

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 December 09, 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 9:00am

On record: 9:00am

**Board Members Present Constituting a Quorum**

Ann Applebee, Chair

Amber Taylor

Anne Wells

**Board Members Absent**

Stacy Stone

**Staff Members Present**

Alyssa Castles, Occupational Licensing Examiner 3

Amberly Northcutt, Occupational Licensing Examiner 3

Jeanne Pace, Program Coordinator 1

Jenni Summers, Investigator 3

Melissa Dumas, Administrative Operations Manager 1

**Members of the Public Present**

Kaytlin Crawford

**Agenda Item – Ethics Disclosures**

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

**Agenda Item – Review/Approve Agenda**

In a motion duly made by Ann Wells, seconded by Amber Taylor with unanimous consent, it was resolved to approve the 12/09/24 agenda as presented.

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee, Chair	X			
Amber Taylor	X			
Anne Wells	X			

**Agenda Item – Public Comment**

No public comment

**Agenda Item – New Business**

**ASWB Delegate Assembly - Anne Wells** – Reviewed highlights from the delegate assembly training Ms. Wells attended.

**Agenda Item – Division Report**

**a. FY24Q4 – Melissa Dumas** – Reviewed the FY2024 report and fielded board questions.

**Agenda Item – Investigations**

**a. Investigative Report – Jenni Summers** – Reviewed the latest report and fielded board questions.

**Agenda Item – New Business**

**Annual Report** – Board updated the FY25 annual report.

Off Record – 9:43am

On Record – 10:00am

**Agenda Item – Statute and Regulation**

**a. Project Updates** – No updates regarding supervisor certificate statute project.

**b. Regulation Review – Alyssa Castles** – Reviewed the board commission handbook from Sara Chambers and presented the Right Touch Regulation Worksheet using the example of unlicensed master level social workers performing clinical services to gain hours toward LCSW. Board chair assigned all board members to complete the worksheet regarding the supervisor certificate statute project to bring to the next meeting.

**Agenda Item – New Business**

**A. Board Chair Discussion – Ann Applebee, Chair** – announced her resignation from the board, effective when her term ends in March of 2025. Board Chair called for nominations for board chair to be sent to Alyssa. Alyssa reported that more nominations were for Anne Wells. Board Chair called for an election for board chair of the majoritively nominated, Anne Wells. Amber Taylor votes no, Anne Wells voted yes, and Ann Applebee voted yes. Anne Wells is elected board chair effective at the end of the board meeting.

**Agenda Item – Adjourn**

**In a motion duly made by Anne Wells, seconded by Amber Taylor with unanimous consent, it was resolved to adjourn the meeting at 11:12 am.**

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee, Chair	X			
Amber Taylor	X			
Anne Wells	X			

Date final minutes approved by the board: January 10, 2025

☐ Board Meeting    ☒ Onboard