



BOARD MEETING PUBLIC SESSION MINUTES
~ SEPTEMBER 13th, 2013~
2nd Floor Conference Room

BOARD MEMBERS:

Carol Copley-Zancanella, LCSW, *Chair*
Donna Henderson, LCSW, *Vice Chair*
Kathy Outland, LCSW
Ebony Sloan Clarke, LCSW
Rachel Jensen, *Public Member*

BOARD STAFF:

Randy Harnisch, *Executive Director*
Kim Sommer, *Interim Licensing Manager*
Mindy Tucker, *Sr. Compliance Specialist*
Jesse Milich, *Compliance Investigator*

BOARD COUNSEL:

Kyle Martin, *Assistant Attorney General - DOJ*

1. CALL TO ORDER:

Chair Zancanella called the meeting to order at **10:02 a.m.**, and provided brief opening remarks.

2. REVIEW & APPROVAL OF AGENDA:

Chair Zancanella asked for review of the draft agenda.

- i. *Outland moved to adopt & approve the agenda.*
- ii. *Henderson seconded the motion.*
- iii. *Motion passed unanimously.*

3. APPROVAL OF MINUTES:

Chair Zancanella asked if the Board members had an opportunity to review the minutes for the following meeting(s):

3a. AUGUST 16th, 2013

- i. *Henderson moved to approve the Minutes for August 16th, 2013.*
- ii. *Outland seconded the motion.*
- iii. *Motion passed unanimously.*

3b. AUGUST 23rd, 2013

- i. *Outland moved to approve the Minutes for August 23rd, 2013.*
- ii. *Clarke seconded the motion.*
- iii. *Motion passed unanimously.*

3c. APRIL 12th, 2013 (Amended minutes)

- i. *Henderson moved to approve the Amended Minutes for April 12th, 2013.*
- ii. *Clarke seconded the motion.*
- iii. *Motion passed unanimously with one abstention (Outland).*

4. MOVE TO EXECUTIVE SESSION:

Chair Zancanella announced that the Board would now enter into *****Executive Session***** to conduct Board business, pursuant to ORS 192.660(2)(b)(f)(h)(i)(k). The Board entered into Executive Session at **10:09 a.m.**

Chair Zancanella moved the board out of Executive Session at 10:42 a.m.

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5. COMMITTEE MOTIONS:

5a. **Chair Zancanella** asked for Continuing Education Committee Reports (Motions), if any.

Chair Jensen presented the Continuing Education Committee report, no motions were necessary:

- i. **Courtney Towne, LCSW – 10 Hours Approved.**
- ii. **Amy Jarvis, LCSW – 10 Hours Approved.**
- iii. **Jennifer Rondema, LCSW – 9.5 Hours Approved.**
- v. **Lynn Sterchi, LCSW – 6 Hours Approved.**
- vi. **Anne Pollack, LCSW – 8 Hours Approved.**

5b. **Chair Zancanella** asked for Consumer Protection Committee Reports (Motions) and CPC Committee **Chair Henderson** presented the CPC reports for the following Motions:

~ IN THE MATTER OF CASE #2012-70 ~

- i. **Henderson moved to close the case.**
- ii. **Jensen seconded the motion.**
- iii. **Motion passed unanimously.**

~ IN THE MATTER OF CASE #2013-32 ~

- i. **Henderson moved to close the case.**
- ii. **Outland seconded the motion.**
- iii. **Motion passed unanimously.**

~ IN THE MATTER OF CASE #2013-38 ~

- i. **Henderson moved to close the case.**
- ii. **Jensen seconded the motion.**
- iii. **Motion passed unanimously.**

~ IN THE MATTER OF CASE #2012-62 ~

- i. **Henderson moved to close the case.**
- ii. **Outland seconded the motion.**
- iii. **Motion passed unanimously.**

6. REVIEW & DISCUSSION OF THE APPLICANT FILES (SPECIAL REVIEWS):

Staff Sommer presented the following special reviews for discussion & guidance:

6a. **JACK FISCHER ~ Late Fee Waiver Request**

Sommer reviewed with the Board the matter of **Jack Fischer's** renewal late fee waiver request, noting that in addition to renewal notices, multiple courtesy reminders are also sent to licensees.

No motion was made as the Board does not have statutory authority to waive fees.

6b. **MOLLY GORDON ~ Supervision Request**

Sommer reviewed with the Board the matter of **Molly Gordon's** request to count supervision hours that were completed without prior Board approval.

- i. **Outland moved to deny requested supervision hours not approved under her current Plan of Supervision.**
- ii. **Clarke seconded the motion.**
- iii. **Motion passed unanimously.**

6c. TARA JONES ~ Geographic Hardship Request

Sommer reviewed with the Board the matter of **Tara Jones**' request to receive supervision through video conferencing due to geographical distance to an LCSW supervisor. Jones states she lives in Lake County, OR and there is no LCSW supervision availability with 175 miles.

- i. Henderson moved to approve videoconferencing supervision with the requirement that the CSWA and the LCSW supervisor meet face-to-face initially, and have at least one in-person supervision meeting a year.*
- ii. Jensen seconded the motion.*
- iii. Motion passed unanimously.*

6d. DE ANN JANSEN ~ RBSW Request

Sommer reviewed with the Board the matter of **DeAnn Jansen's** request to have her RBSW application further reviewed. Jansen's application was denied because she graduated with a Bachelors of Science in Sociology with a Social Work emphasis.

No motion was made as it states in Board Statute that it must be an accredited Bachelors in Social Work degree.

6e. HEIDI IVERSON ~ Semi-Retired Inquiry

Sommer reviewed with the Board the matter of **Heidi Iverson's** inquiry regarding the Board's requirements to have Semi-Retired status. Iverson specifically wants to know why a licensee is required to have been under the authority of a licensing agency for a minimum of 20 years.

The Board thanks Ms. Iverson for her inquiry; her comment will be referred to the Joint Legislative and Rules Committee for discussion.

7. APPROVAL OF THE CONSENT AGENDA:

Chair Zancanella asked for review of the Consent Agenda.

- i. Henderson moved to approve the Consent Agenda as presented*
- ii. Jensen seconded the motion*
- iii. Motion passed unanimously*

8. EXECUTIVE DIRECTOR'S REPORT:

8a. LICENSING UPDATE: **Harnisch** reviewed the licensing statistics noting the continued growth in all licensing categories.

8b. FINANCIAL UPDATE: **Harnisch** reported that the BLSW budget had been approved and published. He will review the budget in more detail at a later meeting.

8c. AGENCY AUDIT UPDATE: **Harnisch** reported that auditors from the Secretary of State Audit Division had visited the BLSW office on September 5. The auditors interviewed staff and reviewed licensing files and compliance cases. The audit is part of an audit of all health regulatory boards and would result in a report to be released late in the year. **Harnisch** said that the auditors were finishing up their field work this week. The health regulatory boards will have an opportunity to review the draft report and provide comment prior to publication.

9. PUBLIC COMMENT:

Chair Zancanella asked if there is any Public Comment for discussion:

No Public Comment for discussion.

10. OLD BUSINESS:

Chair Zancanella asked if there are any items for Old Business for discussion:

No items for Old Business discussion.

11. NEW BUSINESS:

Chair Zancanella discussed the following items with the Board:

11a. Vacant Public Board Member Position

Custer has resigned. **Harnisch** has contacted the Governor's Executive Appointment Office to start the process of identifying a Public Member. **Harnisch** was advised that recommendations were not necessary. **Harnisch** suggested posting the Board member vacancy on the Board website.

11b. Dept. of Justice Flat Rate Agreement (attachment sent to iPads on 09/10/2013 @ 4:55 p.m.)

Harnisch discussed the Board having an opportunity to be a pilot agency for a Department of Justice Flat Rate Agreement. The program looks at the last biennia hours and averages the amounts. BLSW is quoted at \$90,000.00. The current budgeted amount is \$98,000.00. The Board advised **Harnisch** that they think this program is a good idea.

11c. Newsletter Topics for December Publication

New Executive Director, Compliance updates, disciplinary reports.

11d. Fall ASWB Conference (November 7 – 9)

Conference will be held in Nashville, Tennessee. Board **Chair Zancanella** and **Harnisch** will be attending.

11e. New Board Member Training

The next New Board Member Training offered from ASWB will not be offered again until March 2014.

11f. Licensing Matrix Discussion

Sommer presented the Board with a matrix that lists general Board requirements when an Inactive status licensee requests to reactive their license. **Martin** advised that a finalized document be put on the next Board meeting agenda under Old Business. The Board would need to vote to give staff authority to reactivate licensees in situations where there were no special circumstances regarding the request.

11g. Electronic Media Workgroup

No news on this workgroup. Workgroup members **Henderson** and **Jensen** will discuss this during the next Planning meeting. **Harnisch** will see if other agencies have similar workgroups at the next small agency meeting. **Outland** advised looking into ASWB's ACE program resources.

11h. Board Committee Assignments

No changes to committee assignments. Committees aren't required to have 3 members, nor do they have to have a public member.

12. CORRESPONDENCE:

Chair Zancanella discussed any correspondence:

No correspondence to discuss.

13. PLANNING:

13a. **CHAIR ZANCANELLA** discussed agenda items for the upcoming October 25th & 26th Planning Meeting:

Zancanella suggested having an all day meeting Friday, October 25th and a half day meeting Saturday, October 26th. **Outland** added that having a copy of ideas from previous Planning meetings would be helpful. **Henderson** discussed using the Newsletter as a way to ask for opinions on the Child Custody workgroup. **Martin** advised that the Board discuss areas where rules will need to be made regarding child custody. **Tucker** suggested the Board generate a 2014 Board meeting calendar and evaluate the Consumer Protection Committee meeting every other month.

14. ANNOUNCEMENTS & ADJOURNMENT:

Chair Zancanella asked for any announcements:

No announcements.

Chair Zancanella adjourned the Board meeting at 1:44 pm.

Respectfully submitted,


**Electronically Signed
KIM-SOMMER
Interim Licensing Manager