

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

Alaska State Board of Social Work Examiners  
January 27-28, 2020

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 January 27-28, 2020. The meeting was held via teleconference originating at 550 West 7th Ave, Suite 1550, Anchorage, AK 99501.

DAY ONE  
January 27, 2020

Agenda item #1 Call to order/Roll Call

This meeting was called to order by Chairperson DANIELLE LAFON at 9:00AM.

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  
Brandon Ercanbrack, Licensed Clinical Social Worker

Division Staff present were:

Lauren Bales, Occupational Licensing Examiner  
Renee Hoffard, Executive Administrator  
Andy Khmelev, Records and Licensing Supervisor

Agenda Item #2 Review Agenda

The board reviewed the agenda presented in the board book for the first day of the meeting.

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

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

Agenda item #3 Review Meeting Minutes

The board reviewed the meeting minutes from September 17, 2019. Ms. LaFon noted that her name had been combined with Geoffry McCormick's name during a roll call. This was corrected.

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

**Resolved to accept the September 17, 2019 minutes as amended.**

The revised final minutes were given to Chairperson Danielle LaFon to sign. Upon receipt of the signed minutes, Ms. Osborn will post them to the State of Alaska Board of Social Work Examiners webpage.

The board reviewed the meeting minutes from October 11, 2019. There were no corrections made to these minutes.

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

52  
53 Resolved to accept the October 11, 2019 minutes as presented.

54  
55 The final minutes were given to Chairperson Danielle LaFon to sign. Upon receipt of the signed minutes, Ms.  
56 Osborn will post them to the State of Alaska Board of Social Work Examiners webpage.

57  
58 Agenda item #4 Ethics Reporting

59 There were no ethics conflicts to report.

60  
61 Agenda Item #5 Investigative report

62 *Investigators, Amber Whaley and Billy Homestead entered the room at 9:28AM.*

63  
64 Inv. Homestead reviewed the investigative report for the period of August 31, 2019 through January 14, 2020. The  
65 Division opened five (5) matters and closed one (1) matter. Five (5) matters remain ongoing and under active  
66 investigation.

67  
68 *Investigators, Amber Whaley and Billy Homestead exited the room at 9:30AM.*

69  
70 With time before the division update, the board began reviewing the Fee Analysis document presented by the  
71 division.

72  
73 Agenda item #6 Division update

74 *Division Deputy Director, Sharon Walsh joined the meeting at 9:44AM.*

75  
76 Ms. Walsh presented the FY19 4<sup>th</sup> quarter and FY20 1<sup>st</sup> quarter reports to the board. The board presented no  
77 questions regarding the division update for Ms. Walsh.

78  
79 *Marylene Wales joins the meeting at 9:49AM.*

80 *Division Deputy Director, Sharon Walsh exited the meeting at 9:55AM.*

81  
82 Agenda item #7 Fee Analysis Discussion

83 The board discussed the division proposed Fee Analysis for 2020. Marylene Wales presented the increased fees of  
84 the initial applications and permanent license fee. In keeping the fees in the current state, the board would see a  
85 significant decrease in the board's available funds. The board is required to have a surplus of one years expected  
86 expenditures to maintain the board. The proposed fees are based on known and anticipated costs. In FY18, the fees  
87 decreased after being increased in FY16. Program expenses have slowly been depleting the surplus for some time  
88 since then and thus the division recommend increasing licensing fees now. After some discussion regarding the  
89 proposed analysis, the board adjusted the fees slightly and agreed to present the adjusted proposal to the division.

90  
91 A motion duly made by Ms. Mindy Swisher, seconded by Mr. Brandon Ercanbrack, and approved by  
92 unanimous consent, was:

93  
94 Resolved to recommend the division consider the amended Fee Analysis from the  
95 Alaska Board of Social Work Examiners.

96 *Marylene Wales exited the meeting at 10:19AM.*

97  
98 *The board went on break at 10:20AM.*

99 *The board returned from break at 10:30AM.*

**Roll Call:**

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

**Division Staff present:**

Lauren Bales, Occupational Licensing Examiner  
Renee Hoffard, Executive Administrator  
Andy Khmelev, Records and Licensing Supervisor

**Agenda item #8 Regulation Project Update/Clarification**

*Jun Maiquis entered the meeting at 10:31AM.*

The board reviewed the document submitted by the Department of Law regarding the Teletherapy Regulations Project. Further clarification was requested from DOL regarding the continuing education proposal for teletherapy and how it applied to current licensees. Previously the board had discussed mandating 18 hours of continuing education hours in teletherapy to be included in the 45 continuing education hours currently required, but after more discussion had dropped that number significantly. This was not clearly reflected in the changes sent to DOL.

Ms. Lafon stated that initially the teletherapy was intended to be a license designation and the continuing education hours would allow for that designation. To keep the designation, licensees would be required to submit the documentation of the continuing education hours every renewal period. The hours had adjusted the continuing education requirement from 18 hours to an initial 12 hours with 6 hours required for renewal. After further discussion, it was deemed necessary for statutory authority to be able to create a license designation. The board then contemplated making teletherapy continuing education a standard for all licensees. Instead of 12 hours of continuing education, the requirement would only be three hours of teletherapy continuing education to be included in the total 45 continuing education required.

*Jun Maiquis exited the meeting at 10:55AM.*

The board then edited the language drafted for the teletherapy regulations to adapt the language to make the three hours teletherapy continuing education required for all licensees included in the total of 45 continuing education hours.

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

**Resolved to approve the language as amended in 12 AAC 18.210(a) remove sentence that reads “In addition to the requirements of (f) of this section for an applicant whose practice includes teletherapy,” 12 AAC 18.210(a) add “(4) three contact hours in teletherapy practice,” 12 AAC 18.210(b) remove sentence that reads “and subject to the requirements of (f) of this section for an applicant whose practice includes teletherapy,” 12 AAC 18.210(b) add “(4) three contact hours in teletherapy practice,” 12 AAC 18.210(c) add (5) “teletherapy practice” means the use of audio, video, or data communications to perform functions or practices within the training required for licensure under AS 08.95 and this chapter and while physically separated from a client,’ 12 AAC 18.210 (f) to read “The three contact hours in teletherapy training may be used to satisfy up to three hours of the 45 contact hours required under (a) and (b) of this section but may not substitute for the subject specific training required under (a)(1) – (3) or (b)(1) – (3) of this section,” 12 AAC 18.210 (g) to read “An applicant for renewal under this section may receive up to three hours of professional ethics continuing education**

152 credit under (a)(3) or (b)(3) of this section once every biennial licensing period for each 150 minutes  
153 of attendance at a regularly scheduled board meeting,” and 12 AAC 18.300 remove (a)(2) and (b).  
154

155 Agenda item #9 ASWB Conference Update

156 The board reviewed the 2020 conference scheduled put out by ASWB. Mr. McCormick had won a scholarship for  
157 the Spring Education Conference; Mindy Swisher had been previously approved by the board to attend the Spring  
158 Education Conference and will be submitted a request for a scholarship to attend as well. A travel request will be  
159 submitted by Ms. Bales to the division for this conference.  
160

161 The board also discussed the Executive Leadership Conference and who would attend this. Typically, the  
162 supporting board staff and board chair would attend this conference. Ms. Lafon’s appointment to the board is set to  
163 expire in March 2022, however it was stated at this meeting she may not be renewing her LBSW and therefore  
164 cannot remain as board chair or board member. An agenda item was added for the second day of the meeting to  
165 begin identifying an alternate person for the board chair. As Ms. Bales will be on leave when the conference  
166 happens, it was elected to send Mr. Andy Khmelev in her place as he would be covering the program until Ms.  
167 Bales returns. A travel request will be submitted by Ms. Bales to the division for this conference.  
168

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

171  
172 **RESOLVED to send Andy Khmelev and the board chair to attend the ASWB 2020**  
173 **Executive Leadership Training.**

174  
175 *The board broke for lunch at 12:20PM.*

176 *The board returned from lunch at 1:35PM.*  
177

178 **Roll Call:**

179 Danielle LaFon, Licensed Baccalaureate Social Worker, Chairperson  
180 Geoffry McCormick, Licensed Master Social Worker  
181 Mindy Swisher, Licensed Clinical Social Worker  
182 Colleen Vague, Public Member  
183 Brandon Ercanbrack, Licensed Clinical Social Worker  
184

185 **Division Staff present:**

186 Lauren Bales, Occupational Licensing Examiner  
187 Renee Hoffard, Executive Administrator  
188 Andy Khmelev, Records and Licensing Supervisor  
189

190 **Agenda item #10** **Application review**

191 The board began application review.  
192

193 *Marilynn Zimmerman entered the meeting at 2:00PM*  
194

195 **Upon a motion duly made by Mr. Brandon Ercanbrack and seconded by Ms. Mindy Swisher, and**  
196 **approved by unanimous consent, it was:**

197  
198 **RESOLVED to enter Executive Session with present board staff to review and**  
199 **discuss applications.**

200  
201 *Marilynn Zimmerman exited the meeting at 2:07PM*

202  
203 Upon a motion duly made by Ms. Mindy Swisher and seconded by Ms. Colleen Vague, and approved by  
204 unanimous consent, it was:

205  
206 **RESOLVED** to approve the following applications for licensure in Alaska:

**License Applications**

Mariya Kuligina  
Michelle Harger  
Amanda Wagner  
Andrea Gibson  
Holly Gerber  
Angela Allen  
Raymond Toussaint  
Rachel Higgins  
Cara Stringer  
Brittany Wesseling

**Exam Extension Requests**

Cheri Johansen

**Alternate/Distant Supervision Requests**

Cara Stringer  
Courtney Beebe

207 Upon a motion duly made by Ms. Colleen Vague and seconded by Mr. Brandon Ercanbrack, and  
208 approved by unanimous consent, it was:

209  
210 **RESOLVED** to accept the voluntary surrender of Marla Moore, #109568.

211  
212 Upon a motion duly made by Ms. Mindy Swisher and seconded by Ms. Colleen Vague, and approved by  
213 unanimous consent, it was:

214  
215 **RESOLVED** to table the following applications for licensure in Alaska pending  
216 further proof requested by the board:

217 **License Applications**

Anthony Baza  
Dustin Bergerson  
Misty Wilcox  
Sarah Zaglifa

218  
219 Upon a motion duly made by Ms. Colleen Vague and seconded by Ms. Mindy Swisher, and approved by  
220 unanimous consent, it was:

221  
222 **FAILED** to approve Sarah Boren, #152256, for licensure. The application for license  
223 is denied per 12 AAC 18.112(1) successful passage of the applicable examination in 12 AAC 18.105 within  
224 two years immediately before and the two years immediately after the application.

225  
226 *The board broke for a break at 3:15PM.*

227 *The board returned from a break at 3:23PM.*

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As board business for agenda Day One of the meeting had been completed, the board moved on to continue some pieces of agenda Day Two.

**Position Statements:**

The board began reviewing a position statement for CSWE In-Candidacy Status.

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

**Resolved to approve the CSWE In-Candidacy Status Position Statement.**

The board reviewed the position statement drafted for **Continuing Education**. The board determined that the document required more editing and would table the discussion for the second day of the meeting.

**Correspondence:**

**Renewal Continuing Education Questions:** <INSERT TEXT>

**Unpaid/Voluntary Working Hours:** The board received a question regarding unpaid/voluntary working hours applying to supervision hours. The board stated that there was a position statement regarding this issue already posted on the website. In short, the board determined the specific use of the language “employment” eliminated any opportunity to use volunteer hours in obtaining licensure.

**Agenda Item #13** **Meeting Recess**

Ms. Danielle LaFon called a meeting recess at 5:00PM until January 28, 2020 to continue board business at 9AM.

DAY TWO  
January 28, 2020

Agenda item #1 Call to order/Roll Call

This meeting was called to order by Chairperson DANIELLE LAFON at 9:00AM.

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  
Brandon Ercanbrack, Licensed Clinical Social Worker

Division Staff present were:

Lauren Bales, Occupational Licensing Examiner  
Renee Hoffard, Executive Administrator  
Andy Khmelev, Records and Licensing Supervisor

Agenda Item #2 Review Agenda

The board reviewed the agenda presented in the board book for the first day of the meeting. Ms. Bales noted the numbering on the agenda was slightly off and would be updating this. She stated the Continuing Education Committee Update, updating the board's contact information, Old Business, and all Administrative Business- except for the task list and future meeting dates- had been completed. Ms. Bales also noted that there would be an addition of Board Chair Discussion added to this day's agenda.

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

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

The board began the meeting with the Board Chair Discussion. Much of the board was hesitant to volunteer; Ms. Lafon suggested the change happen prior to her leaving as to allow time for training and reviewing the duties of the board chair. Ms. Swisher commented that while she doesn't feel very prepared, the idea of transparency in preparation to become board chair may be something that interests her. It was then decided that further discussion on the matter should be saved for the end of the meeting.

Agenda Item #3 New Business

Legislation Discussion and Open Meetings Act: The board reviewed the legislative information sent out by the division. This gave a basic overview how the processes of legislative change and how board members are to handle these kinds of situations. As this information is provided to staff and board members every year, the board briefly reviewed the document and presented no questions to the examiner regarding the materials.

Right Touch Regulation Project & Drafting Regulation Language: The board began the Right Touch Regulation Project and reviewed the Alaska Board of Social Work Examiners Statutes and Regulations by section to identify necessary areas of change. The areas identified by the board are as follows: Sec 08.95.010, Sec 08.95.040, Sec 08.95.110, Sec 08.95.120, Sec 08.95.125, Sec 08.95.900, Sec 08.95.990, 12 AAC 18.112, 12 AAC 18.115, 12 AAC 18.120, 12 AAC 18.130, 12 AAC 18.210, 12 AAC 18.930, and 12 AAC 18.990.

Agenda Item #5 Public Comments

*Public comment opened at 1:37 p.m.*

No persons present for public comment.

*Public comment closed at 1:54PM.*

**Agenda Item #6 Update All Board Contact Information**

The board was presented forms to update their contact information as three of the board members are newer and two board members had recently moved from their original duty stations.

**Agenda Item #7 Old Business**

ASWB 2020 Spring Education Conference Update: <INSERT TEXT>

**Agenda Item #8 Administrative Business**

**Meeting Dates:**

The board discussed their scheduled June teleconference. With changes to personal schedules and with the renewal season coming, the board elected to meet earlier and set a date for May 11, 2020. This meeting will be a single day teleconference. The board canceled the scheduled June 9, 2020 teleconference.

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

**Resolved to cancel the June teleconference and hold a teleconference on May 11, 2020.**

**Member Check In:**

Ms. LaFon suggested that a member check in be conducted at the end of all meetings to ensure that any comments or questions for the examiner can be addressed at the end of meetings. Ms. Bales asked if the volume of emails being sent from the examiner is appropriate and manageable in regard to ballot review and information. It was stated that the rate in which the board is receiving the ballots was acceptable and easily managed. Ms. Bales asked that any issues or changes in scheduling board members may have to send an email directly to her so she may keep documented cases and resolve the issues as presented.

**Chair Discussion:**

The board returned to the conversation on the next board chair. As there were still no other individuals interested in learning the position duties, Ms. Swisher volunteered to begin the process of learning the processes of board chair. Ms. LaFon suggested that moving forward Ms. Swisher be recognized as the co-chair of the board and included on some correspondences between the board chair and the examiner to better understand the requested duties of being the board chair.

**A motion duly made by Mr. Geoffry McCormick, seconded by Mr. Brandon Ercanbrack, and approved by unanimous consent, was:**

**Resolved to accept Mindy Swisher as the co-chair of the Alaska Board of Social Work Examiners and send to the ASWB Executive Leadership Training on March 26-28, 2020.**

**Task List:**

**Task:** A request will be submitted to Boards and Commissions to update the board roster to reflect the new contact information provided by the board members.

**Task:** Ms. Bales will reach out to Boards and Commissions to confirm Mr. Ercanbrack's term with the board.

**Task:** Ms. Bales will submit travel requests for the ASWB conferences Executive Leadership Training and Spring Education Conference.

**Task:** A request will be submitted for form revisions to be made to the continuing education log.

377 **Task:** Ms. Swisher will be researching more information on the Advance Generalist Examination provided by  
378 ASWB.

379 **Task:** Ms. Vague will reach out to legislators who may be interested in backing the statutory changes identified at  
380 this meeting.

381 **Task:** The board will include an agenda item for the May teleconference to discuss statute changes and potential  
382 lobbying.

383

384 **Upon a motion duly made by Ms. Thiesen and seconded by Ms. Olsen, and approved by unanimous**  
385 **consent, it was:**

386

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

388

389 **Adjourned at 4:46 p.m.**

390

391 Respectfully Submitted By:

*Lauren T. (Osborn) Bales*

01/22/2021

Lauren Bales

Date

Occupational Licensing Examiner

State of Alaska, DCCED, CBPL

*Mindy L Swisher*

1/21/21

Mindy Swisher

Date

Board Chairperson

Alaska State Board of Social Work Examiners

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