

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

Alaska State Board of Social Work Examiners  
June 2<sup>nd</sup>, 2017

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 June 2<sup>nd</sup>, 2017 via teleconference.

Friday June 2<sup>nd</sup>, 2017

**Agenda item #1**                      **Call to order**

This meeting was called to order by Chairperson Danielle LaFon at 8:40 a.m.

**Roll call:**

Danielle LaFon, Chairperson

Angie Christiansen

Laura Thiesen

Rachel Olson – Arrived at 8:42 a.m.

**Board staff:**

Chelsea S Childress, Licensing Examiner

**Agenda Item #2**                      **Review Agenda**

No changes or revisions were noted.

*A motion duly made by Ms. Laura Thiesen, seconded by Ms. Angie Christiansen, and approved by unanimous consent, was:*

*Resolved to approve the agenda as presented.*

**Agenda item #3**                      **Administrative Business**

**Ethics report:**

There were no ethics conflicts to report.

**Review Meeting Minutes:**

The Board reviewed the drafted minutes presented in the Board Book and noted minor corrections to the minutes. The noted revisions were in regards to punctuation, spelling, and verbiage used.

*A motion duly made by Ms. Laura Thiesen, seconded by Ms. Angie Christiansen, and approved by unanimous consent, was:*

*Resolved to accept the May 23<sup>rd</sup>, 2017 minutes as amended.*

49 Ms. Childress shall mail the revised final minutes to Chairperson Danielle LaFon to sign and return. Upon receipt of the  
50 signed minutes, Ms. Childress will post them to the State of Alaska Board of Social Work Examiners webpage.  
51

52

53 **Correspondence:**

54

55 Ms. Childress presented a question regarding ICWA courses and obtaining Alaska Native credit for CEU's. The Board  
56 noted the ICWA is a federal law that seeks to keep American Indian children with American Indian/Alaska Native  
57 families. ICWA is not solely specific to Native populations in Alaska, but rather Indian/Native populations throughout  
58 the United States. If there is correlation to Alaska Natives in the title of the course and the specific credit claimed on the  
59 certificate of completion notes Alaska Native credit, then the course would be acceptable for Alaska Native credit. For  
60 example, an approved course would be *ICWA related to Alaska Natives*. Another example, a course titled *Basic ICWA*  
61 would be considered cross-cultural only, not cross-cultural related to Alaska Natives.  
62

63

64 Ms. Childress presented a question regarding corrections to reference and supervision verification forms. The Board  
65 determined that revisions made to notarized documents that are re-submitted are not acceptable, as they eliminate the  
66 validity of the notary. Any email corrections received in our office directly from the primary source are acceptable.  
67

68

69

70 **Liaison and Conference Report:**

71

72 Ms. LaFon noted she presented to a couple classes this spring, but classes are not currently in session. Hopefully more  
73 opportunities to present will arise this fall.

74

75 Ms. Thiesen noted she attempted to reach the NASW-AK without success. Ms. Thiesen noted she would try calling the  
76 Missouri chapter; since they are currently sending out information for a conference they may be easier to reach.  
77

78

79 **Agenda item #6** **New Business**

80

81 **Annual Report:**

82

83 The Board reviewed the drafted report for 2017. Revisions were made to meeting dates, locations and allowed  
84 staff/board attendance. Licensing Examiner Chelsea Childress will make the appropriate revisions to the drafted minutes  
85 and forward to the Board accordingly. After board review and approval of the revised document, the report will be  
86 complete.  
87

88

89 **Vacant Seat Discussion:**

90 Licensing Examiner Chelsea Childress provided email correspondence from the Governor's Office, noting difficulties  
91 filling the current vacancy on the Board. One of the difficulties being due to the statutory language outlined in AS  
92 08.95.010(a).  
93

94

95 **Sec. 08.95.010. Creation and membership of the board.** (a) There is created the Board of Social Work Examiners composed of five  
96 members, as follows: one member licensed under this chapter as a baccalaureate social worker; one member licensed under this  
97 chapter as a master social worker; two members licensed under this chapter as clinical social workers; and one public member who  
98 has never been licensed under this chapter. *At least one of the licensed members must be a person who is not an employee of a federal,  
state, or local government or of a private nonprofit organization that is exempt from federal income tax.*

(b) Members of the board shall elect a member of the board as chair. The chair serves for a term of one year.

99

100 Ms. Thiesen suggested sending a letter to eligible LCSW's including an application to apply for the vacant position. Ms.  
101 Thiesen also noted seeing a list of applicable individuals online, and that she will forward the list to Ms. Childress.  
102

103

99 Ms. Childress will work on drafting a letter to these individuals and will forward to the Board for review prior to mailing out the correspondence. Included in the letter will be an application to apply for a board appointment.

102 Ms. Thiesen inquired about having a previous member reappointed – Marilyn Kerr. Ms. Thiesen noted she is not  
103 employed, and may have time to fill the vacancy. Ms. Childress noted the requirements are for an individual that is  
104 employed – if an individual isn't currently employed, whether they be retired or independently practicing, would they  
105 meet this requirement?

106  
107 Ms. Childress will research this possibility further and present her discoveries to the Board.

108  
109 Break at 9:42AM

110 Return from break at 9:46AM

111  
112  
113 Agenda Item #4 Investigative report

114  
115 The Board was joined by Investigators Sonia Lipker and Jeanette Akers, and Sr. Investigator Al Kennedy at 9:47AM.

116  
117 Inv. Lipker noted there are changes to investigator assignments and Investigator Akers will be taking over the Social  
118 Work Board.

119  
120 Inv. Akers reviewed the investigative report for the period of February 16, 2017 through May 16, 2017. The Division  
121 opened zero (0) matters and closed one (1) matter; three (3) matters remain ongoing and under review. The  
122 probationary portion remains unchanged with two (2) cases to report; one in compliance and one on hold.

123  
124  
125 Agenda item #5 Division update

126  
127 The Board was joined by Administrative Officer Martha Hewlett at 10AM.

128  
129 Ms. Hewlett went over the FY17 Quarter 3 financial report. The report noted a surplus of \$112,414.00 – which is  
130 supposed to cover the Boards expenses through the biennial cycle (07/01/2016 - 06/30/2018).

131  
132 Ms. LaFon inquired about the 2000 series listed on the Expense Report, and if 'out-state employee' also covers out of  
133 state board member expenses. Ms. Hewlett explained that the board member expenses would be listed as 'out-state  
134 board member' vs. 'out-state employee'. Ms. Thiesen inquired about the current 'out-state employee' expense listed on  
135 the Expense Report. Ms. Hewlett and Ms. Childress explained that this expense was for uncovered expenses related to  
136 the Association of Social Work Boards (ASWB) conference travel. Ms. Childress explained that due to a clerical error  
137 funds were not reimbursed because the necessary documentation had not been submitted in time to meet the  
138 reimbursement deadline. Ms. Hewlett advised the board that additional training had since been provided to licensing  
139 examiners to prevent these types of errors in the future. Ms. LaFon requested transparency from the board's licensing  
140 examiner and the Division and that the board be notified of these errors in the future.

141  
142 Ms. LaFon inquired about the Overtime expense listed under the 1000 series, brought up at the March 2017 meeting,  
143 and if this error had been corrected yet. Ms. Hewlett explained that the process for allocating overtime is division-wide  
144 and has proven to be the most effective means for allocating overtime expense. Since multiple programs were reported  
145 on the pay period, the overtime expense is divided between the reported programs on the timesheet. If multiple  
146 programs are being worked, it is not fair for one program to pay overtime to complete administrative tasks because a  
147 greater portion of the work week's hours were dedicated to another board. The same would occur if the roles were  
148 reversed – if 25 hours of the 37.5 hour work week was dedicated to Medical, it wouldn't be fair for Social Work to pay

149 overtime to complete administrative tasks when they were originally were only dedicated 12.5 hours. Ms. Hewlett noted  
150 she would be happy to forward any suggestions for consideration. Ms. Hewlett further explained that in this case Ms.  
151 Childress had been approved overtime to complete tasks associated with the Medical Board, however because Ms.  
152 Childress had spent more of her regular hours working on the Social Work Board then the overtime charges were  
153 allocated to reflect the time spent on both boards. Ms. Thiesen requested that the Board's be notified when overtime is  
154 approved.

155  
156 Ms. LaFon inquired about personal leave taken and how leave is allocated to licensing programs. Ms. Hewlett explained  
157 that it is the same as the overtime allocation; if the timesheet reflected the time worked as 50% Social Work, 40%  
158 Medical, and 10% as 'personal leave', then the 10% would be divided between the Boards in accordance with the time  
159 reflected (50% CSW and 40% MED).

160  
161 Ms. Hewlett reported that she took notes on the inquiries and comments and will forward these to the division director.

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163  
164 Break at 10:39AM

165 Return from break at 10:46AM

166  
167  
168 Agenda item #7 Old Business

169 Statutes and Regulations Discussion:

170 The Board reviewed the documentation presented by Ms. Childress regarding the Audit for Initial Teletherapy Training.  
171 It was determined that the Board has authority to audit continuing education activities under Centralized Statutes and  
172 Regulations - 12 AAC 02.960. Ms. Childress developed language to the previous regulations draft for *Eligibility to Practice*  
173 *Teletherapy* requesting certificates of completion be enclosed with the application.

174  
175 The Board provided a few corrections to punctuation, grammar, etc., and determined they agree with the draft provided  
176 by Ms. Childress.

177  
178 Ms. Christiansen noted an issue with the draft for *Limitations for Teletherapy Practice* and that not all agencies have  
179 appropriate individuals available for supervision. Similar to those individuals obtaining clinical supervision, there should  
180 be an option to request alternate supervision. Ms. Childress noted the language outlined in 12 AAC 18.115(e) could be  
181 modified to apply to teletherapy. Ms. Childress will add language to the draft and forward to the Board for review.

182  
183 Ms. LaFon asked Ms. Childress the deadline for drafting regulations, and Ms. Childress noted July 1<sup>st</sup>, 2017 was initially  
184 the hopeful deadline.

185  
186 Ms. LaFon noted the specific language under the drafted regulation *Standards for Technology* may not be the most  
187 efficient language in the long run. The Board may incur extra expenses and time spent in the future if ASWB revises their  
188 model. By noting specific pages and the dates published, the Board would have to amend the regulation every time the  
189 ASWB makes revisions. The Board decided to remove the language including page numbers and publish dates from the  
190 draft for *Standards for Technology*.

191  
192 Ms. Christiansen asked if there would be an extra fee for the teletherapy endorsement. Ms. Christiansen noted some  
193 employers would pay for the employees to receive this endorsement so there wouldn't necessarily be any extra barriers  
194 for the licensees. The Board agreed upon the idea of implementing fees for the teletherapy endorsement. The Board  
195 reviewed the existing fees and determined that the fees for teletherapy endorsement would resemble the temporary  
196 license fee - a total of \$175, including a \$75 application fee and a \$100 endorsement fee.

197

Break for lunch at 11:26 AM  
Back on record at 12:41 PM

200

201

202 Agenda item #9 Application review

203 Upon return from lunch, the Board began application review.

204

205 The Board discussed the supervision request submitted for review requesting alternate supervision by a Licensed  
206 Professional Counselor. The approved supervisors include Licensed Clinical Social Workers, Psychologists and  
207 Psychiatrists. Ms. LaFon noted she would prefer to see in-house supervision and approve an alternate supervisor vs. in-  
208 person distance supervision completed outside the place of employment by an approved supervisor. An individual  
209 providing supervision in-house would know the supervisee's duties and job assignments, and has existing familiarity with  
210 their place of employment. Ms. Christiansen noted she would prefer to see in-person distance supervision if the  
211 supervisor meets the qualifications outlined in 12 AAC 18.115(a)(2). Ms. Thiesen researched the place of employment  
212 online and came across a staff list showing appropriate supervisors in-house. While some members approved the  
213 request, a quorum was not reached - Ms. Thiesen noted she was on the fence and needed further clarification. Ms.  
214 LaFon cited 12 AAC 18.115(e)(1) and (2) as the authority provided to the Board to accept an alternative plan of  
215 supervision. The Board agreed to request additional information to seek clarification of the resources at the agency and  
216 within the community that may or may not be available to the supervisee to satisfy the requirement under 12 AAC  
217 18.115(e)(1) and (2); specifically "for good cause shown to the board's satisfaction, the board will accept an alternate  
218 plan of supervision."

219

220

221 Agenda Item #8 Public Comments

222 1:02 PM -- No public comments.

224

225 Agenda item #9 Application review

226 With no persons present for public comment, the Board continued with application review.

227

228 Ms. Christiansen asked the Board if it would be appropriate to receive a professional reference from someone you are  
229 currently supervising or have previously supervised. The Board determined that, while there may be concern for  
230 coercion due to the power differential in the relationship, they have to accept the reference if it meets the requirements  
231 outlined in 12 AAC 18.130 – specifically 12 AAC 18.130(b)(1).

232

233 **12 AAC 18.130. PROFESSIONAL REFERENCES.** (a) Except for references from current or former employers required under AS  
234 08.95.110 or AS 08.95.120, an applicant for licensure under this chapter must submit references that meet the requirements in(b) of  
235 this section.

236 (b) *A letter of professional reference required for licensure under this chapter will be considered by the board only if the person*  
237 *providing the reference is a*

238 (1) *master's or doctorate degree social worker;*

239 (2) *licensed psychological associate, clinical psychologist, or physician specializing in psychiatry;*

240 (3) *repealed 10/14/99;*

241 (4) *licensed medical or osteopathic physician;*

242 (5) *licensed advanced nurse practitioner with a specialty area of practice in mental health;*

243 (6) *licensed registered nurse with a master's degree in psychiatric nursing;*

244 (7) *licensed marriage and family therapist; or*

246 (8) licensed professional counselor.

247  
248 The Board entered executive session at 3:33PM  
249 The Board exited executive session at 3:42PM

250  
251 Ms. Christiansen notified the Board of having to exit the meeting early due to a family emergency. Ms. Christiansen  
252 exited the meeting at 4:00 PM. Since the Board was still able to reach a quorum after Ms. Christiansen exited, they  
253 decided to continue with application review.

254  
255 Licensing Examiner Ms. Childress called for the votes to be tallied to stay on schedule with the agenda. Ms. Childress  
256 forwarded the list of applications where a quorum had been reached to the Board via email. Due to the unexpected  
257 absence, 8 of the 36 applications were approved.

258  
259 Ms. Childress will obtain Ms. Christiansen's votes via email and will notify the Board of applications that still need  
260 approval.

261  
~~262~~  
263  
264 *Upon a motion duly made by Ms. Olson and seconded by Ms. Thiesen, and approved by unanimous consent, it was:*

265  
266 *RESOLVED to approve the following applications for licensure in Alaska:*

267  
268  
CEU Providers  
Mothers, Infants and Families – AK Regional Hospital, submitted by Kathleen Leonard  
Erik Erikson's Psycho-Social – Emoria Regional Organization, submitted by Ann Olson  
LGBTQ Competency – Changing Tides LLC, submitted by Dr. Tracy Wiese  
Child Adolescent and Family Behavioral Health Conference & Early Child Mental Health Institute – Division of Behavioral  
Health, submitted by Kacea Bjork

Audits  
Ann Olson  
Chini Sun-Ramsey  
Sherry Byers

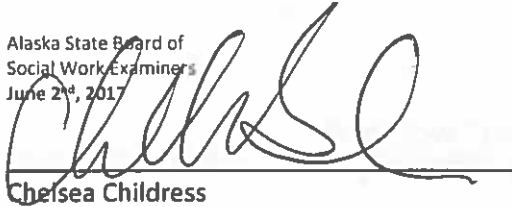
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270  
271 *Upon a motion duly made by Ms. Thiesen and seconded by Ms. Olson, and approved by unanimous consent, it was:*

272  
273 *RESOLVED to adjourn the Alaska State Board of Social Work Examiners.*

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276 Adjourned at 4:43 PM

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283 Respectfully Submitted By:

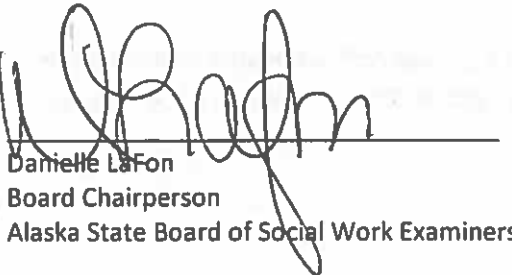
284  
285



12/13/2018

Date

Chelsea Childress  
Occupational Licensing Examiner  
State of Alaska, CCED



12/10/2018

Date

Danielle LaFon  
Board Chairperson  
Alaska State Board of Social Work Examiners