

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

Alaska State Board of Social Work Examiners
September 13-14, 2018

Written meeting minutes only reflects a brief overview of the business conducted during the boards meeting. For a more detailed account, please request a copy of the meeting recording.

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 September 13-14, 2018 at the Department of Transportation Building, 2720 Pickett Road, ROW Conference Room, Fairbanks, AK 99701.

Thursday, September 13, 2018

Agenda item #1 Call to order/Roll Call

This meeting was called to order by Acting Chairperson Angela Christiansen at 8:45 AM.

Board Members present, constituting a quorum:

Danielle LaFon, LBSW, Chairperson - Arrived at 11:10 AM.

Angela Christiansen, LCSW, Vice-Chairperson

Geoffry McCormick, LMSW

Rachel Olson, Public Member

Board Members absent:

Lisa Hay, LCSW

Division Staff present were:

Chelsea S Childress, Records and Licensing Supervisor

Agenda Item #2 Review Agenda

The board reviewed their meeting agenda. The board had no revisions or suggestions for the agenda presented.

A motion duly made by Mr. Geoffry McCormick, seconded by Ms. Rachel Olson, and approved by unanimous consent, was:

Resolved to approve the agenda as presented.

Agenda Item #3 Ethics report

There were no ethics conflicts to report.

Agenda Item #4 OnBoard

Ms. Christiansen noted a delay in the list of actions appearing in OnBoard.

Mr. McCormick mentioned frustration that anytime you want to vote as anything but 'yes', you have to send an email because you can't add a comment to the vote through OnBoard.

Ms. Childress mentioned the reason the comments have been disabled from OnBoard is because there could be violation of public process for an open meeting in accordance with open meetings act if board members reply to other board member comments.

Ms. Childress reminded Ms. Olson of the Chair's request during the previous board meeting to limit distractions during board meetings and asked Ms. Olson to put her cell phone away.

Mr. McCormick confirmed no comments allowed because possible violation of open meetings act

Ms. Christiansen noted she enjoys the table of contents being hyperlinked. Ms. Christiansen added that is one of the nice things about going electronic - the board book is cleaner and there is less paper.

Agenda Item #5 Review Minutes

The board reviewed the meeting minutes drafted from the board meeting held June 15, 2018.

Mr. McCormick mentioned a typo in the salutation under Agenda Item #2 on page 1; "MS." should be "Mr."

Ms. Olson mentioned her last name was misspelled on page 6.

TASK – Ms. Childress ensure all names in minutes from 6/15/18 are spelled correctly

Mr. McCormick asked if minutes could be sent prior to the subsequent meeting. Mr. McCormick suggested sending the drafted minutes to the entire board after having board chair conduct initial review. Mr. McCormick added that the board's memory would be better if reviewing closer to when meeting occurred

A motion duly made by Mr. Geoffry McCormick, seconded by Ms. Rachel Olson, and approved by unanimous consent, was:

Resolved to approve the June 15, 2018 meeting minutes as presented.

Agenda Item #9 Application Review

Ms. Christiansen mentioned concerns with a supervision request on the list. Ms. Christiansen noted clinical supervision is different than receiving MSW supervision for program practicums, and that there must be an LCSW or other approved supervisor present - two MSW's working together does not constitute as clinical supervision. Ms. Christiansen added that individual has multiple options; she can request distance supervision with an LCSW in Fairbanks outside of her association, etc.

Mr. McCormick and Ms. Olson noted their agreement with Ms. Christiansen.

A motion duly made by Ms. Rachel Olson, seconded by Mr. Geoffry McCormick, and approved by unanimous consent, was:

Resolved to deny the Alternate supervision request by Margaret Kugzruk 12 AAC 18.115 (d) and (e).

Ms. Christiansen presented a question regarding the Continuing Education Provider Approval Form submitted by AWARE. AWARE requested 30 CE's for a 10-day course, but Continuing Education Provider Approvals can only be approved for up to 15 CE's in accordance with 12 AAC 18.220(b)(7). AWARE could break the course into 2 different requests (including 5 days on each request for 15 CE's each).

Ms. Christiansen pointed out a spelling error on Continuing Education Provider Approval check sheet – it should say "\$25 Resubmittal Fee"

Ms. Christiansen pointed out an error with the late renewal submitted by Patty McMillin, and that only 3 hours of cross-cultural education related to Alaska Natives were obtained, but 6 hours are required in accordance with 12 AAC 18.210(a)(3).

Ms. Christiansen asked a question regarding the 2018 Audits - if selected for the audit as a licensee, when would they be notified?

Ms. Childress provided a detailed explanation of the audit process to the board. The audit is a random, computer generated list of licensees. The list is generated approximately 90 days prior to license expiration dates (or before the renewal is provided to the public – whichever is earlier). Approximately 30-60 days after license expiration date, a mass status change is completed for the individuals that did not renew their license, and those individuals removed from the audit list. The audit notices are mailed to the individuals remaining on the list that have successfully renewed their license. A list of individuals that did not renew is retained as they will be required to satisfy the audit requirements if they renew their license the future.

Agenda Item #6 Investigative Report

Autumn Roark joined the meeting at 9:48 AM.

During the period of May 23, 2018 through August 31, 2018, there were 3 (3) matters opened and two (2) matters closed. Four (4) matters remain ongoing and under active investigation.

The board had no questions for Ms. Roark.

Autumn Roark exited the meeting at 9:53 AM.

With time remaining on the agenda before lunch, the board continued with application review.

Break at 11:03 AM

Chairperson Danielle LaFon joined the meeting at 11:10 AM.

Return from break at 11:23 AM

Ms. Childress conducted a roll-call upon return to the meeting.

Board Members present, constituting a quorum:

Danielle LaFon, LBSW, Chairperson

Angela Christiansen, LCSW, Vice-Chairperson

Geoffry McCormick, LMSW

Rachel Olson, Public Member

Board Members absent:

Lisa Hay, LCSW

Division Staff present were:

Chelsea S Childress, Records and Licensing Supervisor

Being ahead of schedule, the board continued with application review upon return from break

Agenda Item #7 Lunch Break

The board left for lunch at 12:30 PM

The board returned from lunch at 1:30 PM

Agenda Item #8 Public Comment

Public comment period opened at 1:30 PM.

No persons present for public comment.

Public comment period closed at 1:33 PM.

Agenda Item #9 Application Review

The board continued with application review.

Ms. LaFon pointed out the wall certificate issue, the delay in getting certificates to the licensee's due to the process for obtaining the required signatures. Ms. LaFon suggested the possibility of having the vice-chair signature replaced with the Licensing Examiners' signature. Ms. LaFon clarified that the wall certificates should still require chairperson signature.

TASK – Ms. Childress will see if possible to have vice-chair signature on wall certificates replaced with Licensing Examiners' signature

Ms. LaFon questioned the substance abuse applicability for course titled Addressing Suicidal Thoughts & Behaviors in Substance Abuse Treatment. The board unanimously agreed that the course would be applicable for substance abuse credit.

Upon a motion duly made by Ms. Christiansen, seconded by Mr. McCormick, and approved by unanimous consent, it was:

RESOLVED to approve the following applications for licensure in Alaska:

License Applications

- Cameron Adams
- Jeremiah Raymo
- Jennifer Shields
- Jill Perry
- Maureen Cudahy
- Rachel Darnell-Miller
- Siobhan Gass
- Jaime Browning
- Rheanna Davis
- Linda Thai
- Mindy Saari

CEU Providers

- Southcentral Foundation - Core Concepts #16810
- AKTC - Traditional Health Based Practices #16785
- JYS/JSPC - Suicide Risk Assessment & Intervention #16858
- Turnagain Center - Child Exploitation and Trafficking #16859

Supervision Requests

- Kathryn Bullock, Distance In-Person Supervision
- Misti Musgrave, Distance In-Person Supervision
- Bonita Mohan, Alternate Plan of Supervision

Exam Extensions

- Peter Park

2018 MANDATORY CE AUDITS

Agenda Item #16 Meeting Adjourned

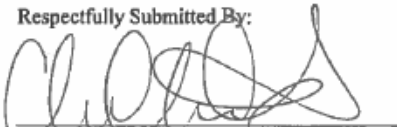
With no further business to discuss, a motion was made to adjourn the meeting.

Upon a motion duly made by Ms. Geoffry McCormick and seconded by Ms. Christiansen, and approved by unanimous consent, it was:

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

Adjourned at 4:57 PM

Respectfully Submitted By:



Chelsea Chidress
Records and Licensing Supervisor
State of Alaska, DCCED

12/19/2018

Date



Danielle LaFon
Board Chairperson
Alaska State Board of Social Work Examiners

12/17/2018

Date

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

Alaska State Board of Social Work Examiners
September 13-14, 2018

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 September 13-14, 2018 at the Department of Transportation Building, 2720 Pickett Road, ROW Conference Room, Fairbanks, AK 99701.

Friday, September 14, 2018

Agenda item #1 Call to order/Roll Call

This meeting was called to order by Chairperson Danielle LaFon at 8:30 AM.

Board Members present, constituting a quorum:

Danielle LaFon, LBSW, Chairperson
Angela Christiansen, LCSW, Vice-Chairperson – Arrived at 8:34 AM
Geoffry McCormick, LMSW
Rachel Olson, Public Member

Board Members absent:

Lisa Hay, LCSW

Division Staff present were:

Chelsea S Childress, Records and Licensing Supervisor

Agenda Item #2 Review Agenda

The board reviewed the meeting agenda.

Ms. Childress mentioned Jun Maiquis provided the drafted regulations for teletherapy returned from AAG office, and proposed adding discussion under new business.

Angela Christiansen joined the meeting at 8:34 AM

The board had no additional revisions or suggestions for the agenda.

A motion duly made by Mr. Geoffry McCormick, seconded by Ms. Rachel Olson, and approved by unanimous consent, was:

Resolved to approve the agenda as amended.

Agenda Item #3 CE Audit Review (7/1/2016 – 6/30/2018)

Ms. Christiansen questioned the applicability of ICWA for Field Instructors as Cross Cultural and Alaska Native CE credit

Ms. LaFon mentioned the discussion with the Department's AAG Joan Wilson during the 2016 biennial renewal. The regulations state "issues related to Alaska Natives" not "issues specific to Alaska Natives" so technically ICWA would be considered applicable for Cross Cultural and Alaska Native CE credit

Agenda Item #4 Lunch Break

The board left for lunch at 11:28 AM PM

The board returned from lunch at 12:16 PM

Ms. Childress conducted a roll-call upon return to the meeting.

Board Members present, constituting a quorum:

Danielle LaFon, LBSW, Chairperson

Angela Christiansen, LCSW, Vice-Chairperson

Geoffry McCormick, LMSW

Rachel Olson, Public Member

Board Members absent:

Lisa Hay, LCSW

Division Staff present were:

Chelsea S Childress, Records and Licensing Supervisor

Ms. LaFon questioned the FASD course being applicable for substance abuse. Ms. LaFon stated the FASD course was not applicable as the course was directed towards individuals born with FASD, not mothers, etc.

Ms. Christiansen commented that FASD is inter-uterus substance abuse, and individuals are learning how to work with individuals that have FASD. If it were a course in working with pregnant moms with FASD would be different, but the child doesn't have the addiction.

Discussion regarding NASW CE certificates lacking specific information for course titles and descriptions as required within 12 AAC 18.200.

Ms. LaFon mentioned that the board may want to caution NASW that future CE's would be denied if they cannot verify that our standards are being met. Ms. LaFon added that it's not fair for licensee's to pay for a course and have NASW not meet our requirements when NASW is approved to offer continuing education in accordance with 12 AAC 18.220. On the other hand, the board can't just accept specific category credits (example, substance abuse) because a course has approval for NASW if the title is not related to substance abuse and there's no justification of substance abuse credit.

The board decided to move on with new business, as there was limited time to complete everything on agenda.

Agenda Item #5 New Business

Proposed Regulations - Board Member Attendance and Meeting Definitions - Excused vs. Unexcused Absence:

The board discussed drafting regulations for board member attendance at board meetings by adding definitions for "excused absence" and "unexcused absence"

Ms. LaFon clarified that, historically, absences were always considered unexcused. The board discussed the parameters for an excused absence. The board determined that providing notification to the division a minimum of 30 days' prior to the board meeting date so not to effect travel or application processing, etc. will be considered an excused absence.

The board discussed the parameters for an unexcused absence. The board determined that any notification received less than 30 days' prior to the board meeting date will be considered an unexcused absence, unless there are extenuating circumstances. The board discussed the parameters of an extenuating circumstance being Jury Duty, Family Emergencies, Death or Loss in the Family, and other things beyond board members' control.

Mr. McCormick clarified, what if a board member submit leave, and the leave is approved initially, but cancelled later due to employer emergency.

1 Ms. LaFon responded that previously there were board members who didn't take initiative to request time off and just
2 used the excuse "oh, I couldn't get time off"

3
4 Ms. Childress read example language from the Board of Professional Counselors statutes and regulations as follows:

5
6 **12 AAC 62.960. BOARD MEMBER ABSENCES.**

7 (a) The board may recommend to the governor that a member be removed from the board if that member has had three
8 or more unexcused absences from regularly scheduled board meetings during the member's term on the board.

9 (b) Before the close of each regularly scheduled board meeting from which a member has been absent, the board will
0 determine on the record whether the member's absence from that meeting was excused or unexcused. An absence will
1 be excused if it was approved by the chairperson of the board before the meeting began or was due to an emergency.
2

3 The board discussed and drafted language for proposed regulations.

4
5 *A motion duly made by Mr. McCormick, seconded by Ms. Christiansen, and approved by unanimous consent, was:*

6
7 *Resolved to approve submitting proposed regulations for board member absences as follows:*

8
9 **12 AAC _____ . BOARD MEMBER ABSENCES.**

0 (a) The board may recommend to the governor that a member be removed from the board if that member has had three
1 or more unexcused absences from regularly scheduled board meetings during the member's term on the board.

2 (b) Before the close of each regularly scheduled board meeting from which a member has been absent, the board will
3 determine on the record whether the member's absence from that meeting was excused or unexcused. An absence will
4 be excused if it was approved by the chairperson of the board 30 days' prior to the scheduled meeting date or was due
5 to an emergency.
6
7

8 **Proposed Regulations for Substance Abuse Education - "Psychoactive" vs. "Behavioral Addiction":**

9 The board discussed drafting regulations for defining substance abuse education for "Psychoactive" and "Behavioral
0 Addiction"

1 With limited time remaining during the meeting, Ms. LaFon volunteered to draft language for the definitions for the board
2 to review at the board meeting tentative scheduled for December 10-11, 2018.

3 **TASK – Danielle will draft definitions for "Psychoactive" and "Behavioral Addiction"**

4
5 **Proposed Regulations for CE Credit When Attending Board Meeting(s):**

6 The board discussed the importance of licensee engagement and drafting regulations to help support the licensee's and
7 public's knowledge of the social work profession, and the board's efforts to uphold the regulatory integrity of the social
8 work profession.

9 Ms. Childress mentioned the Board of Massage Therapy allows one (1) continuing education credit for attending at least
0 80% of a board meeting, and that they allow only one (1) continuing education credit to be obtained this way per biennial
1 renewal period.
2

3 Ms. LaFon stated this would definitely help with getting licensees to become more involved with the board and the social
4 work profession.

5 The board discussed and drafted language for proposed regulations.

6
7 *A motion duly made by Mr. McCormick, seconded by Ms. Christiansen, and approved by unanimous consent, was:*
8
9

Resolved to approve submitting proposed regulations for allowing continuing education credit when attending board meetings as follows:

(f) An applicant for renewal under this section may receive up to three (3) hours of professional ethics continuing education credit for attending up to 6 hours of a regularly scheduled board meeting once every biennial licensing period.

Informed Decision Making:

Ms. Childress presented a table for informed decision making, which includes situations and information for historic decisions and precedence's set by the board.

Ms. LaFon mentioned she likes table.

Ms. Childress asked the board to think of items to add to table, and be prepared to discuss at the board meeting tentatively scheduled for December 10-11, 2018.

Mr. McCormick asked about the precedence listed for CE Audits, including a consent agreement, remedial CE's, 2 mandatory audits, and a \$100 fee for each CE hour missing.

Ms. LaFon explained that previous board leadership had set a precedence for actions against licensees who were not in compliance with their CEs. Ms. LaFon further asserted that social workers are professionals with a responsibility to be in compliance with their licensing statutes and regulations. Licensees should be held accountable for the burden of proof and to know the requirements of Chapter 95. Ms. LaFon added that this responsibility is in line with the ethical code of conduct for social workers as well (i.e., staying up to date w/ regulatory issues, etc.).

Governance Policies:

Ms. Childress noted this would help set expectations for new board members on how the board conducts business, how they want to be perceived by the public, etc.

Ms. Childress asked the board to think of items to add to the document, and be prepared to discuss at the board meeting tentatively scheduled for December 10-11, 2018.

Group Supervision:

The board reviewed the email submitted by Angela Christiansen to Ms. Childress with an inquiry regarding group supervision requirements.

The board determined it would be appropriate so long as it meets the requirements outlined under 12 AAC 18.115.(b)(3) and 12 AAC 18.120.

TASK – Ms. Childress will draft response letter to Angela Christiansen regarding the group supervision inquiry.

Agenda Item #6 Old Business

Proposed Regulations Check-In for Teletherapy Practice, Standards of Practice, Renewal Requirements and Definitions

Ms. Christiansen asked whether or not an individual would be issued another license for teletherapy practice, in addition to their license to practice

Ms. Childress responded that there wouldn't be an additional teletherapy license, but a designation allowing teletherapy would be listed on the license to practice

Ms. Olson expressed concerns with not completing all of the scheduled board business before 4:00 pm.

The board determined there was limited time remaining to complete board business and finish reviewing 2018 CE Audits; subsequently this will be discussed at the board meeting tentatively scheduled for December 10-11, 2018.

Agenda Item #7 **Administrative Business**

Correspondence:

The board reviewed an inquiry from Saima Chauhan regarding practicing in Alaska. The board determined that, in order to practice clinical social work, an individual must be licensed in Alaska under AS 08.95.

Ms. Olson expressed concerns with not completing all of the scheduled board business before 4:00 pm and inquired whether the board could review the remaining ballots individually at home.

Ms. Childress responded that there are issues with not reviewing ballots during a board meeting as scheduled. There have been numerous instances of incomplete ballots due to no quorum being reached. If an applicant is told that a ballot can take 15-20 business days, but only 2 votes are received and there is an incomplete ballot, the applicant then has to wait for another round of voting or until next regularly scheduled board meeting. Meanwhile, division staff is fielding correspondence from frustrated applicants because they haven't received board determination in a timely manner. When ballots are not completed in a timely manner, applicants get so frustrated they complain to the ombudsman's office, and it reflects poorly on division staff.

The board reviewed the Alternate Supervision Request submitted by Bonita Mohan.

A motion duly made by Ms. Christiansen, seconded by Mr. McCormick, and approved by unanimous consent, was:

Resolved to approve the Alternate Supervision Request submitted by Bonita Mohan in accordance with 12 AAC 18.115 (d) and (e).

Future Meeting Dates:

The board discussed changing future board meeting dates to be held Monday/Tuesday.

As previously determined, the next board meeting is scheduled for December 13th and 14th, 2018. The board discussed changing the December board meeting dates to the 10th and 11th, and determined that the board meeting would be held in Fairbanks, AK.

Ms. Childress mentioned that, when a board meeting is scheduled on a Thursday or Friday during legislative session, it is less likely that division staff will be available to attend.

Ms. Christiansen noted conducting board meetings earlier in the week would be better for her schedule. Mr. McCormick agreed with Ms. Christiansen. Ms. Olson noted she had no preference.

Ms. Christiansen reiterated the importance of conducting in-person board meetings, especially for reviewing Continuing Education Audits. It is extremely difficult to conduct and complete regular board business via teleconference, let alone complex board business like reviewing Continuing Education Audits.

The board determined a travel request to conduct in-person board meetings will be submitted from here on out.

The board discussed the spring meeting, and determined it would be best to hold a 2-day meeting. The board set the meeting dates as March 4-5, 2019.

A motion duly made by Mr. McCormick, seconded by Ms. Olson, and approved by unanimous consent, was:

Resolved to approve the change to the December board meeting dates, and to set the March board meeting dates as March 4-5, 2019.

TASK – Ms. Childress will send the board the Updated Traveler Preferences Form

TASK – the board will submit the Updated Traveler Preferences Form to Ms. Childress on or before Friday 10/5/18

TASK – Ms. Childress will submit a travel request for the December board meeting for approval no later than Friday 10/12/18

Travel:

Ms. Childress presented the opportunity for the board to travel for the 2018 ASWB Annual Delegates Assembly. Ms. Childress added that Ms. Olson attended during 2017 as the board's public member, and asked the board if anybody had impeding interest in attending for 2018.

Ms. Christiansen noted that she will be traveling for work for a child abuse conference, and is unable to attend.

Mr. McCormick mentioned his ability to attend.

The board unanimously agreed to send Mr. McCormick to the 2018 ASWB Annual Delegates Assembly.

TASK – Mr. McCormick will submit the scholarship registration online for 2018 ASWB Annual Delegates Assembly before midnight 9/14/2018.

TASK – Ms. Childress will forward Mr. McCormick the link to the online scholarship registration.

Ms. Olson expressed concerns with not completing all of the scheduled board business before adjourning, and asked if it is more important to work on audits or to discuss proposed regulation projects.

The board determined that, in order to finish reviewing all of the pending Continuing Education Audits, the discussion for proposed regulation projects would be tabled until the board meeting tentatively scheduled December 10-11, 2018.

A motion duly made by Ms. Christiansen, seconded by Ms. Olson, and approved by unanimous consent, was:

Resolved to approve tabling the discussion for proposed regulation projects would be tabled until the board meeting tentatively scheduled December 10-11, 2018.

Agenda Item #4 CE Audit Review (7/1/2016 – 6/30/2018)

Mr. McCormick exited the meeting at 4:12 PM

The board determined a quorum was still present to continue reviewing Continuing Education Audits.

A motion duly made by Ms. Christiansen, seconded by Ms. Olson, and approved by unanimous consent, was:

Resolved to approve the following Continuing Education Audits for the period of 7/1/2016 – 6/30/2018 as follows:

2018 CE Audits: NON- FIRST TIME RENEWALS

ANN TURNER OLSON

BARBARA BAUM

BETHEL ADIELE
BRIAN MESSING
CAROLYN IVERSON
COLLEEN HOSLER
DANIEL BIGLEY
DE-AN WATKINS
DONNA BACON
EDWARD WILLIAMS
ELIZABETH CRITTENDEN
GARY MURAMOTO
HEIDI ROBICHAUD
JOSHUA ARVIDSON
KATHLEEN LEHN
KELDA BARSTAD
LEZLEE HENRY
LYNDA MEYER
MICHELE FEDERICO
PAMELA JONES
ROBIN HUGHES
RONA HABERMAN
REBECCA BULLMAN-MCSWAIN
SARA COCKERHAM
SHELLEY KARG
THAIS HOLLADAY
TONYA HERRERA

2018 CE Audits: FIRST TIME RENEWALS

AILEEN HOLTHAUS
ASHLEY DUDINSKY
ERIN LUSK
GARRICK FULLER
LEIGHANNE SERIO
MICHAEL HOWARD
RACHEL OUM
SARAH WHITE

4
5 **TASK – Ms. Childress will add the “advanced co-occurring disorders” by Relias as approved for substance abuse**
6 **to historical precedence guide table**
7

8 Ms. Childress reviewed the list of tasks assigned throughout the meeting; the board confirmed the task list as accurate, and
9 that no additional tasks are required.

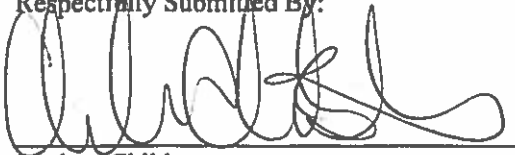
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1 Agenda Item #8 Meeting Adjourned
2

3 With no further business to discuss, a motion was made to adjourn the meeting.
4

5 *A motion duly made by Ms. Christiansen, seconded by Ms. Olson, and approved by unanimous consent, was:*
6

7 ***RESOLVED to adjourn the Alaska State Board of Social Work Examiners.***
8

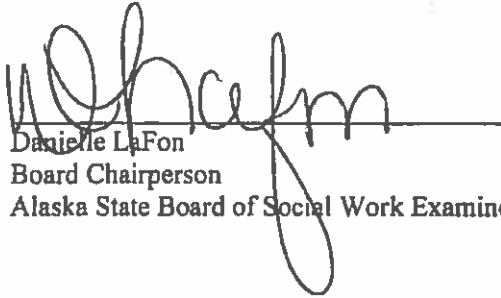
Respectfully Submitted By:



Chelsea Childress
Records and Licensing Supervisor
State of Alaska, DCCED

12/19/2018

Date



Danielle LaFon
Board Chairperson
Alaska State Board of Social Work Examiners

12/17/2018

Date