

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
October 13-14, 2011

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 October 13-14, 2011 at the State Office Building, 333 Willoughby Avenue Conference Room C, Juneau, AK.

Thursday, October 13, 2011

Call to Order/ Roll Call

The meeting was called to order at 8:38 a.m. by Lisa Turner, Chair.

Those present, constituting a quorum of the Board:

Lisa Turner, Psychological Associate – Chair

Cam Carlson, Public Member

Kristi Fuller, Psychologist

John DeRuyter, Psychologist

Excused:

Jan Mays, Licensing Examiner

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

Cynthia Spencer, Licensing Examiner (sitting in for Jan Mays)

Gary Keiser, Investigator, Agenda Item 5, teleconference

Guests:

Dr. Carey Edney, Agenda Item 4, teleconference

Agenda Item 1 – Review Agenda

The Board reviewed the agenda. The following changes were made:

Item No. 3

Change “APA Ethics Disclosure” to “APA Ethics Report 2010”

**Upon a motion by Mrs. Carlson, seconded by Dr. DeRuyter and approved unanimously, it was:
MOVED to adopt the agenda as amended**

Agenda Item 2 – Review Task List

The Board reviewed the task list. The following Board tasks are pending:

- Dr. DeRuyter – Draft proposed regulation on tele-psychology.

The Board requested that a current edition of the Accredited Institutions of Postsecondary Education be obtained.

Agenda Item 3 – Ethics Disclosure

There were no ethic violations to disclose

Mrs. Mays joined the meeting at 9:00 a.m.

Agenda Item 4 – AK-PA

The Board met with Dr. Carey Edney via teleconference to provide updates with AK-PA. Dr. Edney spoke on behalf of Dr. Philip Baker who was not available to meet with the Board.

The AK-PA board submitted another letter, requesting the Board to reconsider Cross Culture Diversity for required continuing education credits.

Break at 9:46 a.m.; back on record at 10:03 a.m.

Agenda Item 5 – Investigative Report

The Board called Gary Keiser, Investigator via teleconference to present the investigative report.

Open Complaints:

2011-000600	Unethical conduct	Review Ongoing
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Open Investigations:

2902-07-001	Violation Professional Ethics	Consent Agreement Pending (Inv. Susan Winton)
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Case No. 2902-07-001 has been transferred to Investigator Keiser for resolution.

Agenda Item 6 – Goals & Objectives

The Board reviewed the Goals and Objective for fiscal year 2012.

1. Enforcing the Psychology Practice Act in order to protect the public.
2. Ensuring the public of continued competency of licensed psychology professionals.
3. Ensuring the public that psychological care is offered by professionally qualified persons.
4. Ensuring the public that qualified psychology practitioners are available.
5. Promoting high professional standards of psychology practice.

**Upon a motion by Dr. DeRuyter, seconded by Dr. Fuller an approved unanimously, it was:
MOVED to adopt the Goals and Objectives FY2012 as amended.**

Agenda Item 7 – Application Review

The Board reviewed the following applications:

Psychologist

Marjorie Kyle
Gregory Murrey
Hattie Harvey
Antonina Shchepina
Gregory Bilberry
Erica Coady
Virginia Parret
Stephanie White
Sara White

Psychological Associate

Michael Reed
Tara Ford

**Upon a motion by Dr. DeRuyter, seconded by Dr. Fuller and approved unanimously, it was:
MOVED to approve the following psychologist applications for licensure by credentials:**

**Erica Coady
Gregory Murrey**

**Sara White
Gregory Bilberry
Marjorie Kyle**

Upon a motion by Dr. DeRuyter, seconded by Mrs. Carlson and approved unanimously, it was: MOVED to approve Michael Reed and Tara Ford's post-master supervision plan, approve to sit for the EPPP and State Law & Ethics exam and issue temporary license after passing the exams.

Upon a motion by Dr. DeRuyter, seconded by Dr. Fuller and approved unanimously, it was: MOVED to approve Dr. Virginia Parret and Dr. Hattie Harvey's post-doctoral supervision plan, issue temporary license and approve to sit for the EPPP and State Law & Ethics exam.

Agenda Item 8 – Review/Approve Minutes

The Board reviewed the June 16-17, 2011 meeting minutes. The following changes were made:

- Page 1, add "(teleconference)" after "Gary Keiser".
- Page 1, add "(teleconference)" after "Dr. Philip Baker".
- Page 2, Item No. 2, delete Cam Carlson's task.
- Page 3, Item No. 6, last paragraph, third sentence, add in the beginning of the sentence "A draft will be provided".
- Page 3, Item No. 6, last paragraph, fourth sentence, add "Item" before "F".
- Page 3, Item No. 7, first motion, add "license" after "issue".
- Page 4, Item No. 8, first paragraph, second sentence, add "that" after "provided".
- Page 4, Item No. 9, first bullet, delete "is", and add "is retained "after" correspondence.
- Page 5, Item No. 15, second sentence, delete "other than time sensitive or urgent issues".
- Page 6, Item No. 16, first sentence, add "to establish" after "decided".
- Page 6, Item No. 16, first sentence, add "for verifying the answers to Professional Fitness Questions for" after "procedure".
- Page 6, Item No. 16, second sentence, delete "the", and add "will" after "records", and add "individual" after "they", and change "have" to "has".
- Page 6, Item No. 16, motion, change "on" to "of", and add "responses to the" before "Professional".
- Page 7, Item No. 18, Budget Report, change "reports" to "report".
- Page 7, Item No. 18, Task List, delete Cam Carlson's task and add Lisa Turner's task.

Upon a motion by Dr. DeRuyter, seconded by Mrs. Carlson and approved unanimously, it was: MOVED to adopt the June 16-17, 2011 meeting minutes as amended.

Recessed at 11:30 a.m. ; reconvened at 1:07 p.m.

Agenda Item 9 – Board Correspondence Tracking and Archive Procedures

Ms. Turner provided a summary:

- Procedure to archive emails
- Once a month, backup all email correspondences on a disk
- Internal emails are not to be forwarded to the public
- Convert hard copies of correspondence to electronic versions
- Save electronic past correspondence by using keyword index
- Records retained in chronological order as well as in individual files.

Ms. Turner will draft a procedure and email to Ms. Mays to implement and add to the Board desk manual.

Agenda Item 10 – International Licensing Standard

Ms. Mays presented an email from Janet Pippin, ASPPB regarding the International Licensing Standard. Ms. Pippin provided a link for review.

Agenda Item 11 – State Law and Ethics Exam

**Upon a motion by Ms. Carlson, seconded by Dr. DeRuyter and approved unanimously, it was:
MOVED to go into executive session to review exam questions.**

Enter executive session at 1:35 p.m. ; back on record at 2:34 p.m.

Agenda Item 12 – Summary of the teleconference with Director September 26, 2011

Ms. Turner provided a brief overview of the teleconference meeting with Don Habeger, Director regarding the Board's relationship with the Department of Law. Mr. Habeger agreed to follow up on the unauthorized regulation project and to reverse any cost incurred.

Mr. Habeger stated Ms. Sara Chambers would be the contact for future concerns, and has been tasked with creating a Board Training Manual.

Agenda Item 13 – Courtesy Licensing Reporting

There were no new courtesy licenses issued since the June 16-17, 2011 meeting.

Agenda Item 14 – Public Comment

There were no individuals in attendance for Public Comment.

Agenda Item 15 – Tele-Psychology

The Board reviewed the APA Monitor Article June 2011, regarding tele-psychology.

**Upon a motion by Ms. Carlson, seconded by Dr. DeRuyter and approved unanimously, it was:
MOVED to go into executive session to review exam questions.**

Executive session at 2:44 p.m. ; reconvene at 2:57 p.m.

Break at 3:14 p.m. ; reconvene at 3:31 p.m.

Agenda Item 16 – APA Model Act for State Licensure

The Board reviewed the APA Model Act for State Licensure. The Board reviewed the APA Ethics Report 2010.

Agenda Item 17 – Psychology Board Narrative – July 2011

Ms. Turner provided a copy of the Psychology Board Narrative, prepared in July 2011 for the Annual report Fiscal Year 2011.

Agenda Item 18 – Dr. Grey Wolf's Resignation Letter

The Board reviewed the resignation letter from Dr. Iva GreyWolf. Dr. GreyWolf is no longer able to serve on the Board due to her relocation out of State.

Recess at 4:00 p.m.

Friday, October 14, 2011

Call to Order/Roll Call

The meeting was called to order at 8:36 a.m. by Lisa Turner, Chair.

Those present constituting a quorum of the Board:

Lisa Turner, Psychological Associate – Chair
Cam Carlson, Public Member
Kristi Fuller, Psychologist
John DeRuyter, Psychologist

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

Jan Mays, Licensing Examiner

Agenda Item – 19 Continuing Education Audit

The Board reviewed the CE audits that were available

Upon a motion by Dr. Fuller, seconded by Ms. Carlson and approved unanimously, it was:

MOVED to approve the following CEU Audits:

- **James Coats-100**
- **Paul Turner-174**
- **Charles Lester-310**
- **Roger Graves-376**
- **David Sandberg-437**
- **Suzanne Strisik-495**
- **Carol Lambert-503**
- **Vivian Gonzales-579**
- **Bob Chaney-585**
- **Michael Gould-608**
- **Harold Smith-609**
- **Rose Piper-558, approved pending additional documents**

The remaining CEU audits will be reviewed at the next Board meeting.

Agenda Item 20 – ASPPB Meeting Chicago October 2011

Ms. Turner stated that the ASPPB Annual Meeting will be held in Chicago on October 19-23, 2011. Ms. Turner will already be in Chicago attending a Law Enforcement Convention, and could attend portions of the ASPPB meeting at no cost to the Board.

Upon a motion by Ms. Carlson, seconded by Dr. DeRuyter and approved unanimously, it was:

MOVED to approve Lisa Turner to attend the ASPPB Annual Meeting in Chicago on October 19-23, 2011 at her own expense.

Agenda Item 21 – August 2011 Version Stats & Regs Distribution

Ms. Mays distributed the new statutes and regulations booklet to the Board. The Board had no questions for further discussion.

Agenda Item 22 – Court Record Checks Applicants and Renewals

Ms. Mays stated that the checking of the Alaska Court view and other state's public court database has been implemented as part of the screening process for applications. Ms. Mays also stated that this procedure will be added for renewals as well.

The Board will establish a procedure to address any discrepancies between public records and answers to professional fitness questions, which are to be referred to Investigations.

Correspondence—Jason Whipple

The Board reviewed Mr. Whipple's letter regarding psychologists having prescription privileges.

Agenda Item 23 – Administrative Issues

Budget Report

The Board reviewed the Expenditure and Revenue Report.

Schedule Next Meeting

The Board requested one and a half days for future meetings. The Board will request two full days, if necessary.

The following meeting dates were scheduled for 2012:

January 12-13, 2012

April 12-13, 2012

Sign Wall Certificates

The following wall certificates were signed:

Steven Stephens

Viann Nations

Meeting Minutes Signed

The minutes for the February 18, 2011 meeting were signed by Ms. Turner, Chair.

Sign TA's and Collect Receipts

Travel Authorization forms were given to each Board member to sign.

Task List

-Dr. DeRuyter

- Draft proposed regulation on tele-psychology
- Create new exam question

-Dr. Fuller

- Create new exam question

-Ms. Mays

- Order the current AIPE book
- Email APA Guidelines for Child Custody February 2009 to Ms. Carlson
- Check APA website to confirm current list

- Contact Boards & Commissions regarding term lengths
- Email Dr. DeRuyter the contact information for UAA & UAF
- Create checklist for checking public records in Alaska and all states of residence for applicants and renewals
- Email staff directory to Ms. Carlson
- Implement all archive procedures

-Ms. Turner

- Draft procedure for archiving and maintaining all Board correspondence
- Draft procedure for verifying answers to professional fitness questions, documentation of such, and investigations referral procedure
- Revise two new proposed exam items

Both Ms. Turner and Ms. Carlson addressed that their term will be ending March 2012. There will be two vacant positions, psychological associate and public member.

**Upon a motion by Dr. DeRuyter, seconded by Ms. Carlson and approved unanimously, it was:
MOVED to adjourn**

There being no further business, the meeting adjourned at 11:00 a.m.

Respectfully Submitted:

Alysha Hernandez, Licensing Examiner
(In place of Jan Mays, Licensing Examiner at the time of the meeting)

Approved:

John DeRuyter, Chair
(In place of Lisa Turner, Chair at the time of the meeting)

Date