

State Of Alaska

**DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING**

**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE EXAMINERS
November 29, 2018 & November 30, 2018**

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

Thursday, November 29, 2018

Agenda Item – Call to order and Roll call

Board Chair Al Levy called the meeting to order at 9:10 am.

Those present constituting a quorum of the Board:

Al Levy, Psychological Associate

Joel Wieman, Psychologist

Suzanne Dutson, Public Member

Richard Lazur, Psychologist

Christopher Reynolds, Psychologist

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

Dawn K Hannasch, Records and Licensing Supervisor

Sara Chambers, Acting Director via Skype

Marylene Wales, Accounting Tech III-via Skype

Agenda Item – Review & Approve Agenda

The board reviewed the drafted agenda of the meeting

In a motion duly made by Suzanne Dutson and seconded by Richard Lazur, with unanimous consent, it was resolved to approve the agenda as written.

Agenda Item – Ethics Report

Board Chair, Al Levy gave a brief overview of the requirements of ethics reporting as a board member.

Hearing no violations or reports, Mr. Levy moved the board onto the next agenda item.

Agenda Item – Board Training

Acting Division Director, Sara Chambers joined the meeting via SKYPE to provide board training. Ms.

Chambers reviewed the Boards & Commissions training manual. Some of the highlights are as follows:

Responsibilities of Board and Commission Members

45
46 Doing Alaska's boards and commissions' business (in effect, the public's business) is a group activity that
47 requires patience, vision, cooperation, and compromise. As a member of a regulatory board, you have a
48 responsibility to several groups:

- 49
- 50 • To the general public. Consumers expect that licensees will be qualified to perform properly and
51 safely. They expect oversight to ensure qualifications for licensure and practice meet acceptable
52 standards. They expect licensees to be accountable to the law. The public has a right to know what's
53 going on within the board.
 - 54 • To potential licensees. A person who wishes to earn a living in a regulated profession should be able to
55 demonstrate competency through a reasonable and transparent process. Every applicant should have
56 easy access to information about entering the profession, including testing and transferring a license to
57 between states.
 - 58 • To other board members. Board and commission members should listen to their fellow board
59 members and consider one another's views and contributions. All board members are responsible for
60 developing good policy and procedures and contributing to the effective and efficient operation of the
61 board.
 - 62 • To licensees. A licensed professional has an expectation that regulators will determine matters fairly
63 and impartially, and be responsive.
- 64

65 The primary objectives of regulatory boards are to ensure professional competency and the health and
66 safety of the public. Boards often have positions dedicated to members from specific backgrounds; this
67 is intended to bring a broad range of perspective to the boards, including the perspective of consumers,
68 people who have no affiliation with the regulated profession, and people who practice within the
69 regulated profession. Together, the members of a regulatory board serve the public's interest.

70

71 **What Does It Take to Successfully Serve on a Regulatory Board?**

- 72
- 73 1. A demonstrated interest in public service.
 - 74 2. Common sense and a willingness to ask questions. Do the policies, procedures, and decisions of the
75 board seem sensible? If not, say so and ask for clarification. You are responsible for what goes on with
76 the board. If you are not sure about something and you do not ask, the board may miss an opportunity
77 to avoid or correct a problem.
 - 78 3. A commitment to attend. Consistent attendance is essential to keeping informed about what is going
79 on and to providing direction and support. An individual who accepts an appointment to a board and
80 does not take seriously the duty to be there regularly and actively, does a disservice to the board and to
81 the public he/she is supposed to represent.
 - 82 4. Healthy assertiveness. Respect your own rights and needs as well as those of others by maintaining
83 boundaries and seeking information in a healthy, professional manner.
 - 84 5. Understanding of the board structure and resources. Find out how the Department of Commerce,
85 Community, and Economic Development, the Division of Corporations, Business and Professional
86 Licensing, the Department of Law, and the Office of Administrative Hearings operate in relation to your
87 board, and investigate other available resources.
- 88

89 **Effective board members have these characteristics in common:**

90

- 91 1. Able to work with a group to make decisions
- 92 2. Understand and follow democratic processes

- 93 3. Willing to devote time and effort to the work of the board
94 4. Work to find alternative solutions to problems whenever necessary
95 5. Use good communication skills
96 6. Recognize that the goal of the board is the service and protection of the public
97 7. Aware that authority is granted by the law to the board as a whole, not to any member individually,
98 and can only be used in open meeting or executive session by vote of the majority of board members
99 8. Avoid becoming involved in the daily functions of staff 9. Delay making judgements until adequate
100 evidence is in and has been fully discussed 10. Separate personal feelings toward others from their
101 decision-making process
102

103 **The Alaska Open Meetings Act**
104

105 Regarding meetings, we must make sure to read the guidance fully and in context:
106

107 The definitions in AS 44.62.310. To whom does the Open Meetings Act apply?
108

109 AS 44.62.310(h)(1) "governmental body" means an assembly, council, board, commission, committee, or
110 other similar body of a public entity with the authority to establish policies or make decisions for the
111 public entity or with the authority to advise or make recommendations to the public entity;
112 "governmental body" includes the members of a subcommittee or other subordinate unit of a
113 governmental body if the subordinate unit consists of two or more members
114

115 The establishment of a meeting has three "ingredients": Who is present, how many are present, and
116 what are they doing:
117

118 AS 44.62.310(h)(2) "meeting" means a gathering of members of a governmental body when
119 (A) more than three members or a majority of the members, whichever is less, are present, a matter
120 upon which the governmental body is empowered to act is considered by the members collectively, and
121 the governmental body has the authority to establish policies or make decisions for a public entity; or
122 (B) the gathering is prearranged for the purpose of considering a matter upon which the governmental
123 body is empowered to act and the governmental body has only authority to advise or make
124 recommendations for a public entity but has no authority to establish policies or make decisions for the
125 public entity;
126

127 The guidance to staff in Division P&P-1 on meeting management clarifies a subcommittee as a different
128 type of meeting. It is not a board meeting because "the membership of a subcommittee, advisory
129 committee, working group or similar group by another name may not include a quorum of a board. Any
130 meeting that includes a quorum of a board is considered a board meeting and must be noticed
131 accordingly."
132

133 There's also the question about what "prearranged" means. This brief guidance suggests that board and
134 subcommittee members should avoid "spontaneous" discussions about their official business when
135 these thresholds are met. A chance meeting at a social event that turns into an hour-long conversation
136 about official business is avoidable and, by sustaining the conversation over a period, may not be
137 considered by a court to be a spontaneous conversation.
138

139 **Break 10:39 am -10:47 am**
140

141 **Agenda Item – Division/Fiscal Update**

142
143 Hearing nothing further, Mr. Levy moved the board’s attention onto the end of FY18 report and the 1st
144 quarter of FY19 report.

145
146 **Fiscal Year 2018 (FY18):**

147 The board took in just over \$17,000, however the expenses were almost \$100,000. With a surplus from
148 past years, the program can remain in a positive fiscal position with a balance of \$318,694.

149
150 **Fiscal Year 2019 (FY19) 1st Quarter:**

151 At the end of the 1st quarter of FY19 the board income was \$7,100 and the outgoing has been \$13,888.
152 Board Chair, Al Levy reminded the division that one of the recommendations in the sunset audit was
153 that the division and the board look at reducing licensing fee. Division Accounting Tech, Marylene Wales
154 informed the board that she will be providing them with an updated fee analysis at their January 2019
155 meeting in Juneau Alaska.

156
157 Ms. Chambers reviewed the indirect vs direct expenses, how these expenses are figured, and what the
158 boards past trends have looked like. This information will assist the board in reviewing fee changes with
159 the division in January.

160
161 Mr. Levy inquired of Ms. Chambers if there was any information as to changes to the travel policy
162 considering a new administration was taking over December 3rd, 2018. M. Chambers stated that once
163 this information was provided by Governor Dunlevy’s team, it would be passed onto boards and staff.

164
165 **Lunch 12:06 pm – 1:10 pm**

166
167 **Agenda Item – Review/Approve Meeting Minutes**

168
169 Mr. Levy stated that the board prefers the meeting minutes written in the past tense from here on.

170
171 **In a motion duly made by Richard Lazur and seconded by Suzanne Dutson, with unanimous**
172 **consent it was resolved to approve the August 9th and 10th 2018 meeting minutes as written.**

173
174 **Agenda Item – Public Comments**

175
176 There were no members of the public that wished to provide public comments to the board.

177
178 **Break 1:28 pm – 1:40 pm**

179
180 **Agenda Item – Application Review**

181
182 Hearing nothing from the public, Board Chair Levy turned the board’s attention to the eight applications
183 that needed to be reviewed.

184
185 **In a motion duly made by Suzanne Dutson, and seconded by Richard Lazur, with a roll call**
186 **vote, it was resolved to approve the following applications with the stipulation that the**
187 **information in the applicant’s files take precedence over the minutes of this meeting.**

188

- 189 **Kelsey A. Burrows – Temporary Psychologist License by Exam**
- 190 **Daniel G. Davis - Temporary Psychologist License by Exam**
- 191 **Kristine Danbeck – Psychologist License by Credentials**
- 192 **Erin L. Iwamoto - Temporary Psychologist License by Exam**

- 193
- 194 **Al Levy-Yes**
- 195 **Joel Wieman-Yes**
- 196 **Suzanne Dutson-Yes**
- 197 **Richard Lazur-Yes**
- 198 **Christopher Reynolds-Yes**
- 199

200 The remaining four applications were tabled by the board, allowing each applicant the opportunity to
201 provide additional or corrected information. Staff was directed to contact each applicant individually.

202
203 **Agenda Item – Exam Review**

204
205 Do to the lateness of the day, it was decided by Board Chair Levy to move the exam review to 9:15 am
206 on Friday, November 30th 2018.

207
208 **Recess at 5:00 pm until 9:00 am on Friday, November 30th, 2018.**

209
210 **State Of Alaska**
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213
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215 **November 29, 2018 & November 30, 2018**

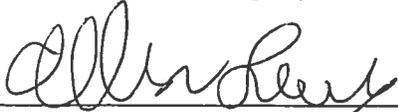
216
217 **Friday, November 30, 2018**

218
219
220 Due to the earthquake that occurred at 8:30 am on Friday, November 30th, 2018, in Anchorage, Alaska,
221 the board was unable to resume its meeting. Therefore, the meeting was administratively adjourned as
222 of 5:00 pm on Thursday, November 29th, 2018.

223
224
225 Respectfully submitted,

226
227 
228 _____
229 Fannie Renee Hoffard
230 Records and Licensing Supervisor

2/1/19
Date

231
232 
233 _____
234 Allen Levy
235 Board Chair

02/1/19
Date