

**STATE OF ALASKA  
DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT  
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING  
BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE EXAMINERS**

**MINUTES OF MEETING  
September 21-22, 2006**

By the authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled meeting of the Board of Psychologist and Psychological Associate Examiners was held September 21-22, 2006, at the State Office Bldg, 9th Floor, Juneau, AK.

**Thursday - September 21, 2006**

**Call to Order/Roll Call**

The meeting was called to order at 8:30 a.m. by Dr. Miller.

Those present, constituting a quorum of the Board:

John A. Miller, Psychologist  
Lorin L. Bradbury, Psychologist  
Destiny Sargeant, Psychologist  
Cam Carlson, Public Member  
Lisa Turner, Psychological Associate

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

Cori Hondolero, Records & Licensing Supervisor – Juneau  
Jun Maiquis, Regulations Specialist – Juneau  
Susan Winton, Investigator – Anchorage (via conference call)

There was one guest present:

Dr. Phillip Baker – Alaska Psychological Association (AK-PA, via conference call)

**Agenda Item 1 – Review Agenda**

**Upon a motion by Dr. Bradbury, seconded by Ms. Turner and approved unanimously, it was:**

**MOVED to approve the agenda as written.**

**Agenda Item 3 – Ethics Report**

There were no ethics conflicts to disclose.

### **Agenda Item 2 – Investigative Report**

The Board called Susan Winton, Investigator.

**Upon a motion by Dr. Bradbury, seconded by Dr. Sargeant and approved unanimously, it was:**

**MOVED to enter into executive session to discuss cases with the investigator.**

Enter executive session at 8:48 a.m.; back on the record at 9:15 a.m.

#### **Open Investigations:**

- |             |  |
|-------------|--|
| 2900-04-003 | Violating Professional Ethics. Respondent refused to enter into an MOA but further investigation is required prior to filing an Accusation |
| 2900-06-001 | Violating Professional Ethics. A revised MOA was prepared and respondent's new deadline to respond is September 27, 2006.                  |
| 2902-06-001 | Substance Abuse. This case was recently opened and an active investigation is on-going.  |

#### **Probation:**

- |            |  |
|------------|--|
| 2902-04-01 | Drug Diversion. Board approved MOA on 9/23/05; probation for one year and licensee is in compliance. |
|------------|--|

### **Agenda Item 4 – Review/Approve Minutes**

There was Board discussion regarding the way that minutes should be formatted. It was noted that they should be written as a professional summary without over detailing.

Ms. Turner noted that the examiner should be aware of conjunctions and should type out both words. The Board wanted to note that the minutes prepared by Ms. Mays are getting better with every meeting.

The Board members requested that the changes to the minutes that are sent in by Board members be updated before the minutes are added to the Board packets for review.

#### **December 1-2, 2005**

Previously reviewed and approved by the Board. Final copy signed by Dr. Miller.

#### **March 16-17, 2006**

Previously reviewed and approved by the Board. Final copy signed by Dr. Miller.

#### **June 15-16, 2006**

- Page one – add that the meeting was called to order by Dr. Miller.

- Page three – add that there was a brief discussion regarding the use of “moved” vs. “resolved” in official motions. The Board requested that the examiner check with the legal department to see if there is a required format.
- Page five – under the section titled develop new test questions, delete “With so much confusion”
- Page six – change “Ms. Truitt” to “Dr. Truitt”
- Page seven – change “Ms. Laventure” to “Dr. Laventure”
- Page seven – change “Ms. Beathe” to “Dr. Beathe”
- Page seven – add that the meeting was called to order by Dr. Miller.
- Page eight – change “of light” to “ad litem”
- Page eight – under the section about SB 177, change the second sentence to read: “The Board of Professional Counselors (LPCs) was the driving force behind SB 177”
- Page eight – under the section about holding therapy the Board changed the second paragraph to read: “Dr. Miller asked Ms. Turner what she sees in the Kenai area regarding holding therapy. Ms. Turner stated that it is beyond the scope of this Board to regulate specific types of therapy, such as holding therapy”
- Page eight – under the section about establishing a regulations committee, change the last sentence of the second paragraph to read: “Once the Board establishes a committee then subsequent Boards will inherit the statute and regulations revision committee”
- Page ten – change “accommodation” to “commendation”
- Page eleven – change “guardian light” to “guardian ad litem”
- Page eleven – delete “with guardian light” in the first sentence.
- Page eleven – insert “Ms. Janis stated” at the beginning of the last sentence of the second paragraph.

**Upon a motion by Mrs. Carlson, seconded by Dr. Bradbury and approved unanimously, it was:**

**Moved to approve the June 15-16, 2006 minutes as amended.**

July 20, 2006 - Teleconference

- Page one – add that the meeting was called to order by Dr. Miller.
- Page two – delete the last sentence of the section about Ms. Beathe.

**Upon a motion by Dr. Bradbury, seconded by Dr. Sargeant and approved unanimously, it was:**

**Moved to approve the July 20, 2006 teleconference minutes as amended.**

Break at 9:52 a.m.; back on the record at 10:06 a.m.

**Agenda Item 5 – Public Comment**

The Board called Dr. Baker with the Alaska Psychological Association (AK-PA). Dr. Baker asked if the Board received the letter that he had sent dated 9-13-06. The Board did receive the letter and asked if it would be possible to receive some of the data behind the letter. Dr. Baker stated that he would e-mail the data from the informal survey to Dr. Miller.

Dr. Baker stated that the AK-PA Board wanted to have an open dialogue regarding their concerns with the level of training for supervisors of those who have just earned their degrees. There does not appear to be any direct way for new supervisors to ask their questions. AK-PA would like to see more tightening of the supervision requirements.

Dr. Miller stated that the current statutes and regulations do not have a provision dealing with tele-supervision. Supervisors need to do the supervision at the location where the supervisee is providing their services. Supervisor does not have to be hired by the agency, but does need to go to the facility to provide supervision. Dr. Bradbury feels that it will be important to establish guidelines for supervision so that it can be assured that people are getting a wide range of experience.

It was noted that Universities need to create their programs around the statutes and regulations to make sure that they are training their students for licensure.

The Board has started a committee to review the statutes and regulations to make sure that they can be more easily understood. Eventually the statute and regulation book should be clear enough that when a person opens it, they know if the information pertains to a psychologist or a psychological associate.

Dr. Baker extended an invitation to attend the ethics workshop and banquet.

Dr. Bradbury wanted to research the ability of Board members to participate in a sub-committee that is part of a professional guild (AK-PA).

### **Agenda Item 6 – Regulation Update**

Jun Maiquis, Regulations Specialist joined the meeting.

Board discussion regarding the regulations that were sent out for public comment and the written comments that were received.

Dr. Sargeant posed a general question asking if the Board was locking down the requirements so tight that it would be prohibitive.

Ms. Turner questioned how a person would gain approval to count supervised independent practice at the master's level and noted that she does not want to lessen the standards.

Dr. Miller stated that independent practice needed to be looked at for protection of the public.

60.080(b) – tabled until the Board can discuss it further.

60.280 – OK

60.310 – OK

60.350 – OK

60.990(a)(6) – table until the Board can discuss it further.

**Upon a motion by Dr. Bradbury, seconded by Ms. Turner and approved unanimously, it was:**

**Moved to adopt the changes as public noticed to regulations 12 AAC 60.280(e), 12 AAC 60.310(c) and (d), and 12 AAC 60.350(c).**

**Upon a motion by Dr. Sargeant, seconded by Dr. Bradbury and approved unanimously, it was:**

**Moved to table the following regulations that were sent out for public comment 12 AAC 60.080(b) and 12 AAC 60.990(a)(6).**

New draft regulations dated September 18, 2006 were e-mailed to the Board by Mr. Maiquis.

**Upon a motion by Dr. Bradbury, seconded by Ms. Turner and approved unanimously, it was:**

**Moved to send out the following draft regulations dated September 18, 2006 for public comment: 12 AAC 60.040(a), 12 AAC 60.080(a)(4), 12 AAC 60.083(a)(2), and 12 AAC 60.083(a).**

The Board stated that they would get back to Mr. Maiquis regarding the two regulations that were tabled for further discussion.

Dr. Bradbury asked if Jun could review the regulations that he had worked on, which were mostly typographical changes.

- 12 AAC 60.030(a) – replace “if” with “of”
- 12 AAC 60.080 – no change at this time
- 12 AAC 60.084 – further discussion later
- 12 AAC 60.150 – delete the first part, which reads “Subject to (b) of this section”
- 12 AAC 60.170 – further discussion later
- 12 AAC 60.190 – add additional wording so that it reads “A licensed psychologist or licensed psychological associate may not...”
- 12 AAC 60.200 – add “licensed” before “psychologist” and “psychological associate”

**Upon a motion by Dr. Bradbury, seconded by Mrs. Carlson, it was:**

**Moved to public notice changes to 12 AAC 60.030(a)(1), 12 AAC 60.150, 12 AAC 60.190, and 12 AAC 60.200.**

Dr. Miller, Dr. Sargeant and Ms. Turner were not in favor of this motion, so it did not pass.

**Upon a motion by Dr. Bradbury, seconded by Dr. Sargeant and approved unanimously, it was:**

**Moved to replace “if” with “is” in 12 AAC 60.030,**

**Upon a motion by Dr. Bradbury, seconded by Dr. Sargeant and approved unanimously, it was:**

**Moved to clean up section 12 AAC 60.150 by removing “Subject to (b) of this section”**

**Upon a motion by Dr. Bradbury, seconded by Mrs. Carlson and approved unanimously, it was:**

**Moved to add “licensed” psychologist or “licensed psychological associate” to 12 AAC 60.190.**

There was Board discussion about official format or rules of order that are used by the Board. It was noted the Board has always operated in more of an informal manner, never following strict rules or order. Members noted that it would be helpful for the Board to follow set rules regarding how the Board will handle motions/action. Roberts rules of order were discussed.

Dr. Sargeant and Dr. Bradbury suggested that there be standard operating procedures. It does not need to be a formal set of rules, just a standard so that members know what to expect.

The Board decided that it would discuss this issue the following day.

Break at 12:05 p.m.; back on the record at 12:30 p.m.

#### **Agenda Item 7 – Application Review**

Ms. Hondolero clarified that a quorum of the Board should sign the voting ballot approving the application before a motion is made on the record. This was further clarified that a quorum of a five member Board is three. It does not matter if there are vacancies on the Board. It is a quorum of the total seats on the Board, not the number that are filled.

The Board requested that the doctoral course work sheet note that the applicant should not list undergraduate coursework.

**Upon a motion by Dr. Bradbury, seconded by Mrs. Carlson and approved unanimously, it was:**

**Moved to enter executive session to discuss an applicant for licensure.**

Enter executive session at 2:16 p.m.; back on the record at 2:45 p.m.

Break at 2:46 p.m.; back on the record at 2:59 p.m.

#### **Psychological Associate Applications**

Mike Blakey  
Irmgard Romine  
Valerie Warren  
Dana Hall

**Upon a motion by Dr. Sargeant, seconded by Ms. Turner and approved unanimously, it was:**

**Moved to approve the following psychological associate applications including their post master supervision plans: Mike Blakey, Irmgard Romine, Valerie Warren and Dana Hall.**

Psychologist by Examination Applications

Wendy Arundale  
Valerie Heise  
Barrett Heise

Renewal/Reinstatement Requests

Robb Stokes, Psychological Associate  
Steven Fey, Psychologist

**Upon a motion by Dr. Bradbury, seconded by Ms. Turner and approved unanimously, it was:**

**Moved to table the reinstatement request of Mr. Stokes until he can provide proof that the 20 continuing education hours that he submitted meet the requirements of 12 AAC 60.300.**

**Moved to consider Wendy Arundale's application incomplete until she submits proof that her education meets the requirements of AS 08.86.130(a)(1). Ms. Arundale is to submit a school catalog, course descriptions and syllabi directly from the school to the Board for review.**

Review Statement of Supervised Experience

Jason Whipple, Psychologist  
Kimerley Murphy, Psychological Associate

Revised Supervision Plan

Nan Truitt

**Upon a motion by Dr. Bradbury, seconded by Dr. Sargeant and approved unanimously, it was:**

**Moved to approve Jason Whipple's supervised experience and issue his license.**

**Moved to approve Kimberly Murphy's supervised experience and approve her to sit for the EPPP and State Law & Ethics examination.**

**Moved to approve the revised supervision plan submitted by Nan Truitt pending additional information about the equivalency of fielding program to that of APA neuropsychological programs.**

**Moved to approve the reinstatement of Dr. Fey's Psychology license.**

**Moved to approve Barrett Heise's post doctoral supervision plan and issue his temporary license.**

**Moved to approve Valerie Heise's post doctoral supervision plan and issue her temporary license pending receipt and approval of her final reference from her doctoral committee membership.**

**Agenda Item 8 – Old Business**

The Board moved agenda item #8 to next morning – September 22<sup>nd</sup>

**Agenda Item 9 – Regulation Committee**

Regulation Committee – Board discussed separating the regulations by licensure as a psychologist and licensure as a psychological associate.

Both Dr. Bradbury and Ms. Turner had prepared draft copies for the Board to review. They will both e-mail the drafts to Ms. Hondolero for distribution to the other Board members. Comments to the drafts will also be sent through Ms. Hondolero or Ms. Mays.

**Agenda Item 10 – State Law & Ethics Examination**

Board reviewed the score sheets from the last State examination.

**Agenda Item 11 – Correspondence Review**

Anita Scott, ASPPB

Request for one-page update on actions, new initiatives or emerging issues. Request that this be submitted by September 1, 2006.

Dr. Miller noted that this request was already past due and that he would complete it and send it to Ms. Hondolero. Ms. Hondolero would then pass it on to Dr. Bradbury to carry to the annual meeting.

Kim Jonason, ASPPB

Notice of open ASPPB offices that were due to be voted on at the annual meeting.

No response required.

Barry Levit

**Upon a motion by Dr. Sargeant, seconded by Dr. Bradbury and approved unanimously, it was:**

**Moved to enter into executive session to discuss the correspondence item that was sent to the Board by Mr. Levit.**

Enter executive session at 3:48 p.m.; back on the record at 4:15 p.m.

Board noted that this correspondence item should not have been sent to the Board. Members removed the item from their packets and requested that Ms. Hondolero shred the copies and send the original to the investigator for review and follow up.

Joseph Kashi

Letter from the attorney of applicant Charles Head.

Board requested that Mr. Kashi's letter be sent to the A.G's office for response.

**Agenda Item 12 – Goals and Objectives**

The Board reviewed the Goals and Objectives and updated them to reflect fiscal year 2007.

**Upon a motion by Dr. Sargeant, seconded by Dr. Bradbury and approved unanimously, it was:**

**Moved to approve the Goals and Objectives as amended for FY 07.**

**Agenda Item 13 – New Business**

Regulation Committee

The Board decided that it would continue to work on the regulations together. Currently there is no need to form a special committee, all members will participate.

LPC Legal Opinion

No official opinion had been received yet. Ms. Hondolero stated that she would get a copy of the Professional Counselor meeting minutes where this topic was discussed with an assistant A.G.

The indication is that Alaska will not/ can not do anything if a clinician is not physically practicing in Alaska.

ASPPB Meeting & Donation

Dr. Bradbury stated that he would be attending the annual meeting in San Diego in October.

All members were to get their donation items to Dr. Miller, who would then compile a basket to send to the annual meeting.

Letter to Youth Facilities (OCS)

Dr. Bradbury had requested that this item be discussed by the Board. There was discussion about sending a letter to youth facilities around the State and the Office of Children's Services (OCS) reminding people that they must be licensed to do certain work.

The Board discussed referring this to AK-PA for follow up.

### Appreciation Letter

All Board members signed a letter of appreciation to Ms. McQuaid, the Boards previous investigator who recently retired. Ms. Hondolero was to forward the letter to the Chief of the investigative unit.

**Upon a motion by Mrs. Carlson, seconded by Ms. Turner and approved unanimously, it was:**

**Moved to adjourn the meeting at 4:50 p.m.**

### Friday - September 22, 2006

#### Call to Order/Roll Call

The meeting was called to order at 8:38 a.m. by Dr. Miller.

Those present, constituting a quorum of the Board:

John A. Miller, Psychologist  
Lorin L. Bradbury, Psychologist  
Destiny Sargeant, Psychologist  
Cam Carlson, Public Member  
Lisa Turner, Psychological Associate

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

Cori Hondolero, Records & Licensing Supervisor

Dr. Miller stated that there was a change to the proposed regulations that needed to be referred back to Mr. Maiquis. The Board has requested that "if" be changed to "is" and this actually was not necessary.

Ms. Hondolero informed the Board that the additional required reference form from Dr. Heise's committee member had been received. It was noted that there was a question that was not answered. Ms. Hondolero informed the Board that she had already called the reference and left a message regarding the unanswered question. Dr. Miller stated that once the reference is complete it can be e-mailed to the Board for review and approval.

Dr. Elisa Max requested that Ms. Hondolero ask the Board to review her application even though it was not yet complete. The Board indicated that they do not review incomplete applications and that Dr. Max's application would be reviewed at the December meeting if it is complete.

### **Agenda Item 14 – Rules of Order**

Board discussion about how the meetings should be conducted.

**Upon a motion by Dr. Bradbury, seconded by Mrs. Carlson, it was:**

**Moved to follow general procedural guidelines of motion, second, discussion, chairman calls for vote and motion passes or fails.**

Dr. Miller, Dr. Sargeant, and Ms. Turner all abstained from voting. Motion did not carry.

It was decided that the discussion should be conducted before the voting happens and that all discussion should be completed before a motion is put on the floor.

**Upon a motion by Mrs. Carlson, seconded by Ms. Turner and approved by a quorum of the Board, it was:**

**Moved to use the term “moved” instead of “resolved” in the minutes and for action during the meeting.**

Both Dr. Miller and Dr. Sargeant abstained from voting.

### **Agenda Item 15 – Administrative Issues**

#### Budget Report

The Board reviewed the Expenditure and Revenue Report. The Board requested that there be a person to answer questions about the budget at the fall 2007 meeting.

#### Schedule Next Meeting

The Board agreed to stay with the previously scheduled Board meeting set for December 7- 8, 2006 in Kenai.

Members noted that they plan at least a year in advance and requested that dates not be changed once they are set unless absolutely necessary.

Board requested that staff make sure to send the travel authorization (TA) to members prior to the meeting.

#### Task Lists

##### Cori Hondolero

- e-mail exam question #1 to Ms. Turner
- e-mail exam questions #30 and #31 to Dr. Bradbury
- check on how to obtain access for Board members onto the ASPPB website

##### Dr. Sargeant

- submit items for ASPPB basket to Dr. Miller

##### Dr. Bradbury

- review exam questions #30 and #31

- submit items for ASPPB basket to Dr. Miller
- e-mail draft regulations to Ms. Hondolero

Dr. Miller

- compile basket for ASPPB annual meeting

Mrs. Carlson

- submit items for ASPPB basket to Dr. Miller

Ms. Turner

- review exam question #1
- submit items for ASPPB basket to Dr. Miller
- e-mail draft regulations to Ms. Hondolero

**Agenda Item 8 – Old Business**

Develop New Test Questions

The Board discussed the format of the exam questions and noted that it would be helpful to standardize the language style for all questions.

Mrs. Carlson asked the other members of the Board if they felt that the public member of the Board should really be grading the examinations. All other members agreed that “yes” the public member should grade the examinations and that the key should be clear enough to make this possible.

Break at 9:49 a.m.; back on the record at 10:01 a.m.

**Upon a motion by Dr. Sargeant, seconded by Dr. Bradbury and approved unanimously, it was:**

**Moved to enter into executive session to discuss the State Law & Ethics Examination.**

Enter executive session at 10:01 a.m.; back on the record at 10:29 a.m.

**Upon a motion by Ms. Turner, Seconded by Dr. Bradbury and approved unanimously, it was:**

**MOVED to adjourn the meeting.**

There being no further business, the meeting adjourned at 12:20 p.m.

Respectfully Submitted:

Approved:

\_\_\_\_\_  
Cori Hondolero  
Records & Licensing Supervisor

\_\_\_\_\_  
Dr. John A. Miller, Ph.D, Chair

Date: \_\_\_\_\_