

1 State of Alaska
2 DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
3 DIVISION OF CORPORATION, BUSINESS AND PROFESSIONAL LICENSING
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5 BOARD OF SOCIAL WORK EXAMINERS
6 Minutes of the meeting May 8, 2023
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8 By the authority of AS 08.01.070(2) and AS 08.95.020, and in compliance with the provisions of AS 44.62, Article
9 6, a scheduled meeting of the Board of Social Work Examiners originated from Juneau, 333 Willoughby Ave.; this
10 meeting was held via Zoom.
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15 Monday, May 8, 2023
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17 The Chair brought the meeting to order at 8:58 am.
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19 **Board Members Present Constituting a Quorum**

20 Ann Applebee, Licensed Clinical Social Worker
21 Amber Taylor, Licensed Master Social Worker
22 Sharon Woodward, Bachelor's Degree
23 Stacey Stone, Attorney
24

25 **Board Members Absent**

26 None
27

28 **Staff Members Present**

29 Jeanne Pace, Program Coordinator I
30 Stefanie Davis, Regulations Specialist
31 Marlo Adams, Occupational Licensing Examiner
32

33 **Members of the Public Present**

34 None
35

36 **Agenda Item - Call to Order/Roll Call/Introductions**

37 Jeanne Pace stated, there is a new social work occupational licensing examiner starting next Monday. Marlo is the
38 licensing examiner for the psychology program, and she is helping us to keep continuity of service for social work
39 in the interim.
40

41 Board introductions were made. Ann Applebee, licensed clinical social worker, has been on the board almost a
42 year now. Amber Taylor, licensed master social worker, has been with the board since September 2022. Sharon
43 Woodward holds a bachelor's degree and has been on the board for 3 years now. Stacey Stone, public member of
44 the Board, and by trade an attorney, new board member.
45

46 **Agenda Item - Review/Approve Agenda**

In a motion duly made by Stacey Stone, seconded by Sharon Woodward with unanimous consent, it was resolved to approve the May 8, 2023, agenda as presented.

Agenda Item - Ethics Disclosures

All members said they had no potential ethical conflicts to disclose.

Agenda Item - Financial Report/3rd Quarter Report FY2023

Melissa Dumas gave the financial report. This report covers through March 2023. The year-end closes June 2023. Discussion and break down of where revenue and expenditures are coming from was shared. This program currently has a surplus of \$229,000 going into the 4th quarter. Brief discussion was had about ways to off-set investigative costs.

Agenda Item - Division Update/Introduction to Board

Sylvan Robb, Division Director of Corporations Business and Professional Licensing introduced herself. Sylvan has been the new director since January. Sylvan has been with the State in various capacities prior to becoming division director. Sylvan thanked the Board for their service and time commitment.

Agenda Item - Application Review

Chair gave the new board member an overview of how the board reviews an applicant's application and supporting documents. Stacey Stone asked if applications are approved pending the license fee. Applicants can pay the license fee after taking the exam. Licensure by credentials license fee isn't paid until the board approves the application. A question was asked about when the Teletherapy Continuing Education (CE) requirement will be updated on the checklist form. Question was asked about the Suicide CE. This CE has not been passed or filed with the Lt. Governor yet. Question was asked. What is DARS, DARS is now PPD which stands for Public Protection Database. This is a search function to verify if an applicant has any disciplinary actions against them. We accept 12 CEs per day.

Agenda Item - Office of Administrative Hearings/Deliberative Process with Administrative Law Judge Kathleen Frederick

In accordance with the provisions of Alaska Statute 44.62.310(c) and Alaska Constitutional Right to Privacy Provisions, Amber Taylor moved that the State Board of Social Work Examiners go into executive session for the purpose of discussing matters which by law, municipal charter, or ordinance are required to be confidential. Board staff excused for the session. Sharon Woodward seconded the motion. Motion passed via unanimous consent.

Off record at 9:32 am.

Return to record at 9:52 am.

On a motion duly made by Stacey Stone, seconded by Sharon Woodward, via roll call vote, it was RESOLVED to accept the non-disciplinary letter with advisement for case #2020-000258 as presented. Motion passed;

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee	x			
Amber Taylor	X			
Sharon Woodward	X			
Stacey Stone	X			

Agenda Item- New Business/Add Examination Date to Online Applications

Discussion was had about adding a date indicating when the exam has been taken. This will help determine if the applicant is meeting the time limit requirement in statute. The best time to make this application modification is when another regulation change is occurring or renewals. This request will be added to the task list to be modified at the same time as the regulation update regarding the suicide CE.

Off record 10:00 am - Break

Return to record at 10:15 am

Agenda Item - Public Comment

No public members in attendance.

Agenda Item - New Business/Teletherapy CE Definition Discussion

Brief discussion took place on how to make the teletherapy CE definition clear for applicants. There are two places where this definition appears in statutes and regulations. Teletherapy CE definition appears in the definition section and in the continuing education section. We need to remove the piece about data.

Proposed wording changes:

"Delivery of services through the use of interactive audio and video technology." "Continuing education that relates to teletherapy practice."

This can be updated at your next meeting or added to the annual report.

Board decided to wait to update the wording.

Agenda Item - Right Touch Regulation Project – Explanation

Sara Chambers, Boards and Regulations Advisor with Commissioner's Office gave an overview of the concept of Right Touch Regulation. A copy of the Right Touch Regulations Project presentation is available in the Board workbook. This presentation has been given to CPBL boards since 2019. Right Touch Regulations is a concept coming out of Great Britain. Right Touch is finding a balance between the tensions that exist with entry to practice and letting people practice their profession. Then on the other side is public protection, and making sure people are safe to practice. Sara Chambers and Stefanie Davis are available to help the Board when modifications need to be made to regulations.

Agenda Item - Investigations/Consent Agreements (Executive Session) with Marilyn Zimmerman.

In accordance with the provisions of Alaska Statute 44.62.310(c) and Alaska Constitutional Right to Privacy Provisions, Stacey Stone moved that the State Board of Social Work Examiners go into executive session for the purpose of discussing matters which by which by law, municipal charter, or ordinance are required to be confidential. Board staff excused for the session. Sharon Woodward seconded the motion. Motion passed via unanimous consent.

Off record 11:08 am

Return to record at 11:30 am

On a motion duly made by Amber Taylor, seconded by Sharon Woodward, via roll call vote, it was RESOLVED to accept consent agreement for case #2022-000955 as presented. Motion passed;

Board Member	Approve	Deny	Recuse		Absent
Ann Applebee	x				

Amber Taylor	X				
Sharon Woodward	X				
Stacey Stone	X				

On a motion duly made by Amber Taylor, seconded by Sharon Woodward, via roll call vote, it was RESOLVED to accept consent agreement for case #2022-000952 as presented. Motion passed;

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee	x			
Amber Taylor	X			
Sharon Woodward	X			
Stacey Stone	X			

On a motion duly made by Amber Taylor, seconded by Stacey Stone, via roll call vote, it was RESOLVED to accept consent agreement for case #2022-000951 as presented. Motion passed;

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee	x			
Amber Taylor	X			
Sharon Woodward	X			
Stacey Stone	X			

On a motion duly made by Amber Taylor, seconded by Stacey Stone, via roll call vote, it was RESOLVED to accept consent agreement for case #2022-000945 as presented. Motion passed;

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee	x			
Amber Taylor	X			
Sharon Woodward	X			
Stacey Stone	X			

On a motion duly made by Amber Taylor, seconded by Stacey Stone, via roll call vote, it was RESOLVED to accept consent agreement for case #2022-000946 as presented. Motion passed;

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee	x			
Amber Taylor	X			
Sharon Woodward	X			
Stacey Stone	X			

On a motion duly made by Amber Taylor, seconded by Stacey Stone, via roll call vote, it was RESOLVED to accept consent agreement for case #2022-001027 as presented. Motion passed;

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee	x			
Amber Taylor	X			
Sharon Woodward	X			
Stacey Stone	X			

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Agenda Item - Investigations/Investigative Report with Jasmine

32 open cases between clinical social work and master social work.
11 closed cases between clinical social work and master social work.
Question asked: Are open investigation at different stages, and sent to the Board as you get to the part the Board needs to be involved? Yes, this is correct.

Agenda Item - Investigations/Disciplinary Matrix Finalization with Jasmine

In accordance with the provisions of Alaska Statute 44.62.310(c) and Alaska Constitutional Right to Privacy Provisions, Amber Taylor moved that the State Board of Social Work Examiners go into executive session for the purpose of discussing matters which by law, municipal charter, or ordinance are required to be confidential. Board staff excused for the session. Amber Taylor seconded the motion. Motion passed via unanimous consent.

Off record 11:37 am
Return to record at 11:42 am

On a motion duly made by Stacey Stone, seconded by Amber Taylor, via roll call vote, it was RESOLVED to approve the version of the disciplinary matrix as discussed as a final version to be used as a guideline as presented. Motion passed;

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee	x			
Amber Taylor	X			
Sharon Woodward	X			
Stacey Stone	X			

Division staff is directed to provide this final version to investigative staff and post to the program web page for public access.

Stefanie is adding this to the task list to have this posted to the website. A copy will be sent to Jenny and Jasmine. Board members must stick to this guideline, and if not, it must be explained in the review worksheet to investigators.

Agenda Item - Board Member Updates/ASWB New Board Member Training

Ann Applebee, chair shared information she learned from the ASWB training. The Board carries out the intent of the legislature.

Items we can look at as a Board:

Frequency and length of our meetings. Do we need to change length, location, etc.

Question asked if minutes can just be recordings. Answer: Minutes are condensed. We need written motions for regulations changes for various items. Anyone can request the full recording of the meetings.

What are we looking at when we ask about good moral character. Moral character includes criminal history, finances, child support, alimony, and professional licensure issues.

198 How do we as a Board know of legislation changes that affect our program? What is the role of the Board with
 199 legislatures? Licensing examiners get notification of legislative changes that affect the program, and the licensing
 200 examiner informs the board. If the Board wants to make a statutory change, at that point, the Board will reach out
 201 to legislators to get a bill started to make the change.
 202

203 Sylvan Robb, division director and Glenn Saviers, deputy director will let the Board know if a statutory change is
 204 happening.

205 What about our visibility with the legislature? Do we want to visit the legislature during a meeting we have in
 206 Juneau? Do we want to reach out to the legislature more?
 207

208 What do we do with expired and lapsed licenses? We don't publish that information, but you can search for any
 209 licensee on our website and see the status of their license.
 210

211 One point made was the litigiousness of today's society. Are we functioning in the principal scope of the board,
 212 and are we acting in good faith? If we keep that in mind, we can keep ourselves safe.
 213

214 Do we have a mission statement? No, we do not. Other boards do. Sara Chambers sent a previous email asking if
 215 Boards would like to create mission statements. Is this something we would like to think about and do?
 216

217 We need to think about any potential statute changes that we would like to make for 2024 legislative session.
 218

219 When we look at the budget do we want to budget for all meetings to be in-person? Audit meetings are usually
 220 in-person. Board may be able to get a couple of in-person meetings approved. It might be nice to meet in-person
 221 a couple times of the year. Per statute, the board is required to have two meeting per year, and may hold
 222 additional meetings at the call of the chair or a majority of the Board.
 223

224 We tend to have quarterly meetings to keep up with everything. Meetings need to be public noticed a month in
 225 advance. Stefanie recommended one 2-day meeting a year in the fall. One suggestion was to have two meetings
 226 that are two days, and then the other meetings to be one day, but keep meeting quarterly.
 227

228 What does the Board think about the Right Touch Project? Do we want to do a deep dive into our statutes and
 229 regulations. At some, point it will be a good idea to look at statutes and regulations. We could possibly look at it
 230 individually and then come together as a Board.
 231

232 The previous board started the Right Touch Project. Some of their thoughts were shared in February and March of
 233 2022 minutes. There is a starting point to look at past Board notes. It was recommended to the Board to look at
 234 2019 and early 2022 Board minutes when Right Touch first was done.
 235

236 Off record 12:05 pm - Lunch
 237 Return to record at 1:00 pm
 238

239 **Agenda Item - Old Business/Position Statement Update/Exams with Renee Carbajal, Program Coordinator II**
 240 The board is welcome to adopt a position statement for exams; however, position statements do not carry any
 241 legal authority. Your statute/regulation stipulates that applicants must take the ASWB exam, and until your
 242 statute/regulations are changed, applicants will need to complete the ASWB exam. If an applicant's state doesn't
 243 require the ASWB, we need something to allow the Board to accept a different exam. The position statement can
 244 clarify the boards' opinion while trying to get the statutes and regulations changed. This has been approved by
 245 the Board previously to be posted on the website. Stefanie is adding this to the task list to post to the website.

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Agenda Item - Old Business/ Regulations Approval Update – 12 AAC 18.112; 12 AAC 18.210; 12 AAC 18.990 with Division Regulations Specialist(s)

Law is sending paperwork over to the office of the Lt. governor for filing. By the end of June, we should have an effective date for the regulations. Stefanie to provide the email regarding this to the Board.

Agenda Item - Old Business Delegatory Authority Response/with Renee Carbajal, Program Coordinator II

The board asked if they could delegate authority to staff to issue permanent licenses. Your statute 08.95.030 specifically requires the Board to issue the license. If you want staff to issue licenses, you will need to change the statute.

Agenda Item - New Business/Transition of License Examiner with Stefanie Davis

Stefanie is transitioning out of the licensing examiner position and into her new role with the state as a regulations specialist. Stefanie is already in the regulations specialist role and has been helping Jeanne and Marlo with questions about social work. The new licensing examiner for social work will start Monday. The new staff person will gradually be introduced to the program. We just want you to know that you have support until the new person is up and running. The chair wished Stefanie well in her new role and thanked her for her time with the social work program.

Agenda Item - New Business/Annual Report -Assign Tasks

This annual report will be for fiscal year 2024. The licensing examiner will format the information into the template so the Board can send information in a word document. Tasks were assigned to Board members.

Stefanie shared a prior annual report, so Board members know what is expected on the report. In-person meetings must be included on this report. ASWB meetings should be included. Board members were assigned tasks to complete for the Annual report.

- Narrative Statement – Sharon Woodward
- Budget Recommendations – Ann Applebee
- Legislative Recommendations – Amber Taylor/Sharon Woodward
- Regulations Recommendations – Stacey Stone/Ann Applebee
- Goals and Objectives – Ann Applebee

June 30th is the deadline. Get information for annual report to staff by June 12th. Have report in On-Board by the 19th-22nd. Board to vote on the annual report within 48 hours of upload to On-Board. After final vote, annual report goes to the publication’s specialist.

Agenda Item - Administrative Business/Correspondence

An email was received from an LCSW applicant in Wasilla. She wants an associate social worker license. This would be a statute change. If the Board wants to make this change, this item can be added to the annual report.

Let’s look at Washington’s associate social worker status. Board decided to research this for more information.

Ask the individual who sent the email to put together a presentation to give to the Board on this subject. Staff should reach out to the individual.

292 This next piece of correspondence is a “for your information” piece. Sara Chambers wanted this passed onto the
293 Board. ASWB is accepting proposals for research relating to occupational and professional regulation with
294 emphasis on social work regulatory best practices. This is due May 31st to ASWB if the Board is interested.

295 **Agenda Item -Administrative Business/ASWB Delegate Meeting Update**

296 Amber Taylor is attending the online new board member training meeting June 8-9. Stacey plans to attend the
297 September 28- 30 new board member training in Washington DC.

298
299 The travel request will need to be completed once the information is on ASWB’s website. The meeting is
300 November 3-4 in Memphis. We need a primary delegate for this.

301
302 Ann Applebee should be able to go as the primary delegate, and Stacey Stone will serve as the alternate.

303
304 **Agenda Item - Administrative Business/Schedule Future Meetings**

305 A Board meeting was scheduled to take place December 11-12, in Anchorage. This meeting will be an in-person
306 meeting. We will cover Right Touch Project information as this meeting. The travel request will need to be placed
307 mid-July to gain approval.

308
309 **Agenda Item - Administrative Business/Review Minutes – March 6-7, 2023**

310 In a motion duly made by Sharon Woodward, seconded by Amber Taylor with unanimous consent, it was
311 RESOLVED to approve the meeting minutes from March 6-7, 2023, as presented. Motion passed;
312

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee	x			
Amber Taylor	X			
Sharon Woodward	X			
Stacey Stone			X	

313
314 Having concluded all scheduled business, Chair Applebee adjourned the meeting.

315
316 Off record at 2:28 pm.

317
318 Respectfully Submitted,

319 DocuSigned by:

320 *Jeanne Pace*

321 ED1A0275FC05458...

322 Jeanne Pace, Program Coordinator I

9/13/2023

Date

323 DocuSigned by:

324 *Ann Applebee*

325 F05F5CE773C2495...

326 Ann Applebee, Board Chair

9/12/2023

Date