

**STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE EXAMINERS**

**MINUTES OF MEETING
June 16-17, 2011**

By the authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled meeting of the Board of Psychologist and Psychological Associate Examiners was held June 16-17, 2011 at the Department of Transportation Building, 2720 Pickett Place, Fairbanks, AK.

Call to Order/Roll Call

The meeting was called to order at 9:07 a.m. by Lisa Turner, Chair.

Those present, constituting a quorum of the Board:

Lisa Turner, Psychological Associate, Chair
Cam Carlson, Public Member
Kristi Fuller, Psychologist
John DeRuyter, Psychologist
Iva GreyWolf, Psychologist

In attendance from the Department of Commerce, Community and Economic Development, Division of Corporations, Business and Professional Licensing, was:

Jan Mays, Licensing Examiner
Gary Keiser, Investigator, Agenda Item No. 5 (teleconference)

Guests:

Dr. Philip Baker, Agenda Item No. 12 (teleconference)

Thursday, June 16, 2011

Agenda Item 1 – Review Agenda

The Board reviewed the agenda. The following changes were made:

Item No. 7

Thomas Sullivan – Courtesy License

**Upon a motion by Dr. DeRuyter, seconded by Ms. Carlson and approved unanimously, it was:
MOVED to adopt the agenda as amended.**

Agenda Item 2 – Review Task List

The Board reviewed the task list. The following Board tasks are pending:

- Dr. DeRuyter – Draft proposed regulation on tele-psychology
- Jan Mays – Boards and Commission procedure on reappointing Board members
- Jan Mays – Research on who originated the Goals & Objectives and what the guidelines are
- Jan Mays – Add on the application checklist “Check Alaska Court view” and any other state
- Jan Mays – Request information on the statistical spreadsheet from Cathy Mason
- Jan Mays – Write a letter to UAA and UAF regarding not being on the Regional Accreditation list.

Agenda Item 3 – Ethics Disclosure

There were no ethic violations to disclose.

Agenda Item 4 – Review/Approve Minutes

The Board reviewed the February 18, 2011 meeting minutes and made the following changes:

- Page 1 – Under Guest, deled “Dan Branch”, add “Dr. Philip Baker, Agenda Item No. 12”.
- Page 3 – Item No. 8, first sentence, change “association” to “associates”.
- Page 4 – Item No. 12, second paragraph, delete “stated that he”.
- Page 4 – Item No. 12, second paragraph, replace “writer” with “provider”.
- Page 4 – Item No. 12, third paragraph, first sentence, delete “also”.
- Page 4 – Item No. 12, third paragraph, first sentence, replace “on” with “that”.

**Upon a motion by Ms. Carlson, and seconded by Dr. DeRuyter and approved unanimously, it was:
MOVED to adopt the February 18, 2011 meeting minutes as amended.**

Agenda Item 5 – Investigative Report

The Board called Gary Keiser, Investigator via teleconference to present the investigative report. Mr. Keiser stated that there were no open complaints but several inquiries.

Open Complaints

None

Open Investigations

2902-07-001	Violation Professional Ethics	Consent Agreement Pending (Inv. Susan Winton)
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Complaint or Investigation Activity Since Last Board Meeting:

2010-000982	Incompetence	Closed-No Action/No Violation
2011-000134	Unprofessional Conduct	Closed-No Action/No Violation

Break at 10:16 a.m.; back on record at 10:30 a.m.

Agenda item 6 – Goals and Objectives

The Board reviewed the Goals and Objectives for fiscal year 2012.

1. Enforcing the Psychology Practice Act in order to protect the public.
2. Ensuring the public of continued competency of licensed psychology professionals.
3. Ensuring the public that psychological care is offered by professionally qualified persons.
4. Ensuring the public that qualified psychology practitioners are available.
5. Promoting high professional standards of psychology practice.

The Board requested that Ms. Mays submit a request to the Investigative Unit regarding costs, as outlined in Goals and Objectives C. Ms. Mays will generate a memo and include the Goals and Objectives. A draft will be provided to Dr. Turner. The Board also requested that Goals and Objectives Item “F” be removed.

**Upon a motion by Ms. Carlson, seconded by Dr. DeRuyter and approved unanimously, it was:
MOVED to adopt the Goals and Objective for FY 2012 as amended.**

Agenda Item 7 – Application Review

The Board reviewed the following applications for psychologists:

- Viann Nations
- Kathleen Michaud
- Tony Rousmaniere

**Upon a motion by Dr. DeRuyter, seconded by Ms. Carlson and approved unanimously, it was:
MOVED to approve Viann Nation’s verification of post-doctoral supervision hours,
verify EPPP and/or State Exam, and issue license after passing exams and paying the
license fee.**

**Upon a motion by Dr. GreyWolf, seconded by Dr. DeRuyter and approved unanimously, it
was:**

MOVED to approve Dr. Tony Rousmaniere’s psychologist license by credentials.

**Upon a motion by Dr. DeRuyter, seconded by Ms. Carlson and approved unanimously, it was:
MOVED to approve Kathleen Michaud’s post-doctoral supervision plan, issue a
temporary license, and approve to sit for the EPPP and/or State Exam.**

Agenda Item 8 – AK-PA Position Paper

The Board directed that Ms. Mays contact Dr. Philip Baker via email regarding the AK-PA position paper and copy Ms. Turner. The email will state, in reviewing the document that Dr. Baker provided that the Board revisited this issue. The Board feels it would not be appropriate to sign the Guild's letter.

**Upon a motion by Dr. DeRuyter, seconded by Dr. Fuller and approved unanimously, it was:
MOVED to recess for lunch.**

Recess at 11:28 p.m.; reconvene at 1:07 p.m.

Agenda Item 9 – Board Correspondence Archive Procedure

Ms. Turner proposed that a system be setup to track all Board correspondence.

Ms. Turner volunteered to spend a day in Juneau, October 12, 2011 to assist Ms. Mays on setting up a system for Board correspondence.

The Board requested that Ms. Mays do the following:

- Check how far back correspondence is retained
- Scan correspondence for the last 2 years
- Scan correspondences using Adobe with key word access
- Back up email correspondence on disk every quarter

Agenda Item 10 – Courtesy Licensing Reporting

There were no new courtesy licenses issued since the February meeting.

Agenda Item 11 – State Law and Ethics Exam

Ms. Mays stated there were no candidates who sat for the June 2011 State Law & Ethics examination; therefore there were no scores to review.

Upon a motion by Dr. DeRuyter, seconded by Dr. GreyWolf and approved unanimously, it was:

MOVED to go into executive session to review the exam questions.

Enter into executive session at 2:02 p.m.; back on record at 2:48 p.m.

Agenda Item 12 – Alaska Psychological Association (AK-PA)

Dr. Philip Baker was available via teleconference for AK-PA.

Dr. Baker outlined the following issues:

- AK-PA letter to licensees
- Inquiry on behalf of AK-PA regarding license fee
- Continuing education credits regarding diversity

The next AK-PA meetings are scheduled for June, August and September.

Break at 3:08 p.m.; back on record at 3:22 p.m.

Agenda Item 13 – Board Business Procedures Between Scheduled Meetings

The Board requested that Board business between meetings be deferred until the next meeting except in very unusual or emergent circumstances.

Agenda Item 14 – Public Comment

There were no individuals in attendance for Public Comment.

Agenda Item 15 – Department of Law

The Board reviewed a chronology prepared by Ms. Turner of the Board's communication with Department of Law regarding criminal background checks. This outlines the lack of efficient working relationship between the Board and the Department of Law.

The Board requested that Ms. Turner discuss this matter with Don Habeger, Director.

**Upon a motion by Ms. Carlson, seconded by Dr. DeRuyter and approved unanimously, it was:
MOVED to recess.**

Recess at 3:51 p.m.

Friday, June 17, 2011

Call to Order/Roll Call

The meeting was called to order at 9:12 a.m. by Lisa Turner, Chair.

Those present, constituting a quorum of the Board:

- Lisa Turner, Psychological Associate, Chair
- Cam Carlson, Public Member
- Kristi Fuller, Psychologist
- John DeRuyter, Psychologist

Iva GreyWolf, Psychologist

In attendance from the Department of Commerce, Community and Economic Development, Division of Corporations, Business and Professional Licensing, was:

Jan Mays, Licensing Examiner

Agenda Item 16 – Background Questions/Verifications

The Board decided to establish a procedure for verifying the answers to professional fitness questions for applications and renewals. The application checklist will be amended to reflect that Court view and public records will be consulted for all states of residence.

The Board requested the Ms. Mays begin to screen all renewals and to include a check sheet for each renewal to verify the records have

Upon a motion by Dr. DeRuyter, seconded by Ms. Carlson and approved unanimously, it was: MOVED to have the licensing examiner for this Board conduct verification of the accuracy of the responses to the Professional Fitness questions for both new applications and renewals. Any discrepancies will be brought to the Board's attention and referred to investigations.

Agenda Item 17 – Regulation Change

The Board requested that the minutes reflect that the regulation project defining 'Dishonorable Conduct' has stopped completely. This regulation was forwarded without the Board's request or approval.

The Board requested that any expenses incurred be reversed.

Upon a motion by Ms. Carlson, seconded by Dr. DeRuyter and approved unanimously, it was: MOVED that the Board not be responsible for costs incurred by Department of Law and regulation specialist on the proposed regulations defining 'Dishonorable Conduct'. This action was not authorized by the Board.

Agenda Item 17a – General Correspondence

Stephanie Kitchen – Residency

The Board reviewed the correspondence from Ms. Kitchen regarding residency. The Board requested the Ms. Mays direct Ms. Kitchen to the statutes and regulations for residency requirements. The program must meet the requirements in 12 AAC 60.082(2) and .083.

Steven Jozwick

Ms. Mays is to direct Mr. Jozwick to 12 AAC 60.083 which is specific to internships.

Andrew Boucher – National Register

Ms. Mays to submit a letter to Mr. Boucher regarding his inquiry on National Register.

Agenda Item 18 – Administrative Issues

Budget Report

The Administrative Manager position is vacant, therefore no budget report was presented.

Schedule Next Meeting

The Board requested one and a half days for future meetings. The Board will request two full days, if necessary.

The following Board meeting dates are as follows:

- October 6-7, 2011
- January 12-13, 2012

Sign Wall Certificates

The following wall certificates were signed:

- Arthur Trenholme
- Jennifer Hightower

Sign Meeting Minutes

The minutes for the December 3, 2010 meeting were signed by Ms. Turner, Chair.

Sign TA's and Collect Receipts

Travel Authorization forms were given to each Board member to sign.

Task List

Dr. DeRuyter

- Draft proposed regulation on tele-psychology
- Create new exam question

Dr. Fuller

- Create new exam question

Jan Mays

- Add on the application checklist 'Check Alaska Court view'
- Request information on the statistical spreadsheet from Administrative Manager
- Research who originated the Goals and Objectives and what the guidelines are
- Write a letter to UAA and UAF regarding not being on the Regional Accredited List.
- Add agenda item 'Tele-Psychology' to the October meeting
- Generate memo to the Investigative unit requesting Objective C. Include a copy of the Goals and Objectives
- Submit a copy of the Summary Disciplinary date to Gary Keiser, Investigator
- Check on ASPPB if there is any International Standards.
- Pull any Board correspondence in the last 2 years
- National Register letter in response to the 05/20/2011 letter.

Upon a motion by Dr. DeRuyter, seconded by Dr. GreyWolf and approved unanimously, it was:

MOVED to adjourn.

There being no further business, the meeting was adjourned at 10:34 a.m.

Respectfully Submitted:

Alysha Hernandez

(In place of Jan Mays, Licensing Examiner at the time of the meeting)

Approved:

John DeRuyter

(In place of Lisa Turner, Chair at the time of the meeting)

Date