

TENNESSEE BOARD OF SOCIAL WORKER LICENSURE MINUTES

DATE: May 1, 2014

TIME: 9:00 a.m., CST

LOCATION: Iris Room, Ground Floor
665 Mainstream Drive
Nashville, TN 37243

BOARD MEMBERS

PRESENT: Georgia Alexander, LCSW
Adrienne Newman, LAPSW
Vicki Gardine Williams, LAPSW
Pamela Sams, LCSW
Tara Watson, LMSW
Julia Axley, LBSW
Amy Smith, LBSW
Kenya Anderson, LMSW
Karen A. Armstrong, Citizen Member

BOARD MEMBERS

ABSENT: Michelle Horton, LAPSW, Chair
Teresa Housteau, LCSW

STAFF PRESENT:

James Hill, Board Administrator
Christi Stacey, Board Administrator
Teddy Wilkins, Unit Director
Johanna Barde, Assistant General Counsel

Ms. Sams called the meeting to order at 9:10 a.m. Ms. Sams was acting chair for this board meeting in Ms. Horton's absence. A roll call was conducted and a quorum was present.

Ms. Johanna Barde from Office of General Counsel reviewed the Conflict of Interest policy.

Financial Report – Lisa Tiddle gave a report of the projected expenditures. Payroll expenditures, travel, board business cost, communications, state professional services, and the total projected expenses. She further discussed action required when boards reach surplus levels, and the possible reduction in fees. Ms. Tiddle gave an outline of different fee amounts of reduction, with the overall reduced totals; recommending the boards do so. Ms. Teddy Wilkins reminded the board that the “sunshine committee” had told the board a year ago the fees needed to be reduced and that this wasn’t an “option”, but something that had to be done.

Ms. Newman asked the procedure of requesting an event or an item be funded, and what were the guidelines? To which Ms. Barde described in more detail the procedure of requesting funding for informative, educational and trade shows request.

Office of Investigations Report – Denise Moran gave the report which showed LCSW-9 open cases, LAPSW- 0 cases, LMSW- 6 open cases, and LBSW- 0 cases. She announced the addition of 2 new coordinators to the Office of Investigations, and made mention of an audit to their files with updating currently being conducted in their office. Including the disciplinary report section, and their monitoring of the boards.

Applicant Interviews

Annie Warren appeared before the Board a second time to discuss her application for Licensed Clinical Social Worker regarding issues with the clinical supervision, clinical contact hours submitted, and scope of practice. She presented the documentation requested at the previous board meeting showing a more detailed breakdown of the codes used, hours, and meaning of codes. Ms. Axley made a motion to approve the applicant to sit for the LCSW exam, seconded by Ms. Alexander. The motion carried.

Debra Jacks appeared before the Board to discuss her application for Licensed Clinical Social Worker regarding issues with the clinical supervision, clinical contact hours submitted, and scope. Ms. Jacks submitted additional hours from a previous application approval period that had expired under the previous requirement of 2000 hours. She also explained clinical supervision hours in question. Ms. Williams made a motion to approve her to sit for the LCSW exam, seconded by Ms. Sams. The motion carried.

(A brief interruption of applicant interviews to vote on minutes)

Minutes

Ms. Newman made a motion that the December minutes be amended to reflect that the current rules apply as of the date of the reapplication, seconded by Ms. Williams. The motion carried. (with amended statement on page 11)

Ms. Axley made a motion to approve the minutes from the February 6-7, 2014. Ms. Anderson seconded the motion, the motion carried.

Resumed applicant interviews:

Eleanor Jackson was not present. Ms. Newman read a letter Ms. Jackson submitted April 15th to the board concerning her request to appear before the board for the May meeting. Explaining that although she was not able to attend, she had included a letter she was instructed at the previous board meeting to provide from her chief medical officer verifying that she had attained her clinical hours by the board standards. Ms. Axley made a motion to approve the applicant to sit for the LCSW exam, seconded by Ms. Alexander. The motion carried.

Ms. Anderson recused herself.

Lavelle Heard was not present. The board had also requested she present a letter at the previous board meeting from her supervisor, or now sitting supervisor that could verify the actual hours worked were true clinical contact hours as defined the Board's Rules and Regulations. Ms. Sams read the letter confirming her clinical contact hours from her supervisor. Ms. Newman made a motion that she be approved to sit for the exam. Ms. Alexander seconded. The motion carried.

MacKaria Williams appeared before the Board to discuss her application for Licensed Clinical Social Worker regarding issues with the clinical supervision, clinical contact hours submitted, and scope. She also made explanation as to how she acquired the number of hours in question, within the time frame submitted, and her clinical setting. Her dates did include summer breaks, and time off. Ms. Axley made a motion, seconded by Ms. Alexander to approve she sit for the LCSW exam. Ms. Anderson recused herself. The motion carried.

Martha Davis appeared before the board to discuss her application for licensure as Licensed Clinical Social Work regarding issues with the clinical setting which she was supervised. She had submitted application prior to the February meeting at which time she was asked to break down some of her clinical hours. After review of the new documents and her explanation of hours submitted Ms. Newman made a motion that she is approved to sit for the exam. Ms. Alexander seconded. The motion carried.

Rashida Jones chose to appear before the board to explain why rather than withdraw as stated in the February meeting, she had misunderstood and never actually withdrew. To discuss her application for licensure as Licensed Clinical Social Worker regarding issues with the clinical supervision, clinical contact hours submitted, and scope of practice. She explained her case level weekly to monthly basis, and the frequency of visits in the home. Ms. Axley made a motion to approve the applicant to sit for the LCSW exam, seconded by Ms. Alexander. The motion carried. Ms. Sams did not vote.

Sholanda Lynch Ms. Lynch was requested to scan or email the corrected information regarding the clinical contact hours and supervision at the February meeting. The board had not received anything as of May 1, 2014. Ms. Newman made the motion to table the decision until tomorrow's meeting to allow her the additional day to get her documentation in. Ms. Axley second the motion. The motion carried.

OGC Report

Ms. Barde presented the general council report. There were no pending cases. No consent or agreed orders, nor request for order modifications at this time. She gave an update on legislation from last board meeting concerning a possible rule on required suicide training. The bill faced massive amendments and has been ruled to next year, and nothing had passed at this point.

Initially Approved

Ms. Williams made a motion, seconded by Ms. Smith to approve the following list of applicants initially approved to sit for the Licensed Clinical Social Worker exam. The motion to approve carried.

Carolyn Smith

Catherine Gerkin

D'Andrea Tomlin
Henry Turner
Karen Dotson
Mary Hamm
Megan Larson
Naricia Futrell
Rebecca Henry
Tabitha Garriott
Tiffany Love

Evie Nogales-Baker
Julianne Carr
Katherine Patrick
Matthew Couts
Megan Wellhausen
Raelonda Wynn
Serena Pigue
Teresa Quance
Young Kim

The decision to vote on newly licensed LCSW was postponed till last on the agenda for the next day's meeting. They held the newly licensed decision, and vote due to Ms. Tara Watson (acting LMSW) being one of the pending candidate's. Ms. Johanna Barde made mention of the statutory requirements for the distribution of the board seats, and by approving Ms. Watson now the board would have too many LCSW's and not enough LMSW's.

Ms. Axley made a motion to break for lunch, Ms. Smith seconded the motion. To reconvene at 1:00 was agreed upon.

1:15 Ms. Sams called the meeting back to order.

File Review

The Board reviewed the file of **Raphael Woodall** for licensure as a Licensed Clinical Social Worker. Ms. Smith made a motion, seconded by Ms. Newman to request that he come before the board at the July meeting, to give an explanation of his consistent 40 hours reported, and explain his normal work week. The motion carried. Ms. Anderson abstained. Ms. Williams and Ms. Sams opposed.

The Board reviewed the file of **Kimberly Allen** for licensure as a Licensed Clinical Social Worker. Ms. Allen had submitted additional hours, and documents from previously being requested to make some corrections to her logs. Ms. Axley made a motion, seconded by Ms. Smith to approve the application to sit for the LCSW exam. The motion carried.

The Board reviewed the file of **Melanie Rankin** for licensure as a Licensed Clinical Social Worker. Ms. Alexander made a motion seconded by Ms. Newman to request additional information regarding the non-clinical jobs she listed as clinical, supervision, clarify clinical contact hours and requesting that she come in for the next board meeting. The motion carried. Ms. Anderson abstained herself.

The Board reviewed the file of **Sonja Deloatch** for licensure as a Licensed Clinical Social Worker. She had previously sit for the exam and failed, but had maintained her supervision hours. Ms. Newman made a motion, seconded by Ms. Axley to approve the application to sit for the LCSW exam. The motion carried. Ms. Sams abstained.

The Board reviewed the file of **Sara McCray** for licensure as a Licensed Clinical Social Worker. Ms. Newman made a motion, seconded by Ms. Smith to approve the application to sit for the LCSW exam. The motion carried.

The Board reviewed the file of **Allison Headrick** for licensure as a Licensed Clinical Social Worker. Ms. Newman made a motion, seconded by Ms. Smith to approve the application to sit for the LCSW exam. The motion carried. Ms. Armstrong recused.

The Board reviewed the file of **Kelly Bivens** for licensure as a Licensed Clinical Social Worker. Ms. Newman made a motion, seconded by Ms. Smith to require more detailed information regarding the clinical setting, and scope of practice. The board requests her come in to discuss her hours. The motion carried. Ms. Anderson opposed.

The Board reviewed the file of **Harvey Reid** He had previously applied, and failed. He had some of his hours to expire, and has continued his supervision and made up those hours. Ms. Watson made a motion, seconded by Ms. Smith to approve the application to sit for the LCSW exam. The motion carried.

The Board reviewed the file of **Beverly Paris** for licensure as a Licensed Clinical Social Worker. Ms. Paris was reapplying after more than a five year period, and application lacked her clinical supervision. Ms. Watson made a motion, seconded by Ms. Smith to find that the application is incomplete as presented and closed administratively.

The Board reviewed the file of **Sara Gregory** for licensure as a Licensed Clinical Social Worker. Ms. Williams made a motion, seconded by Ms. Axley to approve the application to sit for the LCSW exam. The motion carried.

The Board reviewed the file of **Julie Johnson** for licensure as a Licensed Clinical Social Worker. Ms. Smith made a motion, seconded by Ms. Newman to request that he come before the board at the July meeting to explain her clinical hours. The motion carried. Ms. Armstrong opposed. Ms. Anderson abstained.

Newly Licensed

Ms. Smith made a motion, seconded by Ms. Williams, to approve the list of newly licensed LBSW's. The motion carried.

**Tracy Dawn Armstrong
Samantha C. Bowman
Rhonda L. Davis
Brandon S. Fisher**

**Pamela D. Williams
Toni Morris
Susan Chassity Shaw
Sheri Anne Wammack**

Newly Licensed

Ms. Smith made a motion, seconded by Ms. Alexander, to approve the list of newly licensed LMSW's. The motion carried.

Kristen Anderson	Deliska Lombard
June M. Averyt	Jennifer B. Loving
Lori Mix Bacon	Cherry Malone
Betty Banks	Sandra Maluso
Erin w. Brinks	Hannah E. Martin
Sandon Hull	Jennifer Martin
Katelyn Burton	Ashley Martyniuk
Carolyn E. Conerly	Tamala McDuffie
John Cope	Matthew Mcumber
David Dees	Tara Minatra
Donna Durham	Augusta Olaore
Julie Franks-Snow	Lisa Oths
Andrea Freeman	Lisa T. Parks
Charissa Fridy	Angela Patterson
Megan Fuqua	Kelly Pelot
Mary Grant	Alisa R. Pratt
Tonia Hatton	Ingrid Ransom
Vivian Hayes	Deborah Ray
Kristi Herrell	Susan Shand
Alice Hiatt	Amanda Stephens
Andria Jackson-Grimm	Curtisha R. Swing
Winzetta Jenkins	Hayli Szczechowski
Courtney Johnson	Rebekah Watford
Jennifer Jones	Alison Wehunt
Charlotte Keeney	
Andrea P. Kirby	

Ms. Axley made a motion, seconded by Ms. Smith, to approve the list of reinstated licensed LBSW's. The motion carried.

F. Melinda Vanatt-Davis

Ms. Alexander made a motion, seconded by Ms. Williams, to approve the list of reinstated licensed LCSW's. The motion carried.

Stephanie B. Caddo	Cynthia L. Westcott
Radonna D. Garnett	Mary H. Wheeler
Barbara L. Holden	Cathy Bryan Witmer
Kimberly Metcalf	

Ms. Williams made a motion, seconded by Ms. Alexander, to approve the list of reinstated licensed LMSW's. The motion carried.

Alicia Ann Bunch
Amanda Smithson

Administrative Report

There are 816 licensed baccalaureate social workers, 2392 licensed master social workers, 318 licensed advanced practice social workers and 2337 licensed clinical social workers.

Discussion was made to change the August 7-8, 2014 board meeting due to conflicting with other boards. The dates of July 31-August 1, 2014 were decided upon.

Discussion and correction of November board dates were clarified as November 13-14, 2014.

Correspondence

The Board reviewed the request from **Ms. Jeanette L. Wright** to waive the continuing education for 2012. Ms. Smith made a motion, seconded by Ms. Axley to approve that the board send Ms. Wright a letter indicating that you cannot make up hours for years that are already passed. That she may be sited if she is audited. Johanna was asked to draft the letter. Ms. Williams and Ms. Anderson abstained. The motion carried.

The Board reviewed a letter from **Katie Veit** of Symmetry Counseling Services LLC., relating to individuals working as independent contractors during their supervision. Ms. Smith made a motion, seconded by Ms. Alexander for Johanna to pursue discipline, based on what Ms. Veit stated in her letter. Ms. Newman abstained. The motion carried.

The Board also made a motion that a letter of response be sent to **Katie Veit** making her aware that what she was doing was in violation of the rules, and that an open investigation complaint had been made. Ms. Smith made a motion, seconded by Ms. Alexander for Johanna to draft such letter. Ms. Newman abstained. The motion carried.

The Board reviewed the request for waiver of the continuing education requirement for the following people which meet all of the requirements set by the Board

Ashley Thompson – LMSW – waived 2013

Alexandria Bauerle – LMSW – waived 2013

Laura Brown Riker – LMSW – waived 2013

Ms. Watson made a motion, seconded by Ms. Axley to approve. The motion carried.

Johanna opened the discussion of “PEER” for consideration, and the possibility of contracting their services for the board of social workers. To offer counseling services to the actual licensee when need arises, e.g. dual relationships issues, boundary issues with their clients, drug treatment, etc. They provide ongoing reporting and monitoring systems.

No decision was made, and further discussion may be made during the following board meeting.

Ms. Axley made a motion, seconded by Ms. Sams to adjourn at 4:38 p.m. The motion carried.

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DATE: May 2, 2014

TIME: 9:00 a.m., CST

LOCATION: Iris Room, Ground Floor
665 Mainstream Drive
Nashville, TN 37243

BOARD MEMBERS

PRESENT: Tara Watson, LMSW
Kenya Anderson, LMSW
Michelle Horton, LAPSW, Chair
Adrienne Newman, LAPSW
Georgia Alexander, LCSW
Pamela Sams, LCSW
Karen A. Armstrong, Citizen Member
Amy Smith, LBSW
Vickie Gardine Williams, LAPSW

BOARD MEMBERS

ABSENT: Julia Axley, LBSW
Teresa Housteau, LCSW

STAFF PRESENT:

James Hill, Board Administrator
Christi Stacey, Board Administrator
Teddy Wilkins, Unit Director
Johanna Barde, Assistant General Counsel

Ms. Horton called the meeting to order at 9:06 a.m. A roll call was conducted and a quorum was present.

The Board resumed from the previous days order

Discussion of application revisions: the board was given current and draft applications to review for consideration, with slight changes and or corrections highlighted on the draft. James called to their attention the “reference form letter” with the suggestion of taking it out of the application packet. He proposed replacing it with a page the supervisors themselves would complete, with a brief outline of the supervision setting. Possibly replacing the reference form letter with the “supervision contract” that had been in place previously in the application.

The Board had lengthy discussion of where the supervision logs, reference form letter and/or supervision contract be located on the website. Discussion which supervision form to use, or the

possibility of using both forms.

Ms. Armstrong made the suggestion of an instructions “tab” on the website. The board was in agreement that an instruction for completing forms/ “step-by step” section be added to the website. Providing a “Road Map” of licensure steps for individual instruction.

The question of forming a “Task Force” to discuss and work out the technicalities was made, and was agreed upon. The task force would be represented by each level of licensure to work out the detailed road map.

Volunteers for the task force:

Amy Smith - LBSW
Kenya Anderson - LMSW

Vickie Gardine Williams - LAPSW
Georgia Alexander – LCSW

Available dates will be checked and the board would be notified via emails. Goals for the task force at a minimal would include the pathway to licensure steps, and location of the information to be placed on the website. The task force could then bring back recommendations to the board.

Discussion was made on possible changes to the LCSW application. The board was presented with the current form, a draft of the application with changes James Hill made, and one with recommendations made by the ASWB. Also the suggestion of a one page application for clinical supervisors, and an added modifier noted on their license was suggested. The board discussed in great lengths ways to make the supervision requirements and recorded logs clearer for applicants. The idea to allow the applicants to take the exam, then after they take the exam the board would review their logs for licensure. Johanna made the point that a disclaimer would need to be added stating that passing the exam wouldn’t necessarily guarantee licensure.

Ms. Williams made a motion to have the applicants submit their application/logs go ahead and approve them to sit for the exam, then after they have taken the exam and passed their logs would be presented for reviewed. Ms. Armstrong seconded the motion.

Karen Armstrong - A
Amy Smith - O
Pamela Sams - O
Georgia Alexander - O
Adrienne Newman - A

Michelle Horton -
Kenya Anderson - A
Tara Watson - A
Vickie Gardine Williams - A

Although this motion was initially approved, James suggested to the board to “wait” until after the task force meets in August to make changes in the application process. Ms. Williams amended her motion to follow James suggestion.

Ms. Smith seconded the motion, the motion was approved to wait about the change in this process until we have some recommendations from the task force regarding the road map,

applications changes, and process changes all at once.

Continuing Education 90 day Grace Period: There was a recommendation from the Commissioner who was concerned about individuals who had not met the CE requirements to allow them a ninety (90) day grace period to make them up before they would be cited or issued an agreed citation. He suggested that if they were audited they would have the thirty (30) days to submit it, but if they didn't submit them or didn't have them they would be given 90 days to make them up. The board chose to leave it as it currently stands, considering the upcoming rule changes.

Proposed dates for 2015 Board Meetings:

February 5th & 6th
April 30th & May 1st
July 30th & 31st
November 12th & 13th

Lunch Break 11:45-1:17

* It was noted that Ms. Armstrong was not able to return after lunch.

Discussion of Rule Amendments: Johanna presented the current rules, a comparison copy with changes, suggestions and revisions highlighted. Special emphasis given to the understanding of a Clinical hour, and the definition of Clinical work. Including how clinical work can be used in settings outside of the psychotherapy. They discussed in great length the rewording and clarification of the rules. The suggestion of adding an area on the check list and application to indicate residency/employment in Tennessee.

Possible Dates for a “Task Force” meeting: Dates decided to meet, June 24th Task Force, June 25th Rules

Newly Licensed Ms. Sams made a motion, seconded by Ms. Williams, to approve the list of newly licensed LCSW's. The motion was approved, Ms. Watson abstained.

Holly Biggs
Jane Bridgers-Carlos
Ronielle Carney
Susan G. Clark
Lakeshia T. Conway
Christel Eatherly
La Tanya Greenidge
Tabatha O. Hallman
TracyM. Holcombe
Allene Lilly
Geraldine D. Livermore
Elaine D. Wilson

Lisa M. Mayes
Cara R. McClung
Catherine R. Nelson
Mary L. Nicolini
Raven T. O'Rourke
Tavianna M. Patterson
Lauren M. Pearl
Valerie Schultz
Joseph M. Stotts
Susan Strain
Teresa Thorsen
Tara Laine Watson

Ms. Axley made a motion, seconded by Ms. Sams to adjourn at 4:38 p.m. The motion carried.