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STATE OF ALASKA

DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
BOARD OF PSYCHOLOGISTS AND PSYCHOLOGICAL ASSOCIATES

MINUTES OF MEETING
November 3-4, 2016

10 **The staff of the Division of Corporations, Business & Professional Licensing prepared**
11 **these draft minutes. They have not been reviewed or approved by the Board.**

12
13 By the authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62,
14 Article 6, a scheduled Board meeting was held at 550 W. 7th Ave., Anchorage, Alaska.

15
16 THURSDAY, NOVEMBER 3, 2016

17
18 **AGENDA ITEM 1- CALL TO ORDER AND ROLL CALL**

19
20 The meeting was called to order at 8:51 a.m. by Al Levy

21
22 Those present, constituting a quorum of the Board:

23
24 Kristi Fuller, Psychologist,
25 Al Levy, Psychologist
26 Suzanne Dutson, Public
27 Sarah Angstman, Psychologist

28
29 In attendance from the Department of Commerce, Community and Economic
30 Development, Division of Corporations, Business and Professional Licensing, were:

31
32 Renee Hoffard, Licensing Examiner
33 Janey Hovenden, Director
34 Sara Chambers, Operations Manager
35 Martha Hewitt, Finance
36 Dawn Hannasch, Records and Licensing Supervisor
37 Brian Howes, Investigations

38
39 In attendance as members of the public:

40
41 Michael Powell, Health and Social Services, Dept. of Behavioral Health

42
43
44 **AGENDA ITEM 2- REVIEW AND APPROVE AGENDA**

45
46 **UPON A MOTION MADE BY SARAH ANGSTMAN; SECONDED BY KRISTI FULLER**
47 **AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO AMEND THE AGENDA BY**
48 **STRIKING AGENDA ITEM 10, CORRESPONDENCE.**

49

50 **UPON A MOTION MADE BY SUZANNE DUTSON; SECONDED BY KRISTI FULLER**
51 **AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO APPROVE THE AGENDA AS**
52 **AMENDED.**

53
54

55 **AGENDA ITEM 3- REVIEW AND APPROVE MEETING MINUTES**

56

57 **UPON A MOTION MADE BY KRISTI FULLER; SECONDED BY SUZANNE DUTSON**
58 **AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO APPROVE THE MEETING**
59 **MINUTES FOR OCTOBER 2015, MARCH 2016, MAY 2016 AND JUNE 2016 AS WRITTEN.**

60

61 **AGENDA ITEM 4- ETHICS REPORT**

62

63 None of the board member had any ethics disclosures at this time.

64

65 Break at 9:34 a.m.

66 Returned at 9:48 a.m.

67

68 **AGENDA ITEM 5- INVESTIGATIVE REPORT**

69

70 Investigator Brian Howes joined the meeting to provide the program's Investigative report
71 for the period of May 31, 2016 through October 31, 2016. The division opened 5 matters
72 and closed 4 matters. There is 1 matter ongoing and under review. There are no
73 probation cases at this time. Investigator Howes explained the investigative process to
74 new board member Suzanne Dutson. He left the room at 9:56 a.m.

75

76 **AGENDA ITEM 6- DIVISION UPDATE**

77

78 Division Director Janey Hovenden, Operations Manager Sara Chambers, and Records and
79 Licensing Supervisor Dawn Hannasch joined the meeting via teleconference at 9:58 a.m.

80

81 Sara explained that due to the state's new fiscal system, IRIS, the end of the year fiscal
82 report was not ready for the board yet; Renee was tasked to forward the report to the
83 board as soon as it is made available.

84

85 Al expressed his concerns about the turnover in staff and asked for confirmation that
86 Renee would be remaining in the position as the program's licensing examiner. Sara
87 confirmed that Renee would continue as the licensing examiner. The board also
88 discussed the loss of the examination records due to the vacancy of the examiner; Sara
89 will contact the Department of Law regarding the exam. There were concerns over the
90 lack of Wi-Fi access during the board meeting; Sara stated that she was unaware that the
91 board required access during the meetings but that this was something the division could
92 work on.

93

94 Director Hovenden will have completed the fee assessment before the next scheduled
95 board meeting and will discuss her findings with the Board at the February board
96 meeting. Al suggested that the division should consider having both Psychologist and
97 Psychological Associates pay the same licensure fee; there is no reason for there to be

98 different fees as both applications are substantially the same and take the same amount
99 of time to process.

100
101 Al also stated that the board will have several conferences in the coming year that are
102 vital for the board to attend. The board would like all board members and staff to attend
103 at least 1 if not both of the ASPPB conferences this year. The professional organization is
104 working on several items that will have major impact for the profession in the future; a
105 new national exam regarding applying knowledge, anti-trust issues, PSYPACT - an inter-
106 state pact regarding reciprocity to make licensing more efficient, and PLUS, an application
107 review tool available to state boards offering primary verification of all documents and a
108 databank for applicants. The board is scheduled to have a webinar regarding the PLUS
109 program with representatives from ASPPB on Friday, November 4 at 9:30 a.m.; Sara stated
110 she planned to join in on the webinar to learn more about the program.

111
112 **AGENDA ITEM 7- PUBLIC COMMENT**

113
114 Michael Powell from the Division of Behavioral Health at Health and Social Services spoke
115 during public comment about changes happening in his division in response to SB 74 and
116 SB 91. He stated that he would send more information to Renee to distribute to the
117 board members; Renee was tasked with adding him or another representative of his
118 division to the February meeting agenda.

119
120 The board recessed for lunch at 12:03 p.m.

121 The board returned at 1:15 p.m.

122
123 **AGENDA ITEM 8- APPLICATION REVIEW**

124
125 During the review of applications Renee was tasked with working with the division to
126 determine the exact policy regarding checking court view for applicants; if this is not
127 permitted that section will be removed from the check sheets.

128
129 Renee was also tasked with removing the images section of the applications and to create
130 a comprehensive form for Proof of Internship that clearly outlines the information
131 needed by the board to verify the internships meet the requirements as outlined in
132 regulations.

133
134 **UPON A MOTION MADE BY KRISTI FULLER; SECONDED BY SUZANNE DUTSON AND**
135 **APPROVED UNANIMOUSLY, IT WAS RESOLVED TO ENTER INTO EXECUTIVE SESSION**
136 **IN ACCORDANCE WITH AS 44.62.310(C), AND ALASKA CONSTITUTIONAL RIGHT TO**
137 **PRIVACY PROVISIONS FOR THE PUPOSE OF DICUSSING MATTERS WHICH BY LAW,**
138 **MUNICIPAL CHARTER, OR ORDINANANCE ARE REQUIRED TO BE CONFIDENTIAL.**
139 **BOARD STAFF RENEE HOFFARD TO REMAIN IN THE ROOM.**

140
141 Off record at 3:09 p.m.

142 Return to record at 3:59 p.m.

143
144 **UPON A MOTION MADE BY SUZANNE DUTSON; SECONDED BY KRISTIE FULLER AND**
145 **APPROVED UNANIMOUSLY, IT WAS RESOLVED TO APPROVE THE FOLLOWING**

146 **APPLICATIONS WITH THE STIPULATION THAT THE INFORMATION IN THE**
147 **APPLICATION FILES WILL TAKE PRECEDENCE OVER THE MINUTES OF THIS MEETING.**

148
149 ***Extension of Supervision Plan (1 year)***

150 ***Jaedon Avey and Ruddy Taylor***

151 ***Alternate Supervision Plan***

152 ***Kaichen McRae and Dianna Rehn***

153
154 ***Psychological Associate***

155 ***Daniel Davis and Gabrielle Poon Stroud***

156
157 ***Psychologist***

158 ***William Couthran, Damita LaRue, Mariana Ivanovic and Courtney Horwath-Oliver***

159
160 **AGENDA ITEM 9- NEW BUSINESS**

- 161
162 A. Al shared information he learned at the recent ASPPB Conference, reiterating that
163 he feels it would greatly benefit all board members to attend the upcoming
164 conferences. The professional organization is actively working on many projects
165 that will have significant impact on the profession.
166 B. Al explained PSYPACT to the board; it is an interstate reciprocity pact that will
167 make the licensing process more efficient for licensees working in multiple states.
168 C. The EPPP2 is a new national exam that is in the beginning stages of development
169 within ASPPB; it is an exam that has clinicians apply the knowledge they have
170 gained.
171 D. PLUS Program is an application review tool provided by ASPPB at no cost to boards;
172 representatives of ASPPB will provide more detailed information during the webinar
173 November 4.

174
175 4:34 PM, Board recesses until tomorrow (November 4, 2016), 9AM.

176
177 **FRIDAY, NOVEMBER 4, 2016**

178
179 Reconvene at 9:09AM.

180
181 Roll call, present Kristi Fuller, Al Levy, Suzanne Dutson, , and Sarah Angstman.

182
183 **AGENDA ITEM 12 REGULATIONS PROJECT**

184
185 The board reviewed the regulations project that was presented for consideration of
186 adoption. The regulations project was in regards to the programs ethics policy. No
187 public comment was received during the public comment period.

188
189 **UPON A MOTION MADE BY KRISTI FULLER; SECONDED BY SARAH ANGSTMAN AND**
190 **APPROVED UNANIMOUSLY, IT WAS RESOLVED TO ADOPT THE REGULATIONS**
191 **AMENDMENT AS PUBLIC NOTICED.**

192
193 **AGENDA ITEM 9(D) PLUS PROGRAM PRESENTATION**

194
195 Janet Pippin and Taja Slaughter of ASPPB joined the meeting via webinar to provide more
196 information regarding the PLUS program. This program enables applicants to submit all
197 required documentation for the application to ASPPB for primary verification; ASPPB
198 would review everything and notify the division when a completed application is available
199 for board consideration. ASPPB would use the application for licensure in Alaska to
200 create an application within their system; this would reduce the amount of status
201 inquiries board staff receives. Applicants would have full access to their documents and
202 be able to monitor the progress of their applications themselves. There is no cost to the
203 board for this; all applicants are charged a 1 time fee of \$200.00; however all of the
204 documents are kept for future use. For example; an individual applying for a
205 psychological associate license would have the original documents available should they
206 decide to pursue a psychologist license.

207
208 **UPON A MOTION MADE BY SARAH ANGSTMAN; SECONDED BY SUZANNE DUTSON**
209 **AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO MOVE FORWARD WITH THE**
210 **NEXT STEP IN THE PLUS PROGRAM PROCESS; THE MOCK APPLICATION.**

211
212 Renee was tasked to send an email to Ms. Slaughter and Ms. Pippin informing them of the
213 board's decision to move forward with the mock-application stage of the process.

214
215 **AGENDA ITEM 11 OLD BUSINESS**

216
217 **A. *DISCUSS BACKGROUND CHECK LEGISLATION***

218 Al stated that he feels the board should hold off on the background check
219 legislation at this time. With the upcoming elections the board may need to find
220 new sponsor(s) for the legislation; it also might be beneficial to reach out to
221 other licensing programs and make it blanket legislation for other programs
222 that should also have background checks for applicants.

223
224 **AGENDA ITEM 13 ADMINISTRATIVE BUSINESS**

225
226 **A. *Schedule meetings for upcoming year***

227 The board scheduled the following meetings:

228 February 2-4, 2017 in Juneau

229 March 30-31, 2017 in Anchorage

230 They determined it would be best to wait to schedule any further meetings as there
231 would be a new board member as Krisi's term ends March 1.

232
233 **B. *Schedule attendees for future ASPPB Conferences***

234 The board determined that Renee would submit travel requests for all board
235 members and herself to attend the mid-year ASPPB Conference in Memphis, TN
236 April 27-30, 2017. The October meeting will be in FY18 and should be worked on
237 after July 1, 2017.

238
239 **AGENDA ITEM 14 STATE LAW & ETHICS EXAM; LICENSING EXAMINER**

241 The board felt that this was discussed considerably during the division update on
242 November 3. The board will need to create all new exam questions; Al will create
243 questions for the January exam date and the board can approve them via mail ballot. The
244 board agreed to meet on Saturday, February 4 to work on the exam.

245
246 The board recessed for lunch, off record at 11:30 a.m.
247 The board returned at 12:04 p.m.

248
249 **AGENDA ITEM 15 STATE LAW & ETHICS EXAM REVIEW**

250
251 **UPON A MOTION MADE BY SUZANNE DUTSON; SECONDED BY SUZANNE DUTSON**
252 **AND APPROVED UNANIMOUSLY, IT WAS RESOLVED TO ENTER INTO EXECUTIVE**
253 **SESSION IN ACCORDANCE WITH AS 44.62.310(C), AND ALASKA CONSTITUTIONAL**
254 **RIGHT TO PRIVACY PROVISIONS FOR THE PUPOSE OF DICUSSING MATTERS**
255 **INVOLVING CONSIDERATION OF GOVERNMENT RECORDS THAT BY LAW ARE NOT**
256 **SUBJECT TO PUBLIC DISCLOSURE. BOARD STAFF RENEE HOFFARD TO REMAIN IN**
257 **THE ROOM.**

258
259 Off record at 12:05 p.m.
260 Return to record at 2:12 p.m.

261
262 **AGENDA ITEM 16 TASK LIST**

263
264 Renee stated she had a task list written for the items she was tasked with completing and
265 she will notify the board as she completes the tasks assigned to her.

266
267 **UPON A MOTION MADE BY SUZANNE DUTSON; SECONDED BY KRISTI FULLERAND**
268 **APPROVED UNANIMOUSLY, IT WAS RESOLVED TO ADJURN THE BOARD MEETING.**

269
270 OFF THE RECORD AT 2:19 P.M.

271
272
273 Respectfully Submitted:

274
275 _____
276 Renee Hoffard, Licensing Examiner

277
278
279 Approved:

280
281 _____
282 Al Levy, Chair

_____ Date