

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

Alaska State Board of Social Work Examiners
April 13-14, 2021

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

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 April 13-14, 2021. The meeting was held via teleconference originating at 550 W 7th Avenue, Ste 1500, Anchorage, AK 99501

April 13 - 14, 2021

Day One: Tuesday, April 13, 2021

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

This meeting was called to order by Chairperson Mindy Swisher at 9:01am.

Board Members present, constituting a quorum:

Mindy Swisher, Licensed Clinical Social Worker, Board Chairperson
Geoffry McCormick, Licensed Master Social Worker
Brandon Ercanbrack, Licensed Clinical Social Worker
Sharon Woodward, Licensed Baccalaureate Social Worker

Division Staff present were:

Lacey Derr, Records and Licensing Supervisor
Stefanie Davis, Occupational Licensing Examiner

Agenda item #2 **Review Agenda**

Ms. Derr presented the board with the agenda for review.

A motion duly made by Geoffry McCormick, seconded by Brandon Ercanbrack, and approved by unanimous consent, was:

Resolved to approve the agenda as stated

Agenda item #3 **Ethics Reporting**

There were no ethics conflicts to report.

Agenda item #4 **Introduce New Board Member/Examiner**

The board took time to make introductions and welcome both a new board member, Sharon Woodward, and the new occupational licensing examiner, Stefanie Davis.

Agenda item #5 **Investigative Report/Training**

Investigators Joshua Hardy, Amber Whaley, and Michele Hearn joined the meeting at 9:01am

Investigator, Joshua Hardy, reviewed the investigative report for the period of January 25, 2021 through March 26-2021. The Division opened twelve (12) matters and closed one (1) matter. The board expressed interest in knowing

the general overview of the cases. Investigator Hardy shared that the majority of the cases are general practice of potential unethical or unprofessional conduct, with a few application issues.

The board received Investigative training from Josh Hardy. This included but was not limited to the overall investigative process, the types of alleged violations the Investigators investigate, and the Board Members' role in verifying whether or not a violation has occurred.

A motion duly made by Geoffry McCormick, seconded by Brandon Ercanbrack, and approved by unanimous consent, was:

Resolved that the Alaska State Board of Social Work Examiners enter into Executive Session in accordance with AS 44.62.310(c), and Alaska Constitutional Right to Privacy Provisions, for the purpose of discussing matters which by law, municipal charter, or ordinance are required to be confidential. Board staff to remain present: Amber Whaley, Lacey Derr, Stefanie Davis, Josh Hardy, and Michele Hearn.

*The board went off record into Executive Session at 9:32am
Back on the record at 10:26am.*

Investigators Josh Hardy, Amber Whaley, and Michele Hearn exited the meeting at 10:26am

*The board took a recess at 10:27am.
The board returns from recess and is back on record at 10:45am.*

Agenda item #6 Application Review

The board went through an application in full as a training for the new board member and OLE. It was discussed how to handle processing an application when the license fee has not yet been paid. Per RLS Derr, the board is able to approve an application regardless of if the fee has been paid or not. It is up to the Occupational Licensing Examiner to verify that the fees have been paid before issuing a license.

In the near future it is hoped to remove “legal name change documents” requirements from initial applications.

#166717 - Tabled to request the agenda for the course: Motivational Interviewing to verify if it meets the requirements to be counted as SU CEUs

#163404 – Tabled to request the agenda for the course: How to Keep a Steady Rudder when Working with People with Complex Co-Occurring Disorders to verify if it meets the requirements to be counted as SU CEUs

#161600 – Tabled to request reference from R. Cartwright to be corrected as reference marked “no” on question 7

#173610 – Tabled to receive clarification from reference S. Hoff to verify if they are a previous or current supervisor

#167782 – Tabled to request the agenda for the course: Evidence-Based Approaches to Pain Control, and an additional 1.50 hours of SU CEUs minimum, 2.50 maximum depending on agenda.

#162378 - Tabled to request reference from S. Alberts to meet requirements for previous supervisor reference

#167112 – Tabled due to being short 11.80 CEUs. Two certificates showed 5 clock hours and .5 CEUs and 7 clock hours and .7 CEUs, respectively.

#104598 Exam Extension Request – Applicant is requesting a 2nd exam extension. The board has already approved

one exam extension request which expired on 3/06/2021. The board’s precedent is to only approve one exam extension per applicant. After the second extension expires, the applicant will need to reapply.

RESOLVED to approve the request from applicant 104598 to extend their exam deadline by one year from 3/06/2021.

	APPROVE	DENY	ABSTAIN	ABSENT
Mindy Swisher		x		
Brandon Ercanbrack		x		
Geoffry McCormick		x		
Sharon Woodward		x		

The exam extension request was denied based on 12 AAC 18.100(c)

Agenda item #7 Public Comment

Public comment period opened at 11:47am

No persons present for public comment.

Public comment period closed at 12:01pm

Agenda item #8 LUNCH

The board took a recess for lunch at 12:01pm

The board returns from recess and is back on record at 1:01pm

Agenda item #9 Division Update & Legislative Update

Melissa Dumas joined the meeting at 1:01pm

A. Fee Analysis

Melissa Dumas, Administrative Operations Manager for the Division, joined the meeting to discuss the 3rd Quarter Report and the Fee Analysis for the Social Work Board. The Division is not currently proposing any fee changes for the Social Work Board. The board has remained stable, and has not had a fluctuation in license numbers. If expenditures stay low it is possible the board would see a fee decrease in the future, however no decrease is being proposed at this time. The next fee analysis will be completed next year.

B. 3rd Quarter Report

The revenue for the board through April of 2021 is \$290,534.00, and the total direct expenditures for the board were \$144,340.00. The total non-investigation expenditures were \$58,659.00, and the total investigation expenditures were \$85,681.00. The board’s total expenditures were \$190,304.00 with a carry-over of \$8,410.00 in deficit from the prior year. Currently the surplus for the board is \$91,820.00. Due to the delay of the 2020 renewal period from 6/30/2020 – 10/30/2020, most of the revenue was received in FY2021. No travel was included on the report for FY2021 due to COVID and the inability to travel. However, as travel occurred for this meeting, there will be travel expenses noted in the next Quarter Report. The most recent fee change was a fee reduction in FY2018.

C. Legislative Bill Outlook

There are currently no bills concerning the Social Work Board filed with the legislature. Melissa went over general legislation that involves the Division.

Agenda item #10 **Application Review Cont. to Audit Review**

Board Chair Mindy Swisher noted that the majority of the board completes application review individually. To make better use of their time, the board agreed to continue application review independently after the meeting, and to move on to the Audit Review for the remainder of the afternoon.

A motion duly made by Geoffry McCormick, seconded by Brandon Ercanbrack, and approved by unanimous consent, was:

Resolved that the agenda be amended to start the audit review on the afternoon of April 13th, rather than April 14th at 9am.

RLS Derr noted that the public notice for the change in Continuing Education regulations was determined to be legal. How the notice went out did prove to be confusing. Due to this, it is best practice to not penalize those who did not complete the new telehealth Continuing Education requirement. However, as this is now a requirement, those who did not complete the telehealth CEs will still be required to do so. The majority of licensees did complete the telehealth CEs. The initial public notice stated that the CE requirements would have only applied to Clinical Social Workers. However, it applied to everyone when written and implemented in the regulations. Those who did not complete the telehealth CEs will receive an advisement letter asking them to complete the requirement, and clarifying that this is a requirement now and in the future. Those completing 3 telehealth CEs correcting for this renewal will not be able to use the same telehealth CEs for the next renewal.

RESOLVED to approve the audit for license number CSWS387:

	APPROVE	DENY	ABSTAIN	ABSENT
Mindy Swisher		x		
Brandon Ercanbrack		x		
Geoffry McCormick		x		
Sharon Woodward		x		

Audit failed per 12 AAC 18.210(b)(1). Audit did not pass.

RESOLVED to approve the audit for license number CSWS344:

	APPROVE	DENY	ABSTAIN	ABSENT
Mindy Swisher		x		
Brandon Ercanbrack		x		
Geoffry McCormick		x		
Sharon Woodward		x		

Audit failed per 12 AAC 18.210(b)(4). Audit did not pass.

RESOLVED to approve the audit for license number CSWS325:

	APPROVE	DENY	ABSTAIN	ABSENT
Mindy Swisher		x		
Brandon Ercanbrack		x		
Geoffry McCormick		x		
Sharon Woodward		x		

Audit failed per 12 AAC 18.210(b)(3). Audit did not pass.

CSWS322 – tabled. Agendas needed for Opioid/Motivational Interviewing courses taken with Health Stream. Short one SU CEU until agendas received.

A motion duly made by Brandon Ercanbrack, seconded by Geoffry McCormick, and approved by unanimous consent was:

Resolved to approve the following Social Work Continuing Education renewal audits: License Numbers: CSWS808, CSWS736, CSWS719, CSWS611, CSWS460, CSWS307

The board took a recess at 2:25pm.

The board returns from recess and is back on record at 2:35pm.

RESOLVED to approve the audit for license number CSWS1316:

	APPROVE	DENY	ABSTAIN	ABSENT
Mindy Swisher		x		
Brandon Ercanbrack		x		
Geoffry McCormick		x		
Sharon Woodward		x		

Audit failed per 12 AAC 18.210(b)(1). Audit did not pass.

CSWS1296 – tabled. Agenda needed for Medication Assisted Treatment Conference. Short 6 SU CEUs until agenda received.

RESOLVED to approve the audit for license number CSWS1233:

	APPROVE	DENY	ABSTAIN	ABSENT
Mindy Swisher		x		
Brandon Ercanbrack		x		
Geoffry McCormick		x		
Sharon Woodward		x		

Audit failed per 12 AAC 18.210(b)(4). Audit did not pass.

CSWS1009 – tabled. Agenda needed for Tourette Syndrome Behavior Therapy Institute. Short 8.25 general CEUs until received.

A motion duly made by Sharon Woodward, seconded by Geoffry McCormick, and approved by unanimous consent was:

Resolved to approve the following Social Work Continuing Education renewal audits: License Numbers: CSWS1391, CSWS1367, CSWS1356, CSWS1342, CSWS1290, CSWS1178, CSWS1163, CSWS1045, CSWS1039

A motion duly made by Brandon Ercanbrack, seconded by Geoffry McCormick, and approved by unanimous consent, was:

Resolved that the Alaska State Board of Social Work Examiners enter into Executive Session in accordance with AS 44.62.310(c), and Alaska Constitutional Right to Privacy Provisions, for the

purpose of discussing subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion. Board staff to remain present: Lacey Derr and Stefanie Davis.

The board went off record into Executive Session at 3:25pm.

Back on the record at 3:26pm.

RESOLVED to approve the audit for license number CSWB894:

	APPROVE	DENY	ABSTAIN	ABSENT
Mindy Swisher		x		
Brandon Ercanbrack		x		
Geoffry McCormick		x		
Sharon Woodward		x		

Audit failed per 12 AAC 18.210(b)(1). Audit did not pass.

A motion duly made by Geoffry McCormick, seconded by Brandon Ercanbrack, and approved by unanimous consent was:

Resolved to approve the following Social Work Continuing Education renewal audits: License Numbers: CSWM1320, CSWB853, CSWB435

Agenda item #1 Recess

Mindy Swisher called a meeting recess at 3:44PM until April 14, 2021 to continue board business at 9:00AM.

Day Two: Wednesday, April 14, 2021

Agenda item #1 Call to Order/Roll Call

This meeting was called to order by Records and Licensing Supervisor **Lacey Derr** at **8:58am**.

Board Members present, constituting a quorum:

- Mindy Swisher, Licensed Clinical Social Worker, Board Chairperson
- Geoffry McCormick, Licensed Master Social Worker
- Brandon Ercanbrack, Licensed Clinical Social Worker
- Sharon Woodward, Licensed Baccalaureate Social Worker

Division Staff present were:

- Lacey Derr, Records and Licensing Supervisor
- Stefanie Davis, Occupational Licensing Examiner

Agenda item #2 Audit/Application Review (Cont.)

Per the motion made on April 13, 2021, the board changed Agenda item #2 from Audit Review to Application Review (cont.).

RESOLVED to approve the following license number for Master Social Work by Examination: 163388

	APPROVE	DENY	ABSTAIN	ABSENT
Mindy Swisher	x			
Brandon Ercanbrack	x			
Geoffry McCormick	x			
Sharon Woodward	x			

RESOLVED to approve the following license number for Clinical Social Work by
Credentials: 163404

	APPROVE	DENY	ABSTAIN	ABSENT
Mindy Swisher	x			
Brandon Ercanbrack	x			
Geoffry McCormick	x			
Sharon Woodward	x			

RESOLVED to approve the following license number for Master Social Work by
Examination: 161600

	APPROVE	DENY	ABSTAIN	ABSENT
Mindy Swisher	x			
Brandon Ercanbrack	x			
Geoffry McCormick	x			
Sharon Woodward	x			

RESOLVED to approve the following license number for Baccalaureate Social Work by
Credentials: 167112

	APPROVE	DENY	ABSTAIN	ABSENT
Mindy Swisher	x			
Brandon Ercanbrack	x			
Geoffry McCormick	x			
Sharon Woodward	x			

RESOLVED to approve the following license number for Clinical Social Work by
Credentials: 173610

	APPROVE	DENY	ABSTAIN	ABSENT
Mindy Swisher	x			
Brandon Ercanbrack	x			
Geoffry McCormick	x			
Sharon Woodward	x			

RESOLVED to approve the following license number for Master Social Work by
Credentials: 167782

	APPROVE	DENY	ABSTAIN	ABSENT
Mindy Swisher	x			
Brandon Ercanbrack	x			
Geoffry McCormick	x			
Sharon Woodward	x			

After completing the application review, the board elected to return to the Audit review as originally scheduled.

CSWS415 – tabled. Agenda needed for both courses taken for Science of Traumatic Stress. Lacey to contact Rural Conference for CE approval. Licensee currently short 7 CEs, 6 SU CEUs, and AK Native CEs until received.

RESOLVED to approve the audit for license number 151996:

	APPROVE	DENY	ABSTAIN	ABSENT
Mindy Swisher		x		
Brandon Ercanbrack		x		
Geoffry McCormick		x		
Sharon Woodward		x		

Audit failed per 12 AAC 18.210(a)(4). Audit did not pass.

RESOLVED to approve the audit for license number 148945:

	APPROVE	DENY	ABSTAIN	ABSENT
Mindy Swisher		x		
Brandon Ercanbrack		x		
Geoffry McCormick		x		
Sharon Woodward		x		

Audit failed per 12 AAC 18.210(a)(2). Audit did not pass.

RESOLVED to approve the audit for license number 148303:

	APPROVE	DENY	ABSTAIN	ABSENT
Mindy Swisher		x		
Brandon Ercanbrack		x		
Geoffry McCormick		x		
Sharon Woodward		x		

Audit failed per 12 AAC 18.210(a)(4). Audit did not pass.

RESOLVED to approve the audit for license number 140059:

	APPROVE	DENY	ABSTAIN	ABSENT
Mindy Swisher		x		
Brandon Ercanbrack		x		
Geoffry McCormick		x		
Sharon Woodward		x		

Audit failed per 12 AAC 18.210(a)(4). Audit did not pass.

RESOLVED to approve the audit for license number 123400:

	APPROVE	DENY	ABSTAIN	ABSENT
Mindy Swisher		x		
Brandon Ercanbrack		x		
Geoffry McCormick		x		
Sharon Woodward		x		

Audit failed per 12 AAC 18.210(a)(4). Audit did not pass.

A motion duly made by Geoffry McCormick, seconded by Sharon Woodward, and approved by unanimous consent was:

Resolved to approve the following Social Work Continuing Education renewal audits: License Numbers: 154855, 148910, 148301, 134998, 133974, 131901, 123332

Brandon Ercanbrack left the meeting at 10:21am.

RESOLVED to approve the audit for license number 123302:

	APPROVE	DENY	ABSTAIN	ABSENT
Mindy Swisher	x			
Brandon Ercanbrack			x	
Geoffry McCormick	x			
Sharon Woodward	x			

Audit passed

Brandon Ercanbrack joined the meeting at 10:26am.

The board took a recess for break at 10:26am.

The board returns from recess and is back on record at 10:36am.

RESOLVED to approve the audit for license number 120334:

	APPROVE	DENY	ABSTAIN	ABSENT
Mindy Swisher		x		
Brandon Ercanbrack		x		
Geoffry McCormick		x		
Sharon Woodward		x		

Audit failed per 12 AAC 18.210(b)(1)(4). Audit did not pass.

RESOLVED to approve the audit for license number 108701:

	APPROVE	DENY	ABSTAIN	ABSENT
Mindy Swisher		x		
Brandon Ercanbrack		x		
Geoffry McCormick		x		
Sharon Woodward		x		

Audit failed per 12 AAC 18.210(b)(2). Audit did not pass.

RESOLVED to approve the audit for license number 105894:

	APPROVE	DENY	ABSTAIN	ABSENT
Mindy Swisher		x		
Brandon Ercanbrack		x		
Geoffry McCormick		x		
Sharon Woodward		x		

Audit failed per 12 AAC 18.210(b)(4). Audit did not pass.

A motion duly made by Sharon Woodward, seconded by Geoffry McCormick, and approved by unanimous consent was:

Resolved to approve the following Social Work Continuing Education renewal audits: License Numbers: 114922, 114382, 113051, 112328, 111488, 110820, 109637, 104359, 100523, 100522

The board scheduled a meeting for May 3, 2021 from 5-6:30pm to go over the remaining audits.

With additional time left before lunch, the board elected to move on to Old Business, Agenda item #4.

Agenda item #4 Old Business

A. Telemedicine CE Statement

There are currently a total of 69 active Emergency Courtesy License holders. They are set to expire 5/14/2021 and are not to be extended. This license type is still listed and active on our website. The board would like the Division to send out an email to all active ECL licensees letting them know they have 4 weeks remaining on their Emergency Courtesy License, and to encourage and direct them to apply for permanent licensure. As Social Work is continued care and applicants would be unable to provide continued care in these next four weeks, the application will be removed from the website at this time. A statement will be posted online stating that the ECL is no longer available.

The board is interested in seeing how many ECL licensees applied for full permanent licensure. They would like to see the statistics at some point in the future.

A motion duly made by Geoffry McCormick, seconded by Sharon Woodward, and approved by unanimous consent was:

Resolved to approve all administrative tasks involving the Emergency Courtesy License expiration on May 14, 2021

Agenda item #3 Lunch

The board took a recess for lunch at 11:31am

The board returns from recess and is back on record at 1:01pm

Agenda item #5 New Business

A. Set Upcoming Meetings

Board Member Meetings to schedule:

May 3, 2021 – 5-6:30pm Finish Audits

August 24, 2021 – 9am. Quarterly Meeting

December 20, 2021 – 9am. Quarterly Meeting

Trainings

6/10-6/11 – New Board Member training ASWB (Sharon)
8/19-8/21 – New Board Member training ASWB – Virginia
11/19-11/20 – Annual Meeting of the Delegate Assembly in Louisiana (all – including OLE)
6/09/2021 – Board Chair Training ASWB (Mindy)

RLS Derr and OLE Davis will put in travel requests after today’s meeting.

B. TBD

Position Statements

The board would like to come up with a Position Statement to define “Substance Abuse” Continuing Education in further detail. The board will be coming up with a Position Statement bringing attention to the definition of Substance Abuse and Behavior Addictions citing the updated regulation. Staff will draft a letter and put it up in OnBoard for voting. This will then go on the website.

Right Touch Regulation – statutes have been changed and updated as of May 2020.

The board reviewed the current Exam Extension Position Statement on the website. Partial minutes were included with the Position Statement in error. The board requests that this Position Statement be edited and reposted to the website once completed.

RLS Derr assigns herself a task to review minutes from 2018 to current to find if the previously drafted Position Statement was completed. If found, this will go before the board on OnBoard for finalization, and then be posted on the website.

Agenda item #6 FY 21 Annual Report

The FY2021 Annual Report is due in June of 2021. The Division’s recommendation is to build off of what the board has from the previous year.

A motion duly made by Geoffry McCormick, seconded by Brandon Ercanbrack, and approved by unanimous consent, was:

Resolved that the Alaska State Board of Social Work Examiners enter into Executive Session in accordance with AS 44.62.310(c), and Alaska Constitutional Right to Privacy Provisions, for the purpose of discussing matters involving consideration of government records that by law are not subject to public disclosure. Board staff to remain present: Lacey Derr and Stefanie Davis.

*The board went off record into Executive Session at 2:08pm.
Back on the record at 2:15pm.*

Geoffry will assist with description of travel and all travel the board is asking for. Mindy will complete the Narrative section. Brandon will complete the New Goals. Mindy will combine all sections and send to RLS Derr and OLE Davis for review. This will then be put on OnBoard for final review and approval by the board as a whole.

Agenda item #8 **Adjourn**

A motion duly made by Geoffry McCormick, seconded by Brandon Ercanbrack, and approved by unanimous consent, was:

Resolved to adjourn meeting at 2:43pm.

Adjourned at 2:43 PM

Respectfully Submitted By:

DocuSigned by:



1/13/2022

Date

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Stefanie L. Davis

Occupational License Examiner
State of Alaska, DCCED, CBPL

DocuSigned by:



1/11/2022

Date

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Mindy Swisher

Board Chairperson
Alaska State Board of Social Work Examiners