

TENNESSEE BOARD OF SOCIAL WORKER LICENSURE MINUTES

DATE: October 30-31, 2014

TIME: 9:00 a.m., CDT

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

BOARD MEMBERS

PRESENT: Michelle Horton, LAPSW, Chair
Teresa Housteau, LCSW
Adrienne Newman, LAPSW
Tara Watson, LCSW
Julia Axley, LBSW
Kenya Anderson, LMSW
Vicki Williams, LAPSW

BOARD MEMBERS

ABSENT: Amy Smith, LBSW
Karen A. Armstrong, Citizen Member

STAFF PRESENT: Christi Stacey, Board Administrator
Teddy Wilkins, Unit Director
Johanna Barde, Assistant General Counsel

Ms. Horton called the meeting to order at 9:07 a.m. A roll call was conducted and a quorum was present.

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

Investigative Report Nichelle Dorroh (our new disciplinary coordinator) gave the investigative report for LMSW: there were no recent complaints, with (3) in the field being investigated; two of which have returned from the field, and they are planning a second review on those cases. For LCSW there were (3) new complaints, (3) in the field being investigated, (1) that has returned from the field, which they also have a second review planned for. For the LAPSW, there were no new complaints, no cases in the field, and no cases awaiting second review. For LBSW, there were no new complaints, no cases in the field, and no cases awaiting second review. Ms. Dorroh also informed the board she had recently audited the files of the practitioners currently being monitored to ensure they were accurate and up to date.

Minutes

Ms. Housteau made a motion, seconded by Mr. Axley, to approve the May 1-2, 2014 minutes. The motion carried.

Ms. Axley had a correction noted, that she was not present on May second and therefore could not have made motion. Ms. Williams also noted that her name was misspelled. July's minutes were not complete at this time.

OGC Report

Ms. Barde gave the Office of General Counsel report as there were no one from the legislation lesion office present, and she wasn't aware of any legislation that needed to be brought to the attention of the board at this time. There were two sets of rules in process, one being the fee reduction which was currently in the governor's office and had gotten approval to move forward on, and would be scheduling the rule making hearing at the next meeting on the fee issue. She also presented the final draft on the rule changes with the draft that would get the process started and submitted to the commissioner, and the governor and eventually set a rule making hearing at which further changes can be made.

There are currently four (4) cases pending in the Office of General Counsel, none of which could be resolved today. No consent or agreed orders at this time.

At the onset of the applicant interviews Ms. Barde reminded the board of the recent policy statement adopted at the last board meeting, and to keep its outline of what is acceptable clinical hours as they make their decisions today.

Applicant Interviews

Allen Gholston appeared before the Board to discuss his application for Licensed Clinical Social Worker regarding issues with the clinical supervision, clinical contact hours submitted, and scope. He went into great detail of his daily assignments, and work hours and how it pertained to clinical work. He went on further to give explanation of his supervision and his logs. Ms. Housteau made a motion, seconded by Ms. Newman to approve him to sit for the exam. The motion carried.

Charles Noel appeared before the Board to discuss his application for Licensed Clinical Social Worker regarding issues with the clinical supervision, clinical contact hours submitted, and scope. He gave explanation of his daily work, and description of type of work he does. Ms. Housteau made a motion, seconded by Ms. Watson to approve the applicant to sit for the LCSW exam. The motion carried

Erica Gentry 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. Newman made a suggestion that she resubmit her logs with corrections on whether they are weekly or bi-weekly. Ms. Horton "showed" her exactly what was in question (50-60 hours per week) and not clearly logged. Ms. Newman made a motion seconded by Ms. Housteau

to give her the opportunity to clarify her logs, and break it down with time to resubmit. The motion carried.

Glyna Rodgers appeared before the Board to discuss her application for Licensed Clinical Social Worker regarding issues with high number of hours, clinical supervision, clinical contact hours submitted, and scope. She gave explanation of her logs, work description, and supervision. Ms. Newman made a motion, seconded by Ms. Housteau to approve the applicant to sit for the LCSW exam. The Motion carried.

Janice Halstead appeared before the Board to discuss her application for Licensed Clinical Social Worker regarding issues with high number of hours, clinical supervision, clinical contact hours submitted, and scope. She provided explanation of her long work hours, referring to herself as a “workaholic”, and her daily work description. Ms. Housteau made a motion, seconded by Ms. Watson to approve the applicant to sit for the LCSW exam. The Motion carried.

Jessica Antal 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 gave explanation of her daily work, setting, and description of type the work she does. Ms. Axley made a motion, seconded by Ms. Newman to approve the applicant to sit for the LCSW exam. The motion carried

Break- 10 min *

(Following the break the board diverted briefly from applicant interviews for Ms. Bales’ presentation)

***Julie Bayles** from the Division of Health Planning made her presentation to the Board to discuss the State Health plan for 2014 update. She gave the background of the division, and the overall plan to improve the health of the people of Tennessee. That was created by statute, with the duties and responsibilities to include developing and adopting a state health plan, and that plan has to include at a minimum guidance regarding the allocation of the state’s health resources. This is also to include the financial accessibility, geographic accessibility, cultural accessibility and accessibility of quality of care. With Tennessee currently ranking the 42nd least healthy state, the state health plan is their “road map” to the top 10. And that is the department’s goal to work towards achieving the top 10, and to accelerate our progress so that can happen. She presented a visual map with highlighted areas reflecting Tennessee’s placement therein. Mentioning the “big three” main concerns for Tennesseans being tobacco usage, obesity, and lack of physical activity i.e. sedentary lifestyles. Ms. Bales went over all of the areas of concern, and the percentage in regards where Tennessee placed. The Governor’s revised goals and measurable objectives are to include a new emphasis on health protection not just health care and to be able to show what improvements that are making a measurable difference, and which are not.

Applicant Interviews Resumed

Kristen Pearson appeared before the Board to discuss her application for Licensed Clinical Social Worker regarding issues with high number of hours, clinical supervision, clinical contact

hours submitted, and scope. She gave explanation of her logs, work description/setting, and supervision. Ms. Housteau made a motion, seconded by Ms. Axley to approve the applicant to sit for the LCSW exam. The Motion carried

Laila Sherrod 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 gave explanation of her scope of work, setting, and description of type the work she does. Ms. Housteau made a motion, seconded by Ms. Newman to approve the applicant to sit for the LCSW exam. Ms. Williams “opposed”. The motion carried.

Melissa Wilkes appeared before the Board to discuss her application for Licensed Clinical Social Worker regarding issues with high number of hours, clinical supervision, clinical contact hours submitted, and scope. She gave explanation of her logs, work description, and supervision. Ms. Housteau made a motion, seconded by Ms. Williams to approve the applicant to sit for the LCSW exam. Ms. Anderson recused herself. The Motion carried.

Ronica Smith appeared before the Board to discuss her application for Licensed Clinical Social Worker regarding issues with high number of hours, clinical supervision, clinical contact hours submitted, and scope. She gave explanation of her logs, work description, and supervision. Ms. Newman made a motion, seconded by Ms. Axley to approve the applicant to sit for the LCSW exam. Ms. Horton recused herself. The Motion carried.

Sarah Simulis appeared before the Board to discuss her application for Licensed Clinical Social Worker regarding issues with the clinical supervision, and high number of clinical contact hours submitted. She gave explanation of her daily work, setting, and description of type the work she does. Ms. Simulis admitted she “may” not be allowed to count all the time she had submitted with her application. She had hours she had tried to add in after the fact, and she needed to be able to show the time added was while under supervision. She asked the board for time to resubmit her hours more accurately and clarify the actual face to face time completed. Ms. Newman made a motion to accept her request, seconded by Ms. Williams. Ms. Anderson opposed. The motion carried

Carol Nahaniel appeared before the Board to discuss her application for Licensed Clinical Social Worker regarding issues with the application, and questioned the board why she was approved to sit once, and asked to come before the board this time. It was brought to her attention that when she had applied before it was “under the old rules” and different board members. She was asked to give explanation of her daily work, setting, and description of type the work she does. She was asked about her scope and the type of her work as it pertains to clinical work/therapy work. Ms. Nahaniel was frustrated that the problems with her work as it pertains to her application and logs were not brought to her attention before so that she could have made the corrections. Ms. Housteau made a motion, seconded by Ms. Newman to allow her to withdraw her application for not meeting the requirements within a two week period, and if she does not the application will be closed. Ms. Anderson recused. The motion carried.

Ms. Housteau made a motion to adjourn for lunch at 1:30 to return at 2:30
Applicant interviews resumed at that time.

Shanna Ruppert had requested a phone interview but could not be available due to dental issues and requested to be moved until the next board meeting via email.

Tracy Liebowitz requested a phone interview, however upon reviewing her file it was noted that she didn't report her duties, she didn't report her hours, nor work description that shows her work is truly clinical. The board didn't see the need for a phone interview at this time because her application was incomplete. It was decided to send her a letter asking for her job description, for her logs to be clarified, and to let her know she was one hour short on individual supervision. Ms. Barde was asked to draft the letter to be sent to her.

Agreed Citations: Lapsed license for Ms. Walter had met requirements to activate the license. The motion to accept was made by Ms. Housteau and seconded by Ms. Axley to ratify. The motion carried. None opposed
Lapsed license for Ms. Ward had met requirements to activate the license. The motion to accept was made by Ms. Housteau and seconded by Ms. Williams to ratify. Ms. Axley recused. The motion carried. None opposed
Lapsed license for Ms. Severino had met requirements to activate the license. The motion to accept was made by Ms. Housteau and seconded by Ms. Williams to ratify. The motion carried. None opposed

Administrative Report The total numbers of active licensees for all professions regulated by the Board of Social Worker Licensure as of September 30, 2014 were 774 licensed Baccalaureate Social Workers, 2435 licensed Master Social Workers, 309 licensed Advanced Practice Social Workers and 2392 licensed Clinical Social Workers

Other Board Business:

ASWB Spring Education Meeting April 30 - May 2, 2015 Seattle, WA

Ms. Williams expressed a desire to attend.

Ms. Wilkins had received information that Ms. Watson had been appointed in the LCSW slot to replace Ms. Alexander, and that the board was awaiting the oath. Also that Mr. Zylstra had been appointed to replace Ms. Sams. There has not been anyone appointed to replace Ms. Watson's LMSW seat at this time.

Ms. Wilkins, due to schedule changes gave the dates for the upcoming 2015 board meetings.

February 5-6

April 23-24

July 30-31

November 5-6

Newly Licensed LBSW Ms. Axley made a motion to accept the newly licensed LBSW list. Ms. Williams seconded, none opposed. The motion carried.

Tammy A. Hash
Alexis C. Leal

Amanda McQueen

Newly Licensed LMSW Ms. Axley made a motion to accept the newly licensed LMSW list.
Ms. Watson seconded, none opposed. The motion carried.

Akeeya Abza
Victoria Atakpu
Lisa Baeza
Kristina Walling Barker
Audrey Batts
Rhonda Bier
Kathleen Bires
Leanna M. Bonner
Susan E. Brantley
Amanda Brown
Stefanie Buckham
Mallori Cain
Monica Carney
Becky Castillo
Heather Cupp
Brian Demaso
Kathryn Dickerson
Shannon Doss
Rachel Duerr
Robert Ferry
Diana Gardiner
Watayshah Gay
Jodie Gonzalez
Brittney Grega
Justin Hammond
Julie Hartung
Amy Holt
Nora G. Honeyman
Lacey Jackson
Danetta Joyner
Deborah Kelly
Jessica Kingsley
Holly Lefevers
Tonya Light
Christen Long
Ronni Madden
Jacqueline McCartt
Donald McCown
Jamie Milling
Robin Morgan

Kaitlyn Connelley
David Bacchus
Beth Evelyn Barber
Christopher Barrett
Ashley Berk
Jena Biggar
Sundi F. Blanchard
Kasey Bramlett
Lindsay Bridges
Katherine Bryant
Amber Byrd
Mary E. Carnell
La 'Keshia Carter
Ashley Cofield
Desiree Davey
Amy Denton
Maryssa Dishinger
Lisa Downey
Jennifer Fehrenbacher
Rachel Forehand
Joey Gates
Amanda Gholson
Marion Goodloe
Nicole Guin
Lauren Harmon
Stephanie Herrig
Sandra Holt
Cynthia Jackson
April Jones
Ashley Kee
Bethany Kent
Cynthia Leach
Amanda Lewis
Jessica Linenfelser
Jessica Luther
Mollie Maher
Jessica McConville
Colin Mcentee
Maryam Moosa
Mary Mullinix

Marsha Musick
Robert Osobase
Kara Rauscher
Cynthia Runions
Katie Sankere
Daniel Simpkins
Elizabeth R. Smith
Joy Steorts
Lauren Stuart
Alicia Sweany
Aubree Thomas
Ashley Truman
Megan Varela
Kathryn Walton
Alanna Williams
Ashton Wollett
Daniel Yanda
Janel Zimmerman

Heather Newgaard
Danielle Polier
Jeffery Ridgeway II
Meredith Sacks
Shannon Sea
Jill Sinnott
Emily Sparks
Jennifer Stephenson
Anne Stukenborg
Amber Thede
Cindy Trail
Laura Aldridge
Scott Vink
Ashlee Watson
Judith Winters
Justin Woods
Jennifer Yates

Newly Licensed LCSW Ms. Housteau made a motion to accept the newly licensed LCSW list.
Ms. Axley seconded, none opposed. The motion carried.

Thomas Ashley
Shanta Barron-Millan
Jeffery Bernier
Olivia Bolden
Margo Bradley
Sarah Campbell
Johnny Carnell II
Matthew Coutts
Candace Eubanks
Joanna Flemons
Tabitha Garriott
Deborah Greenham
Lavelle Heard
Rebecca F. Henry
Terri Hoag
Barbara Lambert
Alice Legard
Mariellen Lepage
Marsha Mayo
Sarah McCray
Tiffany Miles
Anne O'Halloran
Christine Pierozzi-Matusek

Lori Mix Bacon
Amanda Baskin
Shelly Bingham
Ronald Boyce
Jamie Brandmair
Megan Canady
Susan Clark
Derek Curry
Pamela A. Felts
Naricia Futrell
Catherine Gerken
Rondell Harju
Allison Hedrick
Aileen-Elizabeth Herald
Christina Johnson
Meghan Larson
George Leigh
Sholanda Lynch
Gilda McCarley
Sarah E. McNamara
Toril Newman
Katherine Patrick
Serena Pigue

Teresa Quance
Candice Ratledge
Mary Rodman
George Ruccio
Cynthia Schroeder
Carolyn Smith
Patrick Stephens
Jennifer Taylor
Heather Turner
Jessica L. Walker
Merinda Young

Jerica Randolph
Harvey Reid III
Shirley Rogers
Brisa Samudio
Ashley C. Smith
Amy Spurlock
Kelly Stevenson
Lisa Thompson
Sheri Ulrick
Mackaria Williams

Initially Approved to sit for the exam:

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

Allison Gibson
Deana Ferguson
Desiree Price
Divya Mahadevia
Glenn Vann
Jessica Chapman
Kathryn Howell
Lauren Reed
Mary Ann Severino
Melissa Green
Patricia Turner
Sarah Buchanan
Shelonda Phillips-McDonald
Stephanie Nelson

Audrey Hart
Debra White
Dione Catron
Felicia Fields
Jameelah Roshell
Kacie Mellen
Kenya Burks
Lorraine Wiseman
Melanie Godkin
Michelle Arwood
Rebecca Juarez
Sheri Dudley
Shirley Hinton

File Reviews The Board reviewed the file of **Bethany Haley** who previously held an LCSW license; she had voluntarily surrendered her license to avoid having her license revoked in 2013. She is reapplying by exam due to the fact that the board only offers reciprocity or exam to regain her license and is not eligible for reinstatement. Ms. Haley is asking the board to accept her previously used supervision hours, previous logs, etc. for licensure. Ms. Barde explained the possible options the board could take in accepting her application. The motion to have her appear before the board to give an explanation of type of work has she been doing, and if she has maintained her continuing education requirement since her license was surrendered was made by Ms. Newman, seconded by Ms. Watson. The motion carried.

The Board reviewed the file of **Brittany Tipton** for licensure as a Licensed Clinical Social Worker. Ms. Williams made a motion, seconded by Ms. Newman to approve the application to sit

for the LCSW exam. The motion carried.

The Board reviewed the file of **Charles Frith** LCSW reciprocity applicant. Upon review, Ms. Housteau made a motion, seconded by Ms. Newman, to ask Mr. Frith to appear before the Board to discuss his scope of practice prior to making a determination on his license. Ms. Housteau withdrew her motion, after discussion, and then reinstated her motion, seconded by Ms. Newman. The motion carried.

The Board reviewed the file of **Drew Lefmann** Clinical applicant. Ms. Watson recused herself. Ms. Newman stated Mr. Lefmann's file was previously reviewed and was fifty (50) hours short. Mr. Lefmann has since submitted the additional hours. Ms. Newman made a motion, seconded by Ms. Anderson, to approve Mr. Lefmann to sit for the written examination. The motion carried.

The Board reviewed the file of **Jacquelyn Jacobson** Clinical applicant. Upon review, Ms. Williams made a motion, seconded by Ms. Newman, to approve Ms. Jacobson to sit for the written examination. The motion carried.

The Board reviewed the file of **Jana McCommon** Clinical applicant. Upon review, Ms. Newman made a motion, seconded by Ms. Axley, to ask Ms. McCommon to provide the Board a letter regarding the number of clinical hours she has obtained. The motion carried.

The Board reviewed the file of **Janet Cagle** Clinical applicant. Ms. Cagle has previously submitted clinical hours that had expired but has since submitted additional hours. Upon review, Ms. Newman made a motion, seconded by Ms. Axley, to approve Ms. Cagle to sit for the written examination. The motion carried.

The Board reviewed the file of **Jeff Beaty** Clinical reciprocity applicant. Upon review, Ms. Newman made a motion, seconded by Ms. Axley, to ask Mr. Beaty to submit additional supervised clinical hours to meet the two year supervision requirement and to provide a letter regarding his scope of practice. The motion carried.

The Board reviewed the file of **Jessica Cathey** Clinical applicant. Upon review, Ms. Anderson made a motion, seconded by Ms. Newman, to approve Ms. Cathey to sit for the written examination. The motion carried.

The Board reviewed the file of **Julie Johnson** Clinical applicant. Upon review, Ms. Housteau made a motion, seconded by Ms. Williams, to approve Ms. Johnson to sit for the written examination. The motion carried.

The Board reviewed the file of **Keisha Watson** Clinical applicant. Upon review, Ms. Newman made a motion, seconded by Ms. Axley, to ask Ms. Watson to submit a letter clarifying the number of hours she obtained under supervision and her scope of practice. Ms. Anderson recused herself. The motion carried.

The Board reviewed the application of **Lynelle Shire** Clinical reciprocity applicant. Upon review, Ms. Axley made a motion, seconded by Ms. Newman, to approve Ms. Shire for

licensure. The motion carried.

The Board reviewed the application of **Tangela Allison** Clinical applicant. Upon review, Ms. Williams made a motion, seconded by Ms. Newman, to ask Ms. Allison to submit a letter clarifying her clinical hours, how many hours she obtained in a week and her job description. The motion carried.

The Board reviewed the application of **Veronica Brooks** Clinical applicant. Upon review, Ms. Watson made a motion, seconded by Ms. Newman, to approve Ms. Brooks to sit for the written examination. The motion carried.

Reinstatement Applications

Ms. Axley made a motion, seconded by Ms. Williams, to approve the following reinstated **LMSW** licensee

Donna C. Bradshaw
Melissa D. Herb
Christy Y. Hunter Russ
Tess Luther
Anneke L. Moody
Cheryl Richards
Lesley B. Rucker
Marry Anne Serino
Amy Walter

The motion carried.

Ms. Axley made a motion, seconded by Ms. Williams, to approve the following reinstated **LAPSW** licensee

Kimberly C. Mallory

The motion carried.

Ms. Housteau made a motion, seconded by Ms. Axley, to approve the following reinstated **LBSW** licensee

Valerie C. Jones
Pamela A. Keeton
Daphne Danielle Prather

The motion carried.

Ms. Housteau made a motion, seconded by Ms. Newman, to approve the following reinstated **LCSW** licensee

Niquette K. Kearney
Aimee E. Miller
Jo P. Ward

Ms. Axley recused herself. The motion carried.

The Board adjourned at 6:03 p.m.

Ms. Horton called the Board to order at 9:02 a.m. on **October 31, 2014**. A roll call vote was conducted and all members from the previous day's meeting were present.

Correspondence

The Board reviewed a letter from **Beth Brown**, LMSW from Texas. Ms. Brown is asking the Board to consider her level of licensure from Texas for reciprocity in Tennessee as she did not pass the examination but completed additional supervision and other requirements. Upon discussion, Ms. Housteau made a motion, seconded by Ms. Axley, to approve Ms. Brown's request if applying by reciprocity. The motion carried.

The Board reviewed a letter from **Jennifer Hart**, asking if telecounseling is an acceptable practice in Tennessee. The Board determined there are no specific rules for, or against, telecounseling. Ms. Newman made a motion, seconded by Ms. Williams, to send Ms. Hart a letter recommending that telecounseling be done on a secured network. The motion carried.

The Board reviewed an order of compliance for **Karen Lowe**. Ms. Lowe's license was suspended for one month, placed on probation for six months and she was required to complete continuing education hours on relationships and professional boundaries. Ms. Lowe stated she lives in Bristol and has health problems and is requesting a waiver of appearing before the Board. Ms. Housteau made a motion, seconded by Ms. Newman, to waive Ms. Lowe's personal appearance requirement. The motion carried.

Ms. Housteau made a motion, seconded by Ms. Williams, to remove Ms. Lowe's probationary status and reinstate her license as active. The motion carried.

Continuing Education Waiver Requests

Upon review of the continuing education waiver requests, Ms. Housteau made a motion, seconded by Ms. Newman, to approve the requests of the following licensees:

1. Amanda Lewis - LMSW – Waive 2014
2. Amber R. Byrd – LMSW – Waive 2014
3. Maryam M. Moosa – LMSW – Waive 2014

The motion carried.

Discuss and take action if needed regarding rulemaking, hearings, rule amendments and policies

The Board reviewed the policy statement regarding non-clinical/clinical hours for applicants adopted in 2011 have been superseded. Ms. Axley made a motion, seconded by Ms. Williams, to remove the policy statement from the Board's web site. The motion carried.

The Board reviewed the policy statement adopted in 1998 regarding the duty and responsibility of the Board to regulate the practice of clinical social work in such a manner as to promote and protect the public's health, safety, and welfare thus the Board must review licensure applications and determine whether the applicant is qualified to be issued a license in accordance with the facts, the law and the regulatory statutes governing the profession, public welfare demanding it. The Board retracted the motion to remove the policy statement from the Board's web site in order to verify that the policy statement is noted in the rules or statutes and discuss at the next meeting.

Ms. Barde presented a final draft of Rule 1365-01-.01 under definitions to interpret how Tennessee defines private and independent practice. Ms. Barde said you can't work at an agency and be the only person doing clinical work. The agency has to have someone at the agency that does clinical practice such as a LPC or Psychologists. The off-site LCSW would be the supervisor. Ms. Barde said the Board could make a list of those practitioners who would be appropriate as on-site supervisors.

Upon discussion, Ms. Barde said she would remove part D in its entirety and leave in the other factors that address the payment.

Ms. Newman suggested placing a job description section in the application.

Ms. Wilkins suggested leaving in the licensure requirements section in the rules which state that licensure as a temporary licensed master social work or as a licensed master social work is a prerequisite to filing an application, etc. It needs to be left in the advanced practice social worker and also the clinical. Ms. Wilkins stated she would like the conflict of interest supervision section to remain in the rules also.

Ms. Wilkins suggested adding language to state that if the license has been inactive, retired or expired for more than one (1) year they must submit results of a criminal background check.

Ms. Barde reviewed the language pertaining to visual conferencing and grandfathering.

Ms. Newman made a motion, seconded by Ms. Williams, to send the revised rule changes to the Governor's office for review. The motion carried.

Ms. Horton apologized for a long meeting day yesterday and entertained a motion to adjourn. Ms. Axley made a motion, seconded by Ms. Williams, to adjourn at 10:45. The motion carried.