

1 State of Alaska
2 DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
3 DIVISION OF CORPORATION, BUSINESS AND PROFESSIONAL LICENSING
4

5 BOARD OF SOCIAL WORK LICENSE EXAMINERS
6 Minutes of the Meeting March 11, 2024
7

8
9 By the authority of AS 08.01.070(2) and AS 08.86.030, and in compliance with the provisions of AS 44.62,
10 Article 6, the scheduled meeting of the Board of Social Work Examiners originated virtually via zoom.
11

12 **Board Members Present Constituting a Quorum**

13 Ann Applebee, Chair, Licensed Clinical Social Worker
14 Anne Wells, Licensed Clinical Social Worker
15 Amber Taylor, Licensed Master Social Worker
16

17 **Board Members Absent**

18 Sharon Woodward, Licensed Baccalaureate Social Worker
19 Stacey Stone, Public Member
20

21 **Staff Members Present**

22 Jeanne Pace, Program Coordinator I
23 Alyssa Castles, Occupational Licensing Examiner
24

25 **Members of the Public Present**

26 None
27

28 **Agenda Item – Call to Order/Roll Call**

29 The Chair brought the meeting to order at 8:58am
30

31 On record 8:58am
32

33 **Agenda Item -- Review/Approve Agenda**

34 No updates for the agenda item: Regulations Project.
35

36 **In a motion duly made by Amber Taylor, seconded by Anne Wells with unanimous consent, it was
37 resolved to approve the 3.11.2024 agenda as presented.**

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee, Chair	X			
Amber Taylor	X			
Anne Wells	X			

38
39 **Agenda Item – Ethics Disclosures**

40 All members said they had no potential ethics conflicts to disclose.
41

42 **Agenda Item – Introduction**

43 Jeanne introduced the new occupational license examiner, Alyssa Castles.

44

45 **Agenda Item – Annual Report**

46 The board reviewed expectations for the annual report and delegated duties. The annual report will be
47 submitted to publications at the end of May and submitted to the division before the end of June. Ann
48 Applebee volunteered to write the section on board membership. Each board member plans to contribute
49 to each section of the report and send their contributions to the board email, and the Occupational
50 Licensing Examiner will compile board input and post on OnBoard for board review by May 15.

51

52 Ann Applebee, chair, discussed the live ASWB census. The census asks questions that may be used
53 for adjusting the ASWB examination and provides 2 free Continuing Education Units to each social worker
54 who submits their response. The board may not post affiliation links to the website, so the board will send
55 a letter to the Alaska chapter of NASW and request dissemination to members. Ann volunteered to write
56 a draft letter on behalf of the board for Alyssa to post to OnBoard for a vote. Ann will request approval
57 from the board to share ASWB Census link/info with NASW-AK and the AKPA listserv.

58

59 **Agenda Item – Division Report (Melissa Dumas)**

60

61 **a. 2nd Quarter Report FY2024**

62 a. Melissa reviewed upcoming potential legislative changes (HB 314) and potential impact
63 on finances. Melissa pointed out that the social work program has received a 40%
64 increase in applications since FY19. Board will review licensing fees before the next
65 renewal (2026).

66 **b. HB 314 Discussion**

67 a. Melissa summarized that HB 314 proposes to move investigative costs away from board
68 expenditures, which would reduce program costs. Board requested that the letter of
69 support be uploaded to OnBoard for all board member approval. Chair requested that the
70 vote end Friday.

71

72 Upcoming travel:

73 Anne Wells registered for new board member training in June. Board also suggested that Alyssa
74 attend an upcoming new board member training. Anne Wells is interested in attending the meeting of
75 the delegate assembly in San Diego, Nov 7th, 8th and 9th (attended last year by Ann, Chair).

76

77 **Agenda Item – Division Approval: Audits (Jeanne Pace)**

78 Jeanne discussed division protocol changes. Random audits conducted after renewal previously required
79 all certifications and documentation to come before the board for review. Now, only renewal audits of
80 concern would come before the board. Random renewal audits that meet criteria will be processed by
81 the division.

82

83 Renewal is aiming to open April 2. However, the division is only required to make renewal applications
84 available 30 day prior to expiration of licensing period.

85

86 Board discussed the outstanding request that the CEU log be posted to the website for licensees to utilize
87 for maintaining record of their CEUs. Alyssa mentioned needing to update Alaska Native specific culture
88 CEUs through publications before posting to website. Chair affirmed.

89
90 Jeanne requested that board members send address updates to the division, so travel forms for board
91 members can be filed accurately.

92
93 **Agenda Item – Investigations (Jasmin Bautista)**

94 Jasmin reviewed the investigation period from Dec 12, 2023, through Feb 26, 2024. This period has 8 open
95 cases; and 3 cases closed this period.

96 Jasmin emailed out conflict checks for cases ready for review and reminders for cases currently under
97 review, requesting attention from board members to those emails.

98
99 Chair called for break until 10:30am.

100
101 Off record 9:51 am
102 On record 10:30 am

103
104 **In a motion duly made by Amber Taylor, seconded by Anne Wells with unanimous consent, it was**
105 **resolved to move to executive session for Agenda Item: Legal.**

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee, Chair	X			
Amber Taylor	X			
Anne Wells	X			

106
107 Off record 10:31 am
108 On record 10:40am

109
110 **In a motion duly made by Anne Wells, seconded by Amber Taylor with unanimous consent, it was**
111 **resolved to reconsider the audit for License 113489.**

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee, Chair	X			
Amber Taylor	X			
Anne Wells	X			

112
113 **In a motion duly made by Amber Taylor, seconded by Anne Wells with unanimous consent, it was**
114 **resolved to approve the audit for License 113489.**

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee, Chair	X			
Amber Taylor	X			
Anne Wells	X			

115
116 **In a motion duly made by Anne Wells, seconded by Amber Taylor with unanimous consent, it was**
117 **resolved to amend the agenda to review applications.**

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee, Chair	X			
Amber Taylor	X			
Anne Wells	X			

118

119 In a motion duly made by Anne Wells, seconded by Amber Taylor with unanimous consent, it was
120 resolved to move to executive session.

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee, Chair	X			
Amber Taylor	X			
Anne Wells	X			

121
122 **Agenda Item – Application Review**

123
124 Off record 10:45 am
125 On record 12:02 pm

126
127 **break for lunch until 1:00pm.**

128
129 Off record 12:02 pm
130 On record 1:00 pm

131
132 **Agenda Item – Public Comment**

133 No Public Members in attendance.

134
135 In a motion duly made by Amber Taylor, seconded by Anne Wells with unanimous consent, it was
136 resolved to approve the alternate supervision request for Stephanie Blake.

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee, Chair	X			
Amber Taylor	X			
Anne Wells	X			

137
138 In a motion duly made by Amber Taylor, seconded by Anne Wells with unanimous consent, it was
139 resolved to approve the application for LCSW by Credentials for 221107.

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee, Chair	X			
Amber Taylor	X			
Anne Wells	X			

140
141 In a motion duly made by Amber Taylor, seconded by Anne Wells with unanimous consent, it was
142 resolved to approve the application for LMSW by Exam 210723.

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee, Chair	X			
Amber Taylor	X			
Anne Wells	X			

143
144 In a motion duly made by Amber Taylor, seconded by Anne Wells with unanimous consent, it was
145 resolved to approve the application for LCSW by Credentials for 220455.

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee, Chair	X			
Amber Taylor	X			

Anne Wells	X			
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146

147 **In a motion duly made by Anne Wells, seconded by Amber Taylor with unanimous consent, it was**
 148 **resolved to approve the application for Alternate Supervision for Benjamin Dempsey.**

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee, Chair	X			
Amber Taylor	X			
Anne Wells	X			

149

150 **In a motion duly made by Anne Wells, seconded by Amber Taylor with unanimous consent, it was**
 151 **resolved to approve the application for Alternate Supervision for Emily Dixon.**

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee, Chair	X			
Amber Taylor	X			
Anne Wells	X			

152

153 **In a motion duly made by Anne Wells, seconded by Amber Taylor with unanimous consent, it was**
 154 **resolved to approve the application for LCSW by Credentials for 219558.**

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee, Chair	X			
Amber Taylor	X			
Anne Wells	X			

155

156 **In a motion duly made by Anne Wells, seconded by Amber Taylor with unanimous consent, it was**
 157 **resolved to approve the application for Alternate Supervision for Alina Krol.**

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee, Chair	X			
Amber Taylor	X			
Anne Wells	X			

158

159 **In a motion duly made by Anne Wells, seconded by Amber Taylor with unanimous consent, it was**
 160 **resolved to approve the application for LCSW by credentials for 219706.**

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee, Chair	X			
Amber Taylor	X			
Anne Wells	X			

161

162 **Agenda Item – Adjourn**

163

164 **In a motion duly made by Ann Wells, seconded by Amber Taylor with unanimous consent, it was**
 165 **resolved to adjourn the meeting at 1:05 pm.**

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee, Chair	X			
Amber Taylor	X			
Anne Wells	X			

166

167 Off record 1:05pm

168

Date final minutes approved by the board:

Board Meeting Onboard

169