

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

Alaska State Board of Social Work Examiners
December 10-11, 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 **December 10-11, 2018** at the Department of Economic Conservation, **610 University Avenue, Conference Room B, Fairbanks, AK 99701.**

Monday, December 10, 2018

Agenda item #1 **Call to order/Roll Call**

Meeting called to order by Chairperson, Danielle LaFon at 8:54AM.

Board Members present, constituting a quorum:

Danielle LaFon, LBSW, Chairperson
Angela Christiansen, LCSW, Vice-Chairperson – via telephone
Geoffry McCormick, LMSW
Rachel Olson, Public Member
Lisa Hay, LCSW – arrived to meeting late at 9:48AM

Division Staff present were:

Chelsea S Childress, Records and Licensing Supervisor
Lauren T Osborn, Occupational License Examiner

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 Ms. Rachel Olson, seconded by Mr. Geoffry McCormick 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. Mr. Geoffry McCormick mentioned being approached by several people inquiring about their applications and why there were tabled and/or denied. Ms. Danielle LaFon reminded the board that they cannot speak on behalf of the board and to reflect to the Statutes and Regulations, and if they have further questions to email Chelsea Childress or, moving forward, Lauren Osborn.

Agenda Item #4 **OnBoard Access and Board Member Expectations**

OnBoard Access

Ms. Chelsea Childress announced that moving forward applications will be reviewed in OnBoard via surveys due to ease of access and convenience. Allows board members to write in their reasonings with the cited statutes and regulations. A teleconference will be set up in January to train board members on all the resources and features available in OnBoard, and to discuss additional board business.

Board Member Expectations

Ms. Danielle LaFon mentioned the relaxed, non-structured feel of the board. After the ASWB Executive Leadership Training held June of 2018, Ms. LaFon recommended the board strive for a more professional setting. A list of expectations drafted by Ms. LaFon and Ms. Childress were presented for each board member to review. Ms. Childress

stated, upon board approval, this information would be provided to all new board members along with an outline of general expectations of the board.

Geoffry McCormick proposed a change for #4 of the Board Member Expectations, that documents will be reviewed one week prior if made available to board members. It was agreed to change this wording to “at least one week prior to receiving documentation.” Mr. McCormick also proposed a change for #7 of the Board Member Expectations, and that cell phones should be muted rather than turned completely off. Ms. LaFon found this fair as everybody has their personal emergencies. Ms. LaFon added that the intention of this rule was to cut out nonessential phone time during board meeting and encourage board members to be engaged with the meeting, as the board is attempting to draw in more public appearances and uphold a standard professional image. Mr. McCormick added to his proposal that, if a call must be taken, the board member will step outside of meeting room before taking the phone call.

Ms. LaFon informed the board that she responded to the Governor's office to share an overview of the expectations of board member time and a realistic expectation for the time each board member will be required to dedicate to the board. The intention of the letter was to ensure the Office of Boards and Commissions is accurately conveying the time involvement to new volunteering board members.

Ms. Angela Christiansen made a comment that over the years, this expectation has significantly increased. Ms. LaFon recognized that as processes change to more electronic means, the work load for board members has significantly increased. It has caused frustration and burn outs with the board. To keep an efficient board running, the workload should be shared accurately with people coming on to the board; especially considering that most board members take personal time off to attend meetings. The Governor's Office was extremely appreciative of the notice; however, it is difficult to disclose with limited staff and new administration changes. They've assured the board that, if there is a changeover for the boards and commissions' staff, the information would be distributed and accurately shared with oncoming board members.

Mr. McCormick suggested an addition to the board member expectations for #9, that all new members should be required to attend the ASWB New Board Member Training, if possible, within the first year of being added to the board. Ms. Childress mentioned that the ASWB offers a limited number of scholarships provided for each training, but that three separate trainings were available in the coming year.

The board discussed sending Mr. Geoffry McCormick first, followed by Ms. Lisa Hay, then Ms. Lauren Osborn. Ms. LaFon recommended adding to #9 of the Board Member Expectations “travel to meetings and additional ASWB events, as needed” to ensure incoming board members would be aware that travel is involved in this process.

TASK – Division staff will be updating the Board Member Expectation list with the amendments made from the board.

Agenda Item #5 Review Minutes

The board reviewed the minutes for the board meeting held September 13-14, 2018. Ms. LaFon noted that there was a “w” that should have been “with” on page 44 under Agenda #9. Mr. McCormick commented that board members should get this in advance to review prior to the meeting to save time. Ms. Childress responded that the meeting minutes are due within ten business days of completing the meeting; division staff sends the draft minutes to the board chair for initial review and posts the draft minutes to the division website after receiving approval from the board chair. In the future, division staff will send the drafted minutes to the board for review after receiving approval from the board chair.

No additional changes were noted.

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

Resolved to approve the September 15, 2018 meeting minutes with adjustments made to page 44 under agenda #9.

Ms. Christiansen noted that the minutes reflected a letter being written to the NASW regarding continuing education certificates of completion, but she did not see that in the agenda presented. Ms. Childress mentioned this letter should be drafted by the board, as it is official board correspondence. Ms. LaFon suggested adding this topic to the agenda for New Business.

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

Resolved to approve the agenda as amended.

Agenda Item #6 Application Review

With twenty minutes remaining before the division update, the board proceeded to application review. Ms. LaFon noted that some of the applications received were blank. Ms. Childress investigated and found that the PDFs were not flattened before review and therefore the fields were wiped out in compressing the files. Ms. Childress added that the division is working closely with OnBoard to resolve this issue. Ms. LaFon made notations of the items that were blank and sent the list to Ms. Childress via email.

Agenda Item #7 Division Update

Melissa Dumas and Marylene Wales joined the meeting at 9:44 AM.

Lisa Hay joined the meeting at 9:48AM.

Melissa Dumas provided an overview for the FY18 fourth quarter financial report. Ms. Dumas reviewed the direct expense report and noted that licensure fees were decreased during the 2018 biennial renewal. Consequently, the revenue decreased as well. Ms. Dumas then presented the indirect expense report. The board presented no questions for Ms. Dumas.

Ms. Dumas proceeded to present the FY19 first quarter financial report. The board presented no questions for Ms. Dumas.

Melissa Dumas and Marylene Wales exited the meeting at 9:56 AM.

The board stopped for a break at 9:57AM.

Returned from break at 10:15AM

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 - via telephone

Geoffry McCormick, LMSW

Rachel Olson, Public Member

Lisa Hay, LCSW

Division Staff present were:

Chelsea S Childress, Records and Licensing Supervisor

Lauren T Osborn, Occupational License Examiner

At the beginning of the meeting, board member expectations were discussed. Ms. LaFon proposed to open the discussion by scheduling time under New Business to speak more in depth about what questions, comments, or concerns the board members may have.

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

Resolved to add one (1) agenda item under New Business.

With time in-between the Division Update and Investigative Report, the board continued application review.

Agenda Item #8 Investigative Report

Erika Prieksat, Investigator joined the meeting at 10:39AM

Ms. Prieksat informed the board that there were three (3) matters opened and five (5) matters closed. Five (5) matters remain ongoing and under active investigation. Ms. LaFon asked if the investigation sent to Ms. Prieksat via email was ready for discussion as this board meeting. In general terms, Ms. Prieksat stated that it was and that investigations could send out a Cease and Desist. The board had no additional questions for Ms. Prieksat.

Ms. Hay requested that the investigative process be emailed to her.

TASK – Division staff will email the investigative process to Ms. Hay.

Erika Prieksat exited the meeting at 10:42 AM.

With time remaining on the agenda before Audit Appeals and Remedial CE's, the board continued with application review.

Lisa Hay questioned an applicant's second request for an exam extension. Ms. Childress responded that 12 AAC 18.100(C) gives the board authority to grant extensions and that there is no limitation on how many times an extension can be requested and/or granted. Ms. Hay commented that the board had previously talked about limiting the number of times an applicant can apply for extensions. Ms. LaFon stated that, historically, it had been discussed but the board has always gone back to the regulation. Until the regulation is changed, the board has no authority to limit the number of extensions requested and/or granted.

Ms. Hay questioned if there is a "yes" answer on an application, is the board is to trust what the applicant has said. Ms. LaFon answered that the "yes" answers required a letter of explanation from the applicant and, if applicable, supporting documentation that the applicant is fit to practice and has passed the investigative processes.

Marilynn Zimmerman joined the meeting at 10:56AM.

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

Resolved to enter Executive Session at 10:58AM in accordance with 44.62.311(c) for the purposes of discussing consent agreements and voluntary surrenders. Board staff to remain present: Chelsea Childress, Lauren Osborn, and Marilynn Zimmerman.

A motion duly made by Mr. Geoffry McCormick, seconded by Ms. Lisa Hay, and approved by unanimous consent, was:
Resolved to exit Executive Session at 11:07AM.

Ms. Childress conducted a roll-call upon exiting executive session.

Board Members present, constituting a quorum:

Danielle LaFon, LBSW, Chairperson
Angela Christiansen, LCSW, Vice-Chairperson - via telephone
Geoffry McCormick, LMSW
Rachel Olson, Public Member
Lisa Hay, LCSW

Division Staff present were:

Chelsea S Childress, Records and Licensing Supervisor
Lauren T Osborn, Occupational License Examiner

Mr. Geoffry McCormick questioned why the board is required to accept voluntary surrenders if the surrender is by the licensee's choice. Ms. LaFon answered that, because the applicants go through an investigative process and enter a contract agreement when opting into the voluntary surrender, the board must make a motion to accept it.

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

Resolved to approve the voluntary surrender of Donna Scarborough, case no. 00718, CSWS646.

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

Resolved to approve the voluntary surrender of Elsie Boudreau, case no. 2017-000324, CSWM847.

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

Resolved to approve the voluntary surrender of Dennis Hojna, case no. 2018-001099, CSWS372.

Ms. Danielle LaFon suggested that the Remedial CE's under agenda number A and E be tabled for the next Executive Session.

The board moved on to continue application review until lunch.

Lisa Hay and Angie Christiansen exited the meeting room at 11:36AM.

Lisa Hay returned to the meeting room at 11:41AM.

Angie Christiansen returned to the meeting room at 11:45AM.

Danielle LaFon exited the meeting room at 12:09PM

Danielle LaFon returned to the meeting room at 12:12PM

Agenda Item #9 Lunch Break

The board left for lunch at 12:25 PM

The board returned from lunch at 1:29PM.

Ms. Childress conducted a roll-call upon return from lunch.

Board Members present, constituting a quorum:

Danielle LaFon, LBSW, Chairperson

Angela Christiansen, LCSW, Vice-Chairperson - via call-in

Geoffry McCormick, LMSW

Rachel Olson, Public Member

Lisa Hay, LCSW

Division Staff present were:

Chelsea S Childress, Records and Licensing Supervisor

Lauren T Osborn, Occupational License Examiner

Agenda Item #10 Public Comment

Public comment period opened at 1:30 PM.

Elizabeth Green and Kristina Miller, Attorney, joined the group for public comment at 1:30 p.m

Ms. Childress read the guidelines as follows:

The public comment period is now open. The time allotted for public comment will be divided to all individuals signed in to give comment. The group will be told how much time each individual has to speak. The licensing examiner will track the time and notify the individual when they have one minute left.

Please be reminded, this is not the time for the board to respond to the comments. The board can choose to respond at the end of the comment period, send a letter in response to the individual or they can choose to not respond.

Oral testimony on any open regulations project, including the one regarding the proposed licensing fees, will not be accepted. Any comment submitted in writing will be submitted to the regulations specialist, and that email is available for anybody that needs it.

Kristina Miller, as representation of Elizabeth (Bessie) Green, stated that the supervisory applicant requirements under 12 AAC 18.115 needs clarification. Ms. Miller indicated she would reserve the conversation to go further in depth for the Executive Interview set up for tomorrow morning to discuss the nature of the application with the applicant.

No additional persons were present for public comment.

Public comment period closed at 1:33 PM.

Agenda Item #11 Application Review

The board continued with applications review.

Lisa Hay asked for clarification on requirements for first time renewals. Ms. Childress stated the requirements for first time renewals included 45 contact hours of continuing education activities earned during the concluding licensing period (7/1/2016 – 6/30/2018) with six (6) contact hours in substance abuse education, six (6) contact hours in cross-cultural education relating to Alaska Natives, and three (3) contact hours in professional ethics.

Ms. Rachel Olson asked for clarification on the acronym of LOE. Ms. Childress explained that it meant “letter of explanation.” Ms. Olson asked if the board should discuss an applicant’s response/complaint to a status update due to how recently it had been received and the nature of the response. Ms. Childress informed the board that the complaint was sent directly to Lauren Osborn regarding the time frame in which things had been processed, and that she responded on behalf of Ms. Osborn as her supervisor. Ms. Olson noted that the response originally given by Ms. Osborn was very professional.

Due to upcoming executive session, Kristina Miller, attorney, and Elizabeth (Bessie) Green exited the meeting room at 2:13PM.

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

Resolved to enter Executive Session at 2:15PM in accordance with 44.62.311(c) for the purposes of discussing an applications for licensure. Board staff to remain present: Chelsea Childress and Lauren Osborn.

A motion duly made by Mr. Geoffry McCormick, seconded by Ms. Lisa Hay, and approved by unanimous consent, was:
Resolved to exit Executive Session at 4:01PM.

Lisa Hay exited the meeting at 4:02PM.

Kristina Miller, attorney, and Elizabeth (Bessie) Green returned to the meeting room at 4:03PM.

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

Eric Larson, LCSW EXAM #128710

Joni Stamm, LCSW EXAM #140755

Lucy Ross, LCSW EXAM #137772
Ronald Wilmot, LCSW EXAM #131901
Andrew Shand, LCSW CRED #139880
April Savage, LCSW CRED #140123
Melissa Lemon, LCSW CRED #139792
Robert Lott, LCSW CRED #136940
Joshua Goldstein, LMSW EXAM #140793
Elizabeth Miranda-Needham, LMSW CRED #138417
Lara Law, LMSW CRED #140059
Luigia Goodman, LMSW CRED #140136

CEU Providers

What is Art Therapy? - NAMI Juneau, #17010
Family Navigation - UAA Training, #17009
Pediatric Care Coordination - UAA Lend Program, #17024
Inside Passages: Legislative Advocacy – NAMI Juneau, #17051
Inside Passages: Improving Mood and Cognition – NAMI Juneau, #17052
Inside Passages: Early Intervention Psychosis – NAMI Juneau, #17053
Inside Passages: Mindfulness Based Reduction – NAMI Juneau, #17047

Supervision Requests

Elizabeth Green, Distance Supervision
Ellen Andrews, Distance Supervision

Exam Extensions

Eric Salazar, #121323
Osbert Lorenzo, #104598

2018 CE Audits: First Time Renewals

Megan Hultquist, #104484
Shannon Bell, #106020

2018 CE Audits: Non-First Time Renewals

Billie Kelly, CSWM1278
Maesha Champion, CSWS376
Meara Baldwin, #100527
Ruddy Taylor, CSWS1372
Stacy Schmidt, CSWS1356
Tara Pickett, CSWB853

Kristina Miller questioned as to if only board members could oppose the motion made. Ms. Childress answered by stating only board members could oppose the motion, but that it was a good question.

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. Rachel Olson and seconded by Mr. Geoffrey McCormick, and approved by unanimous consent, it was:

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

Adjourned at 4:10 PM

Respectfully Submitted By:

Lauren Osborn
Occupational Licensing Examiner
State of Alaska, DCCED

Date

Danielle LaFon
Board Chairperson
Alaska State Board of Social Work Examiners

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
December 10-11, 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 **December 10-11, 2018** at the Department of Economic Conservation, **610 University Avenue, Conference Room B, Fairbanks, AK 99701.**

Tuesday, December 11, 2018

Agenda item #1 Call to order/Roll Call

This meeting was called to order by Chairperson **Danielle LaFon** at **8:40 AM**.

Board Members present, constituting a quorum:

Danielle LaFon, LBSW, Chairperson
Angela Christiansen, LCSW, Vice-Chairperson – via telephone
Geoffry McCormick, LMSW
Rachel Olson, Public Member
Lisa Hay, LCSW

Division Staff present were:

Chelsea S Childress, Records and Licensing Supervisor
Lauren T Osborn, Occupational License Examiner

Public present were:

Elizabeth (Bessie) Green, applicant
Kristina Miller, attorney

Agenda Item #2 Review Agenda

The board reviewed the meeting agenda. Minor adjustments were made to items tabled under Agenda #4 for New Business. Additionally, the board scheduled time for an Executive Interview with Ms. Miller and Ms. Green.

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.

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

Resolved to enter Executive Session at 8:45AM in accordance with 44.62.310(c) for the purposes of discussing an application for licensure.

Board staff to remain present: Chelsea Childress and Lauren Osborn. Public members to remain present: Elizabeth Green (in person), Kristina Miller (in person), Shayle Hutchison (via telephone), and Mike Hopper (via telephone).

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

Resolved to exit Executive Session at 9:57AM.

The board stopped for a break at 9:58AM
Board was back on record at 10:09AM

Ms. Childress conducted a roll-call upon return from break.

Board Members present, constituting a quorum:

Danielle LaFon, LBSW, Chairperson
Angela Christiansen, LCSW, Vice-Chairperson - via telephone
Geoffry McCormick, LMSW
Rachel Olson, Public Member
Lisa Hay, LCSW

Division Staff present were:

Chelsea S Childress, Records and Licensing Supervisor
Lauren T Osborn, Occupational License Examiner

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

RESOLVED to table application number #140001 pending further documentation in accordance with 12 AAC 18.115.

Lisa Hay abstained from voting.

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

Ms. Christiansen questioned the reason behind why an applicant was submitting remedial CE's. Ms. Childress answered that the board tabled this application during the board meeting held September 13-14, 2018 due to the applicant claiming 25 CE hours in 24 hours. An individual may not obtain more than 12 contact hours in one day in accordance with 12 AAC 18.210(e):

12 AAC 18.210. CONTINUING EDUCATION REQUIREMENT. (a) For the first biennial renewal of a person's social worker license, an applicant for renewal shall document completion of 45 contact hours of continuing education activities acceptable to the board that were earned during the two years before the expiration date of the person's license that included a minimum of

- (1) six contact hours in substance abuse education;
- (2) six contact hours in cross-cultural education relating to Alaska Natives; and
- (3) three contact hours in professional ethics.

(b) After a person's first biennial renewal of a social worker license, an applicant for renewal shall document completion of 45 contact hours of continuing education activities acceptable to the board that were earned during that licensing period and included a minimum of

- (1) six contact hours in substance abuse education;
- (2) six contact hours in cross-cultural education, of which three hours include issues relating to Alaska Natives; and
- (3) three contact hours in professional ethics.

(c) For the purposes of this section,

- (1) one "contact hour" equals a minimum of 50 minutes of classroom instruction between instructor and participant;
- (2) one academic semester credit equals 15 contact hours; and
- (3) one academic quarter credit equals 10 contact hours.

(d) Only hours of actual attendance during which instruction was given will be accepted as continuing education contact hours earned from an academic course that is audited by the licensee, and the total number of contact hours earned may not exceed the academic credit hours offered for that course.

(e) Not more than 12 contact hours of continuing education activities required under this section may be completed in one day.

A motion duly made by Ms. Lisa Hay and seconded by Mr. Geoffry McCormick, and approved by unanimous consent, it was:

RESOLVED to accept the remedial CE's submitted by Jessie Hawthorne-Cantil #CSWS1010.

The board discussed the applicant's request regarding an action taken on the license. Ms. Lisa Hay questioned how this was listed, publicly. Ms. Childress answered that while it would say there was an action taken and anybody could request the information/documentation, but that there are no details available unless someone requests the documentation. Ms. Hay questioned how the board would move forward with processing incomplete audits.

Ms. Lafon stated that several years ago, every renewal audit reviewed did not include the CEs or incorrect CEs submitted. Historically found in the minutes from 2006, the board has issued a fee of \$100 for every incorrect CE submitted and two mandatory audits required. During the 2016 audit review, the board determined that this would be the process moving forward due. Ms. Christiansen added that the reason CEs are required is so that licensees stay relevant in their field, up to date on their skills, and overall knowledgeable.

The board continued with deliberations on whether a letter of advisement could be sent in place of a consent agreement. Ultimately, the board determined that moving forward a consent agreement would be drafted and completed.

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

RESOLVED to approve the consent agreement, including 2 mandatory audits and a payment plan of \$100 per month until a total of \$1,200 is paid, for Jessie Hathrone-Cantil #CSWS1010.

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

RESOLVED to approve the remedial CEs as submitted and to enter a consent agreement including 2 mandatory audits and a fee of \$100 for every incorrect CE submitted, for Daniel Pemberton #CSWS1011.

Agenda Item #4 New Business

Ms. Childress noted that the 2019 Annual Report was on the agenda, but that the regulation project took precedence. Ms. LaFon asked, for the sake of time, if Ms. Childress could email the board the annual report to complete and have ready for review during the board meeting tentatively scheduled for March 4-5, 2019. Ms. LaFon also explained that the annual report is reviewed during sunset audits, and is essentially what the board has done in the last year. Ms. Childress will randomly assign sections and send the annual report to the board via email. Ms. Childress noted she would attach historic annual reports and sunset audits for the board to reference; this will allow the board time to compare the current year from the last.

Position Statements:

The board discussed a position statement outlining the requirements of an applicant when no current and/or previous supervisor reference can be provided. The intention for the position statements is to minimize confusion with licensees regarding specific topics and requirements. Ms. LaFon volunteered to draft language for the position statement.

Ms. LaFon asked if the board accepted internship supervisors as previous or current supervisor reference. Ms. Childress answered that they would need to be considered an "other" professional references since there is language indicating the supervisory reference is from post graduate experience.

TASK – Division staff will use the board's revisions to draft a new position statement and distribute to the board via email.

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

Resolved to adjourn for lunch at 11:34AM.

Agenda Item #5 **Lunch Break**

The board adjourned for lunch at 11:34 AM PM

The board returned from lunch at 12:34 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 - via telephone

Geoffry McCormick, LMSW

Rachel Olson, Public Member

Lisa Hay, LCSW

Division Staff present were:

Chelsea S Childress, Records and Licensing Supervisor

Lauren T Osborn, Occupational License Examiner

Agenda Item #6 **Old Business**

The board reviewed the revised position statement Ms. Childress distributed to the board via email. Ms. LaFon asked that the final draft with formatting be sent to her before being posted publicly.

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

Resolved to approve the revised position statement for Alternate Supporting Documentation When an Applicant is Unable to Obtain a Current and/or Previous Supervisor Reference..

Proposed Regulations Check-In

If approved during the meeting today, the board may motion that the regulations be opened for public comment. The public comment period for regulation change is thirty days once approved by the board. After the thirty day period lapses, the board will review the public comments submitted and move forward accordingly.

Teletherapy Practice, Standards of Practice, Renewal Requirements and Definitions

Ms. Lisa Hay asked if people already providing teletherapy would be required to acquire an additional 18 hours of continuing education courses under 12 AAC 18.111 or if they would be grandfathered in once the requirements have been put forth.

The board discussed how continued education for teletherapy would be verified and if there would be a specific audit process to verify teletherapy continuing education. Ms. Angie Christiansen suggested that there be a grace period of one year for these contact hours to be obtained. Ms. LaFon noted that she did not want to make things more complicated or stringent for applicants.

Ms. Childress provided clarification to the board, adding that the regulations for teletherapy would not create a specific teletherapy license, but that a designation for teletherapy would be added to the existing social work license to show the licensee is approved to provide teletherapy.

The board determined that an individual who obtains the 18 hours of continuing education required to receive the designation of teletherapy could be used to satisfy the 45 contact hours required to renew the social work license.

A motion duly made by Ms. Lisa Hay, seconded by Mr. Geoffry McCormick, and approved by unanimous consent, was:
Resolved to include the 18 contact hours in the 45 continuing education hours during the renewal period.

The board deliberated on specifications needed of special training that may be required for teletherapy.

Lisa Hay exited the meeting room at 1:41PM

Lisa Hay returned to the meeting room at 1:43PM

Angie Christiansen exited the meeting room at 1:46PM

Angie Christiansen returned to the meeting room at 1:52PM

*A motion duly made by Ms. Lisa Hay, seconded by Mr. Geoffry McCormick, and approved by unanimous consent, was:
Resolved to approve submitting regulation 12 AAC 18.111 for public comments with the amendments to read*

12 AAC 18.111. Requirements to practice teletherapy. Before providing social work services or using social work principles and methods through audio, video, or data communications when physically separated from the client, a provider must

- (1) be licensed under AS 08.95 and in good standing with the board;
- (2) on a form provided by the department, submit certification of having completed at least 18 contact hours of training in the following topics specific to teletherapy; a minimum of 3 hours in each topic:
 - (A) teletherapy theory and practice;
 - (B) HIPPA compliance;
 - (C) legal and ethical issues related to teletherapy practice;
 - (D) handling online emergencies;
 - (E) informed consent;
 - (F) telephone and video conferencing.
- (3) The training including 18 contact hours required under 12 AAC 18.111 (2) is for the initial teletherapy designation.
- (4) The training including 18 contact hours required under 12 AAC 18.111 (2) may be used to satisfy the 45 contact hours required for license renewal under 12 AAC 18.210(a) and (b).

The board stopped for a break at 2:12PM

The board return from break at 2:17PM

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

Resolved to approve submitting regulation 12 AAC 18.210 for public comments with amendments to read

12 AAC 18.210. CONTINUING EDUCATION REQUIREMENT.

- (a) For the first biennial renewal of a person's social worker license, an applicant for renewal shall document completion of 45 contact hours of continuing education activities acceptable to the board that were earned during the two years before the expiration date of the person's license that included a minimum of
 - (1) six contact hours in substance abuse education;
 - (2) six contact hours in cross-cultural education relating to Alaska Natives; and
 - (3) three contact hours in professional ethics.
- (b) After a person's first biennial renewal of a social worker license, an applicant for renewal shall document completion of 45 contact hours of continuing education activities acceptable to the board that were earned during that licensing period and included a minimum of
 - (1) six contact hours in substance abuse education;
 - (2) six contact hours in cross-cultural education, of which three hours include issues relating to Alaska Natives; and
 - (3) three contact hours in professional ethics.
- (c) For the purposes of this section,
 - (1) one "contact hour" equals a minimum of 50 minutes of classroom instruction between instructor and participant;

- (2) one academic semester credit equals 15 contact hours; and
- (3) one academic quarter credit equals 10 contact hours.
- (d) Only hours of actual attendance during which instruction was given will be accepted as continuing education contact hours earned from an academic course that is audited by the licensee, and the total number of contact hours earned may not exceed the academic credit hours offered for that course.
- (e) Not more than 12 contact hours of continuing education activities required under this section may be completed in one day.
- (f) If designated to provide teletherapy services, an applicant for renewal shall document completion of 6 contact hours in at least one of the teletherapy training topics under 12 AAC 18.111 (2). The 6 contact hours in teletherapy training may be used to satisfy the 45 contact hours required under 12 AAC 18.210(a) and (b).

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

Resolved to approve submitting regulation 12 AAC 18.160 for public comments from the revised draft from June 21, 2018.

A motion duly made by Ms. Lisa Hay, seconded by Mr. Geoffry McCormick, and approved by unanimous consent, was: Resolved to approve regulation 12 AAC 18.320 with amendments to read

12 AAC 18.320. Safety and confidentiality of communications. (a) Email: Licensees must advise clients about the risks of exchanging emails. Licensees must include a disclaimer when sending emails. Email transmissions are part of a client record; copies must be kept in a file maintained by the licensee.

(b) Text messages: Texting of personal information must be discouraged. Licensees must include a disclaimer about the risks when exchanging text messages. Text messages are considered a part of a client record; copies must be kept in a file maintained by the licensee.

(c) Online scheduling and billing: All online scheduling and billing software must be encrypted and secure.

Lisa Hay exited the meeting room at 3:36PM

Lisa Hay returned to the meeting room 3:40PM.

Bessie Green entered with a completed Work Verification Form at 3:39PM

Bessie Green exited the meeting room at 3:40PM.

Angie Christiansen exited the meeting room at 3:41PM

Angie Christiansen returned to the meeting room at 3:44PM.

A motion duly made by Ms. Lisa Hay, seconded by Mr. Geoffry McCormick, and approved by unanimous consent, was: Resolved to approve submitting regulation 12 AAC 18.330 for public comments with amendments as drafted to read

12 AAC 18.330. Limitations on teletherapy practice.

(a) A baccalaureate social worker or master social worker licensed under AS 08.95 that holds an active teletherapy designation shall not practice teletherapy unless

(1) under the supervision of a licensed clinical social worker, licensed psychologist, or licensed psychiatrist who holds an unrestricted license to practice that profession in this state or other licensing jurisdiction; or

(2) has been granted an exemption from the board under (c) of this section.

(b) the supervisor under (a)(1) must complete at least 18 contact hours of training in the following topics specific to teletherapy; a minimum of 3 hours in each topic:

(A) teletherapy theory and practice;

- (B) HIPPA compliance;
 - (C) legal and ethical issues related to teletherapy practice;
 - (D) handling online emergencies;
 - (E) informed consent;
 - (F) telephone and video conferencing.
- (c) The board may grant an exemption if
- (1) the applicant demonstrates to the satisfaction of the board that the applicant is unable to satisfy the requirement of 12 AAC 18.330(a)(1); and
 - (2) the supervisor has completed at least 18 contact hours of training in the following topics specific to teletherapy; a minimum of 3 hours in each topic:
 - (A) teletherapy theory and practice;
 - (B) HIPPA compliance;
 - (C) legal and ethical issues related to teletherapy practice;
 - (D) handling online emergencies;
 - (E) informed consent;
 - (F) telephone and video conferencing.

***A motion duly made by Mr. Geoffry McCormick, seconded by Ms. Lisa Hay, and approved by unanimous consent, was:
Resolved to approve submitting regulation 12 AAC 18.990(7) for public comments as drafted on June 21, 2018.***

***A motion duly made by Mr. Geoffry McCormick, seconded by Ms. Lisa Hay, and approved by unanimous consent, was:
Resolved to approve submitting regulation 12 AAC 18.990(9) for public comments as drafted on June 21, 2018.***

***A motion duly made by Mr. Geoffry McCormick, seconded by Ms. Lisa Hay, and approved by unanimous consent, was:
Resolved to approve submitting regulation 12 AAC 18.990(10) for public comments to read:***

(10) "teletherapy" means the use of audio, video, or data communications to perform functions or practices within the training required for licensure under AS 08.95 and this chapter.

Lisa Hay left the meeting at 4:05PM.

Rachel Olson exited the meeting room at 4:09PM

Rachel Olson returned to the meeting room at 4:10PM.

Agenda Item #7 Administrative Business

With limited time remaining, the board discussed setting up a teleconference in January to complete the tabled agenda items.

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

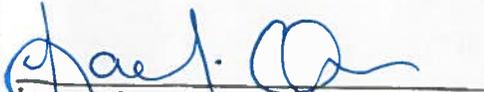
Resolved to hold a board meeting via teleconference on January 28th from 11:00AM to 1:00PM.

The board reviewed a correspondence inquiry received by Susan Guillory in regards to psychotherapy services. The board determined that yes, an LMSW in Alaska may provide psychotherapy services under the supervision of an LCSW in accordance with 12 AAC 18.120 and 12 AAC 18.160.

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

Resolved to approve the drafted response to Susan Guillory regarding the inquiry for psychotherapy services.

Geoffrey McCormick left the meeting at 4:31PM.



Lauren Osborn
Occupational Licensing Examiner
State of Alaska, DCCED

10/25/2019
Date



Danielle LaFont
Board Chairperson
Alaska State Board of Social Work Examiners

8/25/2019
Date