

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

**BOARD OF SOCIAL WORK LICENSE EXAMINERS**  
**Minutes of the meeting May 13, 2024**

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 6, the scheduled meeting of the Board of Social Work Examiners originated via Zoom.

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

The Chair brought the meeting to order at 9:04am

On record: 9:04am

**Board Members Present Constituting a Quorum**

Ann Applebee, Chair, LCSW

Anne Wells

Stacey Stone

Sharon Woodward

Amber Taylor

**Board Members Absent**

None

**Staff Members Present**

Alyssa Castles, Occupational License Examiner

Jeanne Pace, Program Coordinator I

Amberly Northcutt, Occupational License Examiner

**Members of the Public Present**

None

**Agenda Item – Review/Approve Agenda**

Stacey requested to add an agenda item: application process and review. Board chair affirmed.

In a motion duly made by Sharon, seconded by Amber with unanimous consent, it was resolved to approve the May 13, 2024, agenda with addition of application process discussion.

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee, Chair	X			
Stacy Stone	X			
Amber Taylor	X			
Anne Wells	X			
Sharon Woodward	X			

**Agenda Item – Ethics Disclosures**

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

#### **Agenda Item – Annual Report (Alyssa Castles)**

Alyssa read an excerpt from March’s meeting minutes. Ann, Board Chair, led a discussion to collect information for the annual report. Board Chair to compile notes from discussion and forward to Alyssa. Alyssa will post the draft of the Annual Report to OnBoard for voting.

Sharon announced her retirement and decision to resign from the board.

#### **Agenda Item – Old Business**

##### **a. Regulation Project Update (Ann Applebee, Chair)**

- a. Department of Law had questions for the regulation specialist (Stefanie) and the board chair; chair submitted clarifications through the regulation specialist.

##### **b. CEU Log Posted to Website (Alyssa Castles)**

- a. Alyssa is working with Publications to create a single CEU log for initial application and renewal. Board Chair requested renewal log only, if possible.
- b. Jeanne mentioned that the CEU log for renewal is available on the website, embedded in the renewal form.

#### **Agenda Item – Public Comment**

Seth McMillan entered the meeting and requested time for public comment. Chair allowed public comment until 9:40am.

Seth McMillan presented a public comment regarding a complaint submitted in 2022.

Chair thanked public member for comment and informed him that no comments can be made regarding ongoing investigations.

#### **Agenda Item - Division Report (Melissa Dumas)**

##### **a. Quarterly Report FY2024**

Melissa presented the 3<sup>rd</sup> quarter FY2024 report. These reports are available to the public on our webpage under CBPL Quick Links: Division Reports.

Ann requested further detail regarding charges from the Department of Law, specifically regarding review of proposed regulations changes. Melissa highlighted that Dept. of Law charges are coded “3088,” and at this time, all 3088 codes within CSW are attributed to investigations.

Off the record: 9:53am

On the record: 10:00am

#### **Agenda Item – Investigations (Jasmin Bautista)**

- a. **Investigative Report:** Jasmin reviewed the investigation period from 02/27/24-04/26/24. This period has 6 open cases, and 4 cases closed this period.

Ann requested investigation total FY24 (July 1, 2023-present) for the annual report. Jasmin will email Alyssa.

#### **Agenda Item – New Business**

- a. **Application Process Discussion:** Stacey presented concerns about the irregularity of OnBoard applications. She and other board members reported getting unpredictable OnBoard

89 emails/additions. Jeanne clarified the intent for application batches to open every other  
90 Friday at noon. Ballots are open for two weeks (closing at noon on Friday). Board affirmed  
91 every other Friday at noon as procedure moving forward.  
92  
93

94 **Agenda Item – Guide to Excellence in Regulation Conversation**

95 Board members discussed what’s going well and what could be improved.  
96

97 Anne asked about the process for filling board vacancies. Jeanne informed the board that CBPL Boards  
98 and Commissions is actively seeking recruits for being on the board. Anyone interested should contact  
99 Boards and Commissions.  
100

101 **Agenda Item – Application Review (Ann Applebee, Chair)**

102  
103 **In a motion duly made by Amber Taylor, seconded by Anne Wells with unanimous consent, it was**  
104 **resolved to move to executive session to review applications.**

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee, Chair	X			
Stacy Stone	X			
Amber Taylor	X			
Anne Wells	X			
Sharon Woodward	X			

105  
106 Off record 10:29am

107 On record 11:50am  
108

109 **In a motion duly made by Stacey, seconded by Ann Wells with unanimous consent, it was resolved to**  
110 **approve application 210462 pending payment of licensure fees.**

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee, Chair	X			
Stacy Stone	X			
Amber Taylor	X			
Anne Wells	X			
Sharon Woodward	X			

111  
112 Board chair requested an update on supervision forms. Alyssa informed the board that supervision forms  
113 have been added to the Publications queue, but no estimated date of completion is available. Ann asked  
114 about expediency, since the form will bring us into compliance with Regulation 12 AAC 18.115(c). Alyssa  
115 will present this request to higher ups.  
116

117 **Next Meeting: September 30-October 1, 2024.**  
118

119 **Agenda Item - Adjourn**

120 **In a motion duly made by Stacey Stone, seconded by Sharon Woodward with unanimous consent, it was**  
121 **resolved to adjourn the meeting at 12:00pm.**

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee, Chair	X			

<b>Stacy Stone</b>	X			
<b>Amber Taylor</b>	X			
<b>Anne Wells</b>	X			
<b>Sharon Woodward</b>	X			

Date final minutes approved by the board: <input type="checkbox"/> Board Meeting <input checked="" type="checkbox"/> Onboard	05/31/2024
---	------------