

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

**MINUTES OF MEETING
November 8-9, 2012**

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 on August 23-24, 2012 at the Robert B. Atwood Building, 550 West 7th Avenue, Suite 1860, Anchorage, Alaska.

Thursday, November 8, 2012

Call to Order/Roll Call

The meeting was called to order at 8:35 am by Dr. John DeRuyter, Board Chair.

Those present, constituting a quorum of the Board:

Dr. John DeRuyter, Psychologist
Dr. Kristi Fuller, Psychologist
Dr. Joel Wieman, Psychologist
Allen Levy, Psychological Associate
Christian Muntean, Public Member

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

Karl Marx, Licensing Examiner
Michele Wall-Rood, Investigator
Quinten Warren, Investigator
Misty Frawley, Administrative Officer (budget)
Don Habeger, Director (via teleconferencing)
Michelle Johnston, Supervisor (via teleconferencing)

In attendance from the public was:

Martin Atrop
Frances Haering

Agenda Item 1 – Review/Amend Agenda

Dr. DeRuyter added scoring the State Law & Ethics examinations as well as a brief overview of the recent ASPPB conference.

**Upon a motion by Mr. Levy, seconded by Dr. Wieman and approved unanimously, it was:
MOVED to approve the agenda.**

Agenda Item 2 – Review Task List

Dr. DeRuyter asked to move the Task List to Administrative Business in order to give board members more time to think about any additions.

Agenda Item 3 – Ethics Disclosure

There were no ethics violations to disclose. Mr. Marx verified that all board members had watched the online ethics training video. Mr. Muntean briefly reviewed his ethics concerns which the board was comfortable with.

Agenda Item 6 – Review & Approve Minutes

Being slightly ahead of schedule, the Board reviewed the minutes from the August 23-24, 2012. The board approved the minutes with some changes proposed by Mr. Levy.

Task: Staff will e-mail any suggested changes to minutes ahead of meetings so that board members can take more time to review them.

Agenda Item 5 – Investigative Report

Investigators Michele Wall-Rood and Quinten Warren joined the meeting. Ms. Wall Rood introduced herself as the board's new investigator.

Ms. Wall-Rood asked the board to designate a reviewing board member. The board requested that they be contacted on a rotating basis. They understood that any board member so contacted would need to reclude themselves if there was a vote and if they then contacted another board member for an opinion both would need to reclude themselves.

Agenda Item 8 – Regulation Review

Mr. Levy asked if there was a need to address remote supervision in the regulations. Dr. DeRuyter stated that this was also an important topic at the recent ASPPD conference but they were still very vague. Dr. DeRuyter discussed some board options. Dr. DeRuyter offered to provide board members with more data on supervision best practices so that this conversation can be continued at future meetings. Mr. Levy suggested that the board might want to focus on regulations to address supervisory responsibilities in the future.

Dr. DeRuyter suggested posting CEU webinar acceptance standards on the PSY website. Interactive webinars are accepted as face-to-face. The board plans to talk more about this at the next meeting.

Agenda Item 7 – Public Comment

Dr. Martin Atrops - Asked if the board needed to approve pre-doctoral internship. Mr. Levy answered that this is not something that the board does. Dr. DeRuyter directed him to the education standards in 12 AAC 60.083.

Frances Haering – Stated that after 12/31/13 Tricare might not cover psychological associates. Dr. DeRuyter stated that this is not a board issue. Dr. Wieman asked if the board should advocate for psychological associates since they are not well known nationally.

Break 10:25 am returned 10:40 am.

Agenda Item 10 – Board Correspondence

1st was from AK-PA. Dr. DeRuyter suggested tabling the AK-PA correspondence until he could gather more information.

Task: Staff will draft a response to scan to Dr. DeRuyter.

2nd was from Frances Haering and dealt with during Public Comment.

3rd was from the Professional Counselors Board regarding the Tricare requirements for CAACREP approved training.

4th was an ASPPB letter of agreement.

**Upon a motion by Mr. Levy, seconded by Dr. Fuller and approved unanimously, it was:
MOVED to sign the letter of agreement.**

5th was a FAX requesting approval of CE class.

Task: Staff will draft a reply to scan to Dr. DeRuyter referring them to 12 AAC 60.300(b).

6th was from Ms. Aho concerning her need to obtain a practicum. No further correspondence required.

Agenda Item 14 – Courtesy License Report

Mr. Marx presented the current matrix of courtesy license monthly reports to the board. There were no concerns at this time.

Break for lunch at 11:55 pm; back at 1:05 pm

Agenda Item 9 – Budget Video Conference

The Board was joined by Division staff via video conference. Dr. DeRuyter gave Mr. Habeger the floor to talk about establishing the next biennial license cycle fees. Mr. Habeger stated that the preliminary analysis shows a growing surplus for this license program. It is too far out to make an accurate prediction of possible license fee reductions for the next biennial cycle. By statute the division will discuss any potential fee changes with the board first. The division hopes to have better financial directions in about 1 ½ months.

Dr. DeRuyter asked about the budget, out of state conference travel funding, and 3rd party reimbursements. Mr. Habeger stated that at this time 3rd party reimbursements go to the general fund. Mr. Levy expressed concerns about the board not having adequate control of their budget which is generated from license fees. Mr. Habeger stated that the legislature is part of the solution and board members should take their concerns to their legislators.

Ms. Frawley intends to provide more financial details and explanation by the next board meeting.

Break 2:20 pm returned 2:30 pm.

Additional Agenda Item – Grading State Law & Ethics Examinations

At 2:33 pm Dr. Fuller filed a motion to enter into executive session to grade the State Law & Ethics Examinations and to select questions for upcoming examinations. Mr. Levy seconded.

Back on the record 4:23 pm.

Recess at 4:24 pm

Friday, November 9, 2012

Call to Order/Roll Call

The meeting was called to order at 8:40 am by Dr. John DeRuyter, Board Chair.

Those present, constituting a quorum of the Board:

Dr. John DeRuyter, Psychologist
Dr. Kristi Fuller, Psychologist
Dr. Joel Wieman, Psychologist
Allen Levy, Psychological Associate
Christian Muntean, Public Member

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

Karl Marx, Licensing Examiner

Agenda Item – 13 Application Review

Mr. Levy filed a motion to enter executive session to review license applications. Mr. Muntean seconded.

Back on the record at 10:46 am.

The Board reviewed the following applications:

Psychologist by Credentials

- David R. Webster

Psychologist by Examination

- Susanna L. Epp
- Steve Guevara
- Nadine D. Baker

Psychological Associate

- Sheryl Martin
- William S. Lynne
- Araceli Cabaracas

**Upon a motion by Mr. Levy, seconded by Dr. Fuller and approved unanimously, it was:
MOVED to approve David R. Webster's application for licensure by credentials**

**Upon a motion by Mr. Levy, seconded by Dr. Fuller and approved unanimously, it was:
MOVED to approve the following psychologist applications for licensure by examination:**

- Susanna L. Epp
- Steve Guevara
- Nadine D. Baker

**Upon a motion by Mr. Levy, seconded by Dr. Fuller and approved unanimously, it was:
MOVED to approve the following psychological associate applications and issue a temporary license upon passing exams:**

**Sheryl Martin
William S. Lynne**

**Upon a motion by Mr. Levy, seconded by Dr. Fuller and approved unanimously, it was:
MOVED that Araceli Cabaracas's application for psychological associate be returned to investigations and resent for mail vote.**

Break 10:52 am returned 11:13 am.

Agenda Item 15 – Administrative Business

Schedule Next Meetings

The next meeting date has already been scheduled for January 10-11, 2013 in room 1860 of the Robert B. Atwood building Anchorage, AK. The meetings after that were set for April 18-19, 2013, August 22-23, 2013, and November 14-15, 2013 all in Anchorage, AK.

The next State Law & Ethics Examinations was already set for Friday, January 4, 2013. The next examination was set on Thursday, April 4, 2013.

Sign Travel Authorizations

Travel authorizations were handed out for signatures and returned to Mr. Marx.

Sign Meeting Minutes

Meeting minutes for August 23-24, 2012 were signed and returned to Mr. Marx.

Review License Application Forms

Task: Dr. DeRuyter will obtain more information about the ASPPB "universal application" process for the January meeting.

Task: Staff will bring **5** copies of all license application and renewal forms to the January meeting.

The board expressed a strong desire for an online license renewal option and to make interactive form data boxes expandable such as CEUs. Mr. Marx asked that if the opportunity arose to add a space to capture e-mail addresses on all forms. Yes, go ahead and make this change. Mr. Levy suggested changing "derogatory information" on the ASPPB portion of the checklist to "information of concern."

Outline Further Long Term Goals

Mr. Muntean suggested looking into more board discretionary control over budget and travel.

Dr. DeRuyter will send supervision best practices to all board members.

Dr. DeRuyter will distribute more information on the ASPPB universal application process.

Mr. Marx will contact ASPPB to obtain passwords for all board members to the website.

Mr. Levy will research Medicaid and psychological associate requirements.

Dr. DeRuyter will gather board member input for the annual report including goals & objectives.

Agenda items for January 10-11, 2013 meeting

Agenda Item: add "Strategic Planning."

Agenda Item: define "imminent danger" and "duty to warn."

Task: Mr. Levy will research other states' laws.

Task: Dr. DeRuyter asked all board members to surf the PSY website for any suggested improvements by the January meeting.

Further Board Discussion

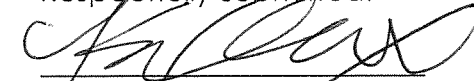
Task: Mr. Marx will ask: can the board pay a trainer to train board members? Mr. Levy asked if there was a policy & procedures that explained board authorities including budget.

Task: Mr. Marx will submit travel request for the ASPPB Mid-year conference in Halifax, Nova Scotia as specifies in the FY 12 Goals and Objectives. The priority of travel will be Mr. Levy, Mr. Muntean, Dr. Fuller, and Mr. Marx in that order.

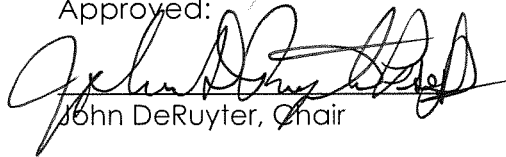
**Upon a motion by Mr. Levy, seconded by Mr. Muntean and approved unanimously, it was:
MOVED to adjourn the meeting.**

There being no further board business, the meeting adjourned at 12:30 pm.

Respectfully Submitted:


Karl Mark, Licensing Examiner

Approved:


John DeRuyter, Chair

11/11/2013
Date