conduct a Board Interview at 1:55PM with board staff Ms. Lauren Osborn and public present Ms. Lisa Paesani.***

*Ms. Lisa Paesani enters the meeting at 2:02PM.*

*Ms. Lisa Paesani exits the meeting at 2:35PM.*

*Upon a motion duly made by Mr. Geoffry McCormick seconded by Ms. Colleen Vague, and approved by unanimous consent, it was:*

*RESOLVED to exit Executive Session at 3:13PM with board staff Ms. Lauren Osborn.*

**Agenda item #7                      Administrative Business**

**Sign Wall Certificates:**

Several older wall certificates had been received needing board chair and board vice chair signatures. The new certificates may be signed by the examiner and the Records and Licensing Supervisor.

**Task List:**

- Task –** Contact ASWB regarding specific differences in examinations.
- Task –** Research if other boards across the states have similar Continuing Education Committees and what the repercussions of not having a Continuing Education Committee may be.
- Task –** Create an email to send out regarding Continuing Education Committee
- Task –** Present board questions to appropriate individuals regarding the New Regulation Project.
- Task –** Book the DOT room for the rescheduled November meeting.
- Task –** Ms. LaFon will draft a letter response regarding the Sunset Audit Findings.

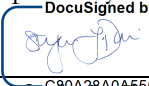
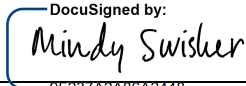
With no further business for the day, the board concluded to adjourn the meeting.

*Upon a motion duly made by Ms. Colleen Vague and seconded by Mr. Geoffrey McCormick, and approved by unanimous consent, it was:*

*RESOLVED to adjourn the Alaska State Board of Social Work Examiners.*

**Adjourned at 3:36 p.m.**

Respectfully Submitted By:

<small>DocuSigned by:</small>  <small>C80A28A0A555413...</small>	<u>1/13/2022</u>
Stephanie L. Davis for Lauren Osborn Occupational Licensing Examiner State of Alaska, DCCED, CBPL	Date
<small>DocuSigned by:</small>  <small>9F237A2A86A2448...</small>	<u>1/11/2022</u>
Mindy Swisher for Danielle LaFon Board Chairperson Alaska State Board of Social Work Examiners	Date