

MINUTES

**UTAH
SOCIAL WORKER LICENSING BOARD
MEETING**

**June 6, 2013
Room 401, 4th Floor – 9:00 A.M.
Heber M. Wells Building
Salt Lake City, UT 84111**

CONVENED: 9:08 A.M.

ADJOURNED: 2:28 P.M.

Bureau Manager:

Richard J. Oborn

Board Secretary:

Lee Avery

Board Members Present:

Doran Williams, Chairperson
Tanya Nagahiro
Kathy Searle
Nathan Strait
Kathleen Anderson

Board Members Excused:

Susan Egbert, Vice Chairperson
Donna Didas

DOPL staff present:

Susan Higgs, Compliance Specialist
Dee Thorell, DOPL Investigator

Guests:

No guests

TOPICS FOR DISCUSSION

DECISIONS AND RECOMMENDATIONS

ADMINISTRATIVE BUSINESS:

MINUTES:

The Board reviewed the minutes dated April 4, 2012. Ms. Anderson made a motion to approve the minutes with changes. The motion was seconded by Mr. Strait and carried unanimously.

Update regarding how amendments to Open and Public Meetings Act apply to Board meetings

Mr. Oborn reviewed the new Open and Public Meetings Act and how it applies to the Board meetings. Mr. Oborn noted that Board meetings may be closed to discuss the character, professional competence, or physical or mental health of a person. The decision to close the Board meetings will be up to the Board. All votes and motions need to be taken during the open part

COMPLIANCE REPORT:

Ms. Higgs reviewed the compliance report with the Board.

of the meeting.

1. Ms. Susan Thorn is in compliance with her stipulation. Her probation is due to end in August 2013. She completed all requirements under the stipulation.

2. Ms. Cynthia Tangren is in compliance with her probation. She submitted a letter by her supervisor regarding his experience. She needs to submit his CV.

3. Mr. Ron Jenson is in compliance with his stipulation. He submitted three letters outlining his actions for the last two months. His supervisor is requesting his supervision be changed from four times a month to two times a month. He submitted three therapy reports.

4. Ms. Melodi Horne is in compliance with her stipulation. She submitted supervisor reports for April and May. Susan Tidwell is still signing her supervision reports. She submitted a report documenting CEs completed, to fulfill her Virginia license probation requirements.

Discussion:

The Board needs to decide if this will meet the requirements for her Utah probation. She needs to submit a certificate to show she completed the CE course in Virginia.

5. Ms. Kristi Robles is in compliance with her stipulation. She submitted her supervisor report. She is no longer required to do therapy and she has completed all of her CE requirement.

6. Mr. Charles Andrews is in compliance with his stipulation. He is not working in the field at this time. He submitted supervisor reports for February and May.

7. Ms. Monique Crowley (McKay) was excused from meeting with the Board.

8. Michael Rigby is in compliance with his stipulation. He is not required to have a supervisor. He submitted information for his CEs. Mr. Oborn gave him a preliminary approval.

9. Mr. Kent Larson is in compliance with his stipulation. He submitted a request for a joint supervisor. He submitted the CV for Carolyn Hansen, LCSW. He submitted supervisor reports for his private practice and for Youth Services.

10. Mr. Ron Palmer is a new probationer. The Board reviewed the violations listed in Mr. Palmer's stipulation. He submitted documentation for some CE courses for Board approval. He submitted a probation plan. He is not required to have a supervisor because he is self-employed.

APPOINTMENTS:

Susan Thorn, probation interview

The Board advised Ms. Thorn at the April meeting she did not need to meet with the Board until August 1, 2013.

Cynthia Tangren, probation interview

Out of order on the agenda

Ms. Tangren met with the Board. Mr. Williams conducted the interview. Ms. Tangren stated she is seeing her supervisor weekly. Ms. Tangren gave the Board her probation plan. Ms. Tangren stated she will provide another copy of Mr. Craig Mitchell's CV for the Board to review. Ms. Tangren stated she is involved in a custody evaluation with a client and questioned if she needed to advise the court that her professional license is on probation. She feels the attorney involved may contact the Division. Mr. Oborn reviewed her stipulation and confirmed that she is not legally obligated to advise the court that her license is restricted; however, if they ask about it, she needs to admit to it. Mr. Oborn stated that if a complaint was made, DOPL investigations will look into it. Ms. Tangren stated that the supervision meetings with Mr. Mitchell have been very helpful. They review her charts and he has provided her with constructive directions. They meet every Monday at 1:00 P.M. This time is set in their schedules. The Board encouraged her to review the Medicaid provider manual because they have a good outline for notes and recordkeeping. Ms. Tangren stated that on March 7, 2013 she completed a law and ethics CE course that was approved by NAADAC for six CEs. This course was specific to taking notes, confidentiality, boundaries and there was a quiz at the end. Mr. Strait motioned to accept the CEs for six hours, seconded by Ms.

Anderson. The motion carried unanimously. The Board reminded Ms. Tangren she needs to complete four additional hours and will then need to submit an essay regarding what she learned. The Board asked to see Ms. Tangren August 1, 2013. **Ms. Tangren is in compliance with her stipulation.**

Ron Jensen, probation interview

Out of order on the agenda

Mr. Jensen met with the Board. Mr. Strait conducted the interview. Mr. Jensen stated things are going well. He sees his supervisor, Ayelet Ingleman, four times a month. They meet for at least one hour. His supervisor is requesting his supervision be moved to two times a month. She is retiring and has agreed to continue supervising him and he would like to keep her as his supervisor. Mr. Strait made a motion to move Mr. Jensen's supervision to two times a month. The motion was seconded by Ms. Nagahiro and carried unanimously. The Board reviewed the CE course description proposed by Mr. Jensen. The course is an online course in ethics and social work for four hours of CEs, and is NASW approved. Ms. Anderson made a motion to approve the course, conditioned upon identifying who the instructor is. The motion was seconded by Mr. Strait and was carried unanimously. The Board encouraged him to have his supervisor reports submitted monthly until his next meeting. Have his supervisor and therapist include in their next report that they are okay with his reports being moved to quarterly and the Board will review it in August. The Board asked to see Mr. Jensen on August 1, 2013. **Mr. Jensen is in compliance with his stipulation.**

Melodi Horne, probation interview

Ms. Horne met with the Board. Ms. Anderson conducted the interview. Ms. Horne stated she is having difficulties finding employment in the field because her license is on probation. The Board acknowledged that many probationers have difficulty in finding employment, however they do find jobs. The Board noted that Ms. Horne may need to educate employers what the requirements are for a probationer, emphasizing that there is more oversight for a probationer. The Board advised Ms. Horne that her supervisor does not need to be in house. She would need to sign a privacy agreement or contract with her supervisor, the client, and the agency she is employed

by. Ms. Horne submitted information regarding two CE courses she is taking and was advised she needs to submit the certificates showing she successfully completed both courses. Ms. Horne was advised that she does not need to meet with the Board as long as she is not working in the field; however, she still needs to submit the employer report indicating she is not working in the field. She needs to let Ms. Higgs know as soon as she begins working in the field. Her probation time will be placed on hold at this time.

Kristi Robles, probation interview

Ms. Robles met with the Board. Ms. Nagahiro conducted the interview. Ms. Robles stated she did not receive the job offer and she will not be moving. Her current job gave her a raise and she is working full time with them. She also continues working part time at Pathway's, outpatient treatment center. The Board noted that her supervision reports are positive, and that she is reflecting good clinical judgment. Ms. Robles stated she continues keeping the boundaries she set, regarding her work hours. At the April 2013 Board meeting, Ms. Robles asked about early termination from her probation. The Board noted that Ms. Robles has been in compliance with her stipulation and her probation is due to end April 2015. Ms. Robles was advised to submit a letter regarding what she learned from this process and include how she has changed. If the circumstances are presented again, how would she handle it? She needs to obtain supporting letters from her supervisor and therapist. Ms. Robles stated she might not be able to make the appointment in October and will let Ms. Higgs know. The Board asked to see Ms. Robles October 3, 2013. **Ms. Robles is in compliance with her stipulation.**

Charles Andrews, probation interview

Mr. Andrews met with the Board. Ms. Nagahiro conducted the interview. Mr. Andrews stated he is not working in the field. He is attending classes offered by workforce services that include interviewing skills, and getting his resume posted. He continues to volunteer at the food bank once a week. He is moving up on the volunteer list at the 4th Street Clinic and is taking CE courses to keep current. Mr. Andrews stated he is making sure he balances his professional life and his private life. The Board asked to see Mr. Andrews October 3, 2013. **Mr. Andrews is in compliance with**

his stipulation.

Michael Rigby, probation interview

Mr. Rigby met with the Board. Mr. Williams conducted the interview. Mr. Rigby gave the Board a certificate of completion indicating he completed a six hour CE course, related to ethics and boundaries. Mr. Rigby stated that the course reviewed a lot of the gray areas and how they need to be more careful about the details and supervision. Mr. Strait made a motion to approve the above course. The motion was seconded by Ms. Searle and carried unanimously. The Board encouraged Mr. Rigby to submit additional CE course information to Ms. Higgs for the next Board meeting. The Board noted that he will need to submit an essay after completing all CE requirements. At the August Board meeting the Board may want to consider meeting with Mr. Rigby every other meeting. The Board asked to see Mr. Rigby on August 1, 2013. **Mr. Rigby is in compliance with his stipulation.**

Kent Larson, probation interview

Mr. Larson met with the Board. Ms. Searle conducted the interview. Mr. Larson stated that things are going well. He is following through with the requirements in his stipulation. He submitted a request to have Ms. Carolyn Hansen, LCSW, supervise him too. When He meets with his supervisor one or two times a week, they listen to tapes and review his notes. They updated his informed consent form for private practice. He is learning how to better accommodate Medicaid requirements. Mr. Larson stated cliental has been down and he continues seeing only males and families. He attended the conference that the Board approved at the January Board meeting and submitted his attendance certificate. He attended the following courses: Health Care Reform, Navigating Through Changes and Ethics for Mental Health. Mr. Larson gave the Board his essay, noting that the trainings and readings have been very helpful. The Board approved 6.5 credit hours of this conference. Mr. Strait made a motion to approve Ms. Carolyn Hansen as his supervisor. The motion was seconded by Ms. Anderson and carried unanimously. Mr. Strait made a motion to approve the NASW Spring Conference series for three credits, Ethical Practice of SW, Best Offence Against Malpractice, and SW Leader Navigating

Through Ethics for 1.25 CEs. The motion was seconded by Ms. Nagahiro and carried unanimously. The Board will review Mr. Larson's essay at the August Board meeting. The Board asked to see Mr. Larson on August 1, 2013. **Mr. Larson is in compliance with his stipulation.**

Ron Palmer, new probation interview

Mr. Palmer met with the Board. Ms. Searle conducted the interview. Mr. Palmer stated that he failed to terminate his clinical relationship with the client in a timely manner. He agreed to continue to support her in crisis situations and with her, every situation was a crisis. The Board reviewed Mr. Palmer's stipulation and the violations that brought him before the Board. The Board noted that Mr. Palmer completed Ethical Realities of Clinical Practice for six CEs that were pre-approved by Mr. Oborn. Ms. Searle made a motion to approve the following CE courses:

1. Keeping Ethics in Clinical Practice, for six CE hours.
2. Personality Disorders Advanced Treatment, for six CE hours.
3. Ethical Realities of Clinical Practice, for six CE hours.

The motion was seconded by Mr. Strait and carried unanimously. The Board noted that this completes the CE requirement for Mr. Palmer's stipulation he now has six months to complete and submit the 500 word essay and encouraged him to include the lessons learned and how he will keep these violations from happening in the future. The Board wants to see him take responsibility and own his violations. He needs to send the essay to Ms. Higgs. She will forward it to the Board. The Board asked to see Mr. Palmer August 1, 2013. **Mr. Palmer is in compliance with her stipulation.**

DISCUSSION ITEMS:

1. Consideration of requests for approval to supervise more than 3 CSW supervisees

Taken out of order on the agenda:

Mr. Lundahl submitted a request for approval to supervise more than three CSW supervisees. Each supervisee will work part time. The Board reviewed Mr. Lundahl's request. Ms. Searle motioned to approve Mr. Lundahl to supervise five CSWs as noted in his request. The motion was seconded by Ms. Anderson and carried unanimously.

2. Continued consideration of proposal from SUU to amend R156-60a-101 (7), definition of social work practice methods course

Taken out of order on the agenda:

The Board reviewed the request from Mr. John Ault from SUU regarding consideration of proposal from SUU to amend R156-60a-101 (7), definition of social work practice methods course. Mr. Ault stated that if the content is the same and the instructor is an MSW, does the program need to be at a CSWE accredited program. Mr. Ault would like the Board to extend the approved course to a school that does not have an accredited SW program. The Board noted that CSWE overviews these programs for consistency and once this is opened up to programs that are not accredited, there is no overview and the quality of the program could decline. The Board does not support Mr. Ault's request, however, they are willing to revisit this at another time.

3. Continued consideration of rule amendments prompted by bills passed during 2013 General Legislative Session

Taken out of order on the agenda:

Mr. Oborn stated that at a previous meeting the Board reviewed proposed language for rule change regarding supervision via remote methods. The additional language includes the following:

The supervisor needs to be licensed in Utah.

(3)(b)i. the supervisor and supervisee shall enter into a written supervisory agreement that protects the health safety and welfare of the public, approved by the Division, which at a minimum, establishes the following:

- (1) frequency, duration, reason for, and objectives of electronic meetings between supervisor and supervisee.*
- (2) a plan to ensure accessibility of the supervisor to the supervisee despite the physical distance between their offices.*
- (3) a plan to address potential conflicts between clinical recommendations of the supervisor and the representatives of the agency employing the supervisee:*
- (4) a plan to inform a supervisee's client or patient and employer regarding the supervisee's use of remote supervision.*
- (5) a plan to comply with the supervisor's duties and responsibilities as established in rule; and*
- (6) a plan to physically visit the location where the supervisee practices on at least a quarterly basis*

during the period of supervision or at a lesser frequency as approved by the Division in collaboration with the Board.

R156-60-502 Unprofessional Conduct includes, when providing services remotely:

- (1) failure to practice according to professional standards of care in the delivery of services remotely;*
- (2) failure to protect the security of electronic, confidential data and information; and*
- (3) failure to appropriately store and dispose of electronic, confidential data and information.*

Mr. Oborn noted that this language is being proposed to all of the mental health professions for approval for a rule change. The Board may discuss this further at another meeting.

4. Kevin Kirschenmann, LCSW surrender of license

Mr. Oborn advised the Board that Kevin Kirschenmann surrendered his license.

5. ASWB Annual Meeting November 7-9, 2013

Mr. Oborn noted that the ASWB annual meeting will be November 7-9, 2013. He received approval to send one Board member. Mr. Strait expressed interest in attending and will confirm with Mr. Oborn.

6. Identification of agenda items to be discussed at next Board meeting

Mr. Oborn advised the Board to let him know if there are any items for the Board to review.

CORRESPONDENCE:

There is no correspondence at this time.

NEXT SCHEDULED MEETING:

August 1, 2013

2013 Board meetings tentatively scheduled:
October 3, December 5.

ADJOURN:

Motion to adjourn at 2:28 P.M.

Note: These minutes are not intended to be a verbatim transcript but are intended to record the significant features of the business conducted in this meeting. Discussed items are not necessarily shown in the chronological order they occurred.

8/11/13
Date Approved

(ss) Dean Williams
Chairperson, Utah Social Worker Licensing Board

Richard Horn 6/11/13
Date Approved

(ss) Richard Horn
Bureau Manager, Division of Occupational &
Professional Licensing