

TENNESSEE BOARD OF SOCIAL WORKER LICENSURE MINUTES

DATE: August 6, 2020
TIME: 9:00 a.m. CDT
LOCATION: WebEx
Virtual Meeting Online

BOARD MEMBERS

PRESENT: Robert Zylstra, LCSW, Chair
Kenya Anderson, LMSW, Secretary
Rachel Horton, LBSW
Kenneth J. White, LAPSW
Tara Watson, LCSW
Ann-Marie Buchanan, LMSW
Jennifer Williams, LAPSW
Kimberly Mallory, LAPSW
Ashley Childers, LCSW

BOARD MEMBERS

ABSENT: Karen A. Armstrong, Citizen Member
BJ Whitsitt, LBSW

STAFF PRESENT: Christi Stacey, Board Administrator
Teddy Wilkins, Unit Director
Nathaniel Flinchbaugh, Senior Associate General Counsel

Robert Zylstra, board chair, called the meeting to order at 9:09 a.m. A roll call was conducted, and a quorum was present. The board staff introduced themselves: Christi Stacey, Board Administrator, Teddy Wilkins, Unit Director, and Nathaniel Flinchbaugh, Advisory Attorney. Ms. Wilkins explained the necessity of the telephonic meeting due to COVID-19 and the Governors recommendations on gatherings for the next several weeks to the board. In order to proceed with the meeting telephonically a roll call vote was required for approval to proceed by the board. All motions, and each decision voted upon in this meeting would require a roll call response from the board individually.

Ms. Buchanan made the motion to continue virtually, and Ms. Mallory seconded the motion. A roll call vote was made, and all voted in the affirmative. Motion carried.

Ms. Wilkins then asked the board to confirm they had received all board related documents prior to the meeting sent to each board member via TN Cloud. The board, by roll call, confirmed they had access to the board documents.

Board Attorney Nathaniel Flinchbaugh shared the WebEx etiquette before beginning: Please mute yourself if you have background noise. If you have patient information in the background, please cover it. Please be mindful that you are in an official board meeting and should not be working non-board business. Please do not log out during a break, you can mute your mic and stop your video. The board chair will call on everyone individually so that everyone has a chance to speak. Please do not speak over each other. There will be a roll call vote after each motion.

Minutes

The minutes from the May 7, 2020 meeting were reviewed and a motion to approve was made by Ms. Buchanan seconded by Ms. Mallory. Ms. Buchanan noted two corrections to be made; page eleven (11) regarding the fee reductions. It reads “go into effective” and should be goes into effect. The second correction on the time the May meeting adjourned, it reads “AM” and should be “PM”. A roll call vote was made, and all voted in the affirmative. Motion carried.

Investigative Report

Ms. Lori Leonard, disciplinary coordinator for the board gave the summary of currently monitored practitioners. Currently we are monitoring one (1) under a board order, six (6) licensees under probation, five (5) license under suspension and two (2) under a revocation. Ms. Leonard noted that David Dia had completed his probation period and would be coming off of the list today.

Ms. Leonard stated that investigations had received and opened four (4) new complaints for LMSW’s in the year 2020. Of the four complaints the allegations are regarding one (1) for falsification of records, one (1) for substance abuse, and two (2) for unprofessional conduct. Investigations closed a total of three (3) complaints to date. Two (2) were closed and sent to the Office of General Counsel for formal discipline, and one (1) with a letter of warning. Ms. Leonard reminded the board that letters of concern and letters of warning are not reportable to the national practitioner data bank because they are not considered as formal discipline. Currently there were five (5) open complaints regarding licensed master’s social workers that are being investigated and or reviewed. For licensed advanced practice social workers investigations opened two (2) new complaints so far in the year 2020. Of the two complaints; one (1) was for substance abuse, and one (1) for unprofessional conduct. They have not closed any investigations regarding any complaints, and have three (3) open complaints that are being reviewed and or investigated at this time. For the licensed baccalaureate social workers so far in the year 2020, there was one (1) new complaint which was regarding drug diversion. One complaint was closed, and was sent to the Office of General Counsel for formal discipline. There are no open complaints currently being reviewed and or investigated at this time. For licensed clinical social workers so far in the year 2020 has received and opened a total of nine (9) new complaints; of those nine complaints, one (1) was for an action in another state, seven (7) were for unprofessional conduct, one (1) was regarding

mental and or physical impairment. Investigations has closed a total of seven (7) complaints; one (1) were closed with insufficient evidence to formally discipline, four (4) were closed with no actions, and two (2) was closed with a letter of warning. Currently investigations have nine (9) complaints open being investigated and or reviewed.

Legislative Lesion Patrick Powell provided updates to bills that have passed legislation relevant to the Social Work Board:

Public Chapter 594 Licensure and Accountability Act;

This act was the Department of Health's Licensure Accountability Act. The bill allows all health-related boards to take action against a licensee that has been disciplined by another state for any acts or omissions that would constitute grounds for discipline in Tennessee. The law also expands available emergency actions, allowing actions beyond simply a summary suspension. Finally, the act establishes that the notification of law changes to health practitioners can be satisfied by the online posting of law changes by the respective boards. Notice must be maintained online for at least 2 years following the change.

This act took effect March 20, 2020.

Public Chapter 611

This act extends the board of social work licensure until June 30, 2026. This act took effect March 25, 2020.

Public Chapter 738 Public Records

This act prohibits a governmental entity from authorizing destruction of public records if the governmental entity knows the records are subject to a pending public record request. Prior to authorizing destruction of public records an entity must contact the public record request coordinator to ensure the records are not subject to any pending public record requests. Records may still be disposed of in accordance with an established records retention schedule/policy as part of an ordinary course of business as long as the records custodian is without knowledge the records are subject to a pending request.

Office of General Counsel

Mr. Flinchbaugh reminded the board of the conflict of interest policy. If anyone has a conflict of interest, they are required to let the board know and recuse themselves. He also reminded the board about the open meetings act; any communications between two board members in any type of medium whether it is electronic, or in person if it is about board business it must be sunshined and properly noticed for the public to attend.

Mr. Flinchbaugh noted he currently had five (5) licensee's in the Office of General Counsel with cases open in his office, and two consent orders to present today.

Agreed / Consent Orders / Disciplinary Activity

Mr. Flinchbaugh presented a Consent Order for **Rebecca Harris, LBSW #382**

The board had copies of the consent order sent to them and proper time to review.

Facts: Respondent was assigned to work with a hospice patient in the patient's home and was reported by the patient's family that medication was missing, so a for-cause urine drug screen was requested. Respondent tested positive for marijuana and was terminated.

Discipline:

- a. Suspension of the license.
- b. Respondent may undergo a substance abuse evaluation and obtain a safe to return to practice recommendation. If she receives a safe to return to practice recommendation the suspension shall be stayed, and her license placed on probation.
 - (a) Probation of no less than three (3) years
 - (b) Probation terms (listed in the order)
 - (c) Respondent must maintain 100% compliance with terms of probationary terms in order for the stay to remain lifted.
- c. Cost not to exceed \$500.00, payable within 12 months

Motion was made to accept the citation by Ms. Buchanan, seconded by Ms. Childers. A roll call vote was made and all voted in the affirmative. Motion carried.

Petition for an Order for Consent Melissa Taylor LMSW #12391

Ms. Taylor was employed as an LMSW at Revita Medical Center in Johnson City, Tennessee. She admitted to relapsing on alcohol. She did not report to work while or provide any patient care while under the influence of alcohol. She is currently receiving and has received outpatient treatment for her addiction. The board requires probation of a period of not less than one (1) year. She must maintain 100% sobriety, and she is to be charged cost not to exceed \$500.00 payable within twelve (12) months.

Motion was made to accept the citation by Ms. Buchanan, seconded by Mr. White. A roll call vote was made, and all voted in the affirmative. Motion carried.

Petition for an Order of Compliance Jana McCommon, LCSW #6100

Ms. McCommon petitioned for an Order of Compliance. Facts: Respondent was convicted of a 1st Offense DUI and Respondent's license probated for one (1) year. Respondent completed Outpatient Substance Abuse Counsel and has satisfied all terms of the April 2019 Consent Order. The board was given a copy of the petition, and the affidavit from Ms. Leonard stating that she was compliant with all her terms.

Motion was made to accept the order by Ms. Buchanan, seconded by Ms. Mallory. A roll call vote was made, and all voted in the affirmative. Motion carried.

Petition for an Order Modification for Julie Moore LCSW #6479

Facts: Respondent married a former client. Respondent's license was suspended one (1) month and then probated for a period of three (3) years. Respondent was required to complete a boundary course. Respondent was required to pay two (2) Type B Civil Penalties totaling \$500. Respondent was required to pay cost not to exceed \$2,000. Respondent has met all o the terms of the Consent Order, except the probationary period. Requirements for an Order of Modification require that portions of the disciple are impossible to carry out. Mr. Flinchbaugh and Ms. Wilkins reviewed the petition requesting modification and found due to COVID restrictions Ms. Moore has been

unable to find enough practitioners to cover her current clients. The modification does not change the finding of facts, it does not change the requirements of the law, it does not change anything except one portion of her final order. The modification changes the length of her probation from a period of three (3) years. Ms. Moore has met all other conditions of her order except the probation period. She has to date completed one year and a half (1.5) of the three years. The modified Order will allow her probation to end and be able to provide care to her current clients.

Motion was made to accept the citation by Ms. Buchanan, seconded by Ms. Watson. A roll call vote was made, and all voted in the affirmative. Motion carried.

Update to Rule rewrite: The chapter re-write for our rules is currently in the Attorney General's Office for the final review, it was entered into their office in February. The Attorney General's office is requesting slight alterations to some of the additional documents that must accompany the rules for them to accept the chapter rewrite. The office did apologize for the unforeseeable delays due to COVID pandemic but has made this a priority to get any alterations completed. They will then go to the Secretary of State's Office who will give us an effective date for the rule packet.

Fee Reduction:

Mr. Flinchbaugh had drafted a "Red line" fee reduction (rule change) at the board's request which was made at the May meeting. This fee reduction would change the application fees for baccalaureate application from \$50.00 to \$25.00, the master's application fee from \$75.00 to \$50.00. Finance was unavailable to give the fee reduction and financial scenarios report. The board will request that finance present the report at the November meeting. Mr. Flinchbaugh reminded the board that once they received the full financial report, they would still have the option to change their number amounts.

Motion was made by Ms. Buchanan to accept Mr. Flinchbaugh draft of the fee reduction rule rewrite as presented in the red line version. Ms. Anderson seconded the motion. Motion carried.

Live CE Requirement:

The Commissioner of the Department of Health was empowered to create policies regarding the continued education requirements. In person/live continuing education requirements for all licensees titled under Title 63 has been suspended until the end of the calendar year 2020. That does not mean that the hours do not have to be completed, it only means they do not have to be in a live format.

Administrative Report

Ms. Stacey stated that as of August 1, 2020 there were 580 Licensed Baccalaureate Social Workers; 3,070 Licensed Master Social Workers; 260 Licensed Advanced Practice Social Workers; and 2,996 Licensed Clinical Social Workers.

Listed below are license statuses for all professionals regulated by the Board of Social Work from the period reporting from May 5, 2020 through August 1, 2020.

***Expiration dates during this period were extended by Executive Order due to COVID-19 resulting in no expirations during this reporting period.

Licensed Baccalaureate Social Workers	Licensed Master Social Workers	Licensed Advanced Practice Social workers	Licensed Clinical Social Workers
New Licenses - 1	New Licenses - 54	New Licenses - 2	New Licenses - 58
Renewed - 65	Renewed - 277	Renewed - 19	Renewed - 314
Online - 43	Online 221	Online - 7	Online - 215
Retired License - 0	Retired License - 35	Retired License - 0	Retired License - 8
Expired - 0	Expired - 0	Expired - 0	Expired - 0

Dates of the remaining 2020 Social Work Board meetings are:

11/05/2020

Ms. Wilkins gave the board the *tentative* dates 2021:

02/11/2021

05/06/2021

07/29/2021

10/21/2021

Application Review

Demetria Buckner was present via phone/telephonically, she had applied to sit for the ASWB exam to regain licensure here. She had previously chosen to voluntarily retire her license due to unprofessional conduct with a minor. Facts of the order; Unprofessional or unethical conduct, or engaging in practices in connection with the practice of social work that are in violation of the standards of professional conduct, to wit: failing to make every effort to avoid dual relationships with clients and/or relationships that might impair the licensee’s independent professional judgment and impair the quality of services provided each client; and conduct reflecting unfavorably upon the profession of social work. This order against her was signed in February 12, 2014. LMSW license number 8931. Ms. Buckner is now requesting her application for license here again. Ms. Buckner was previously grandfathered into licensure; she would now have to sit and pass the ASWB master’s exam in order to be relicensed. After the board reviewed Ms. Buckner’s application, the board had several questions for Ms. Buckner regarding where she has been living/working since she had voluntarily retired her license here. Questions regarding her residency in Georgia, and reasons to why she had not sought licensure there. After much discussion, Motion was made to deny the application was made by Ms. Mallory, seconded by Ms. Williams. A roll call vote was made, and all voted in the affirmative. Motion carried.

Valerie Hayden Licensed LBSW #695

Ms. Hayden was present via phone/telephonically, she had applied for reinstatement of her baccalaureate license which had been disciplined in October 2017. Her license had lapsed February 2019 during a period while providing care for her husband. The board addressed the previous discipline and had several questions for Ms. Hayden. She had a consent order on the license which suspended her license for six months, the license was probated for two (2) years, with a civil penalty, placed on probation for two years, had to complete fourteen hours of continuing education, and other related fines. Her license cannot be restored to an unencumbered status now because it has expired. She needs to have the license reinstated in order to complete the probationary period as it must be an active license for the probation time to run. She cannot petition the board for an order of compliance until the probation time has been served. With the license expired she could not meet the second year of probation.

Ms. Buchanan made motion to reinstate the license to active/probation to complete the one (1) year probation. Mr. White seconded the motion. A roll call vote was made and all voted in the affirmative. Motion carried. Ms. Anderson recused.

Jocelyn Barton was present via phone/telephonically regarding her approved period to sit for the ASWB clinical exam. Ms. Barton had been approved to sit for the clinical exam August 12, 2019. Ms. Barton registered with the ASWB in February of 2020. She was registered/scheduled to test April 2020, but the scheduled test date was canceled by ASWB due to COVID-19 closures. Ms. Barton's approved time period in which to test was set to expire August 12, 2020. Ms. Barton had taken the exam and failed June 29, 2020. ASWB requires a ninety (90) day wait in order to re-test after a failure. Due to the conditional license order placed on her clinical application, she had to receive board approval for extended time giving her additional time to test. The board had access to all previous documents, and the conditions of the application to refresh the board on Ms. Barton's file. After much discussion with Ms. Barton, Motion was made to extend the expiration date to December 31, 2020 by Mr. Zylstra, seconded by Ms. Childers. Mr. Flinchbaugh will be sending an extension to the conditional license order. Once she accepts the amended conditional license order, if she does not receive a passing LCSW exam score before December 31st, her application is closed as unsuccessful and she will have to reapply. A roll call vote was made, and all voted in the affirmative. Motion carried.

Agreed Citations

The board reviewed an Agreed Citation for **Heather A. Olson LCSW #4841** who unknowingly worked on an expired license at employment that did require her to be licensed. She paid the agreed citation fine for practicing five (5) months past the 60-day grace period. Submitted reinstatement application, paid \$500.00 fine, reinstatement fees, and continuing education certificates required. Motion to accept the agreement was made by Ms. Anderson, seconded by Ms. Buchanan. A roll call vote was made, and all voted in the affirmative. Motion carried.

Review, approve/deny and ratify new licensure files

Upon review Ms. Buchanan made a motion, seconded by Mr. White, to approve the following **LBSW** applicant for licensure:

Perry Twilla

A roll call vote was made and all voted in the affirmative. Motion carried.

Upon review Ms. Mallory made a motion, seconded by Ms. Childers, to approve the following LMSW applicants for licensure:

Melissa Kae Lani Aguas
Hannah Blackburn*
Samantha Lashea Browning
Maryjane Christianson
Marie Delia Cohen
Carlyn Marie Mckenzy Conley
Leslie Davis
Jasmine English
Perpetual Finn
Kelley Elizabeth Hensley
Rhonda D. Hubbard
Erica Broyles
Kirstie Leigh Caiza
Toni Britney Desiree Johnson
Jan Kiersky
Carlye Ann Long
Cortni N. Marker
Melody McMahon
Melinda Sue Morris*
Debra J. Parham
Alicia Payne
Christopher Howard Pursell***
Jonathan Dwight Seay III
Jazmyn Simms
Krystal Starling
Sherry Buhler Taylor
Sarah Thornell
Alana Ward Welch
Montana Jean Yates

Vanessa Akeredolu
Ashley N. Blair*
Ashley Hope Burbine
Niesha Clark
Whitney Suzanne Compton
Brittany Davis**
Nora Marie Dinverno
Robin Nicole Fair
Sukesha Golacinski
Sarah Henson
Tamara Elise Johnson
Haley Lightsey
Amani Loggins
Pamela Burgess Kelley
Michael Lazar
Summer J. Lucas
Linda Sharon Mason
Daniel Mifflin
Amy Newton
Angelica Danielle Parker
Teresa Jean Payne
Julie Scarvey
Rebecca Claire Carlson Sebastian
Deantionette Smallwood
Mary Stepanek***
Sharena Laniece Thomas
Elexis Teneshia Waugh
Kiera Williams
Amber Nicole Hake***

A roll call vote was made, and all voted in the affirmative except for Ms. Childers recused * / Ms. Buchanan recused** / Ms. Mallory*** Motion carried.

Upon review Ms. Childers made a motion, seconded by Mr. White, to approve the following LCSW applicants for licensure:

Victoria Robin Baker
Jina C. Boze
Indienne R. Castillo*/***

Tyler W. Clemmons
Candace-Tara C. Cook
Kammie Deghetto

Amy Faithe Denton
John L. Barsotti
Mary Imani Brooks
Chandra A. Chester
Stephanie M. Coley
Christine Elizabeth Courtney
Carol Denomme
Dr. David A. Dia*/•**
Daniel B. Dumont*/***
Amy Fidler
Stasia Floor
Tamala Gdowski
Daniel J. Griggs*
Molly Heiss-Locum
Margaret Hollifield
Julius Lashame Jessup Peterson
Gloria B. Lee*/**
Anita J. Martin*
Aubrey N. McMillan
Shanae Love Pietrzyski
Eileen Rivera
Dominique Nicole Secherest
Marion Goodloe Smyser
Mary E. Van Huss
Mary Angelyn Vaughan
Sara C. White

Joyre A. Montgomery
Louise Newcomb
Nicole O’Hartz
Rebecca Renee Parks
Amanda S. Fackler
Laura R. Fieser
Lindsey L. Gafford
Anita Giannaris
Leslie Halpern*
Dalya A. Hill
Amy Elizabeth Jackson
Lakeisha Johnson-Elmore
Benjamin L. Marlow
Hillary P. Martin*
Kalene Mcswain-Faulkner
Bethany D. Neal
Lindsay Nicole Nickens
Michael Phillip Oliver
Jennifer E. Pastusic
Sarah Rhomberg
Sierra M. Rozmenoski
Nekethia West Smith
Kristy D. Snipes•
Elizabeth Ellen Vance
Scott Vink
Lorraine Wiseman

A roll call vote was made, and all voted in the affirmative except for Ms. Childers recused * / Ms. Buchanan recused** / Ms. Mallory*** Ms. Anderson • Motion carried.

Approve LCSW applicants to sit for written exam

Upon review of the initially approved, Ms. Mallory made a motion, seconded by Ms. Buchanan, to approve the following LCSW applicants to sit for the written exam.

Ms. Childers recused* / Ms. Watson ** / Ms. Mallory recused***

Ashley Allen
Cortina Baird
Amelie Blue
Heather Boyd*
Jessica Cameron*/***
Cassandra Clariett
Jennifer Gervin
Sonya Goodrich
Megan Hay
Melanie Hickman

Doretha Johnson
Jennifer Kilgore
Hannah Lavoie*
Quasheema Lloyd
Claudia Avila-Lopez*
Patricia Barr
Cleophus Boggan Jr.
Susan Brantley***
Tiyanakia Chaney
Amy Cook

**Dena Gill
Mira Hanna***
Christian Hayes
Benjamine Holmes
Jamshid Khoshnoodi*/***
Anna Larouche
Cursha Pierce-Lunderman
Andrea Samberg
Elizabeth Shelton
Mayme Siders
Jenna Pemberton Smith***
Jennifer Thomas
Jennifer Woodruff**

**Sandra Livingstone
Amy Malcolm
Chivonne Mays
Lindsey O'Connell***
Korlu McCainster
Kathryn Ogletree
Jessica Pinkston
Michael Samis**
Keisha Sherving
Katherine Singer
Lisa Stillion
Anne Varlan
Kristi Wyckoff*****

Approve/deny reinstatement applications.

Upon review Ms. Buchanan made a motion, seconded by Mr. White, to approve the following **LMSW** reinstated license. A roll call vote was made and all voted in the affirmative. Motion carried.

**Jonathan B. Amonette
Mary Fendley Lampley
Meredith A. Macleod*
Linda McNair**

**Donna C. Bradshaw
Latonya D. Lundy
Anne Lauren McCormick
Terrika L. Williams**

Upon review Ms. Buchanan made a motion, seconded by Ms. Mallory, to approve the following **LAPSW** reinstated license.

Dennis R. Fleming

Milton A. Scott

A roll call vote was made and all voted in the affirmative. Ms. Mallory recused**. Motion carried.

Upon review Ms. Buchanan made a motion, seconded by Mr. White, to approve the following **LCSW** reinstated license:

**Lori C. Dalton
Cynthia D. Sharitt
Sarah C. Webb**

**Heather A. Olsen
Gary D. Sinclair**

A roll call vote was made and all voted in the affirmative. The motion carried.

Discussion

Karen Franklin, of NASW opened discussion on forming a committee on revising the supervision logs. Considering the possibility of discontinuing paper/written logs. Ms. Franklin said she would need more time to gather information regarding what other states require. She had found that most states require a type of supervisory contract between the supervisor and supervisee at the onset of supervision. She thought the idea of forming a committee to research three areas; 1) to inquire to the ASWB what they can access for us/information they may already have gathered 2) what other states boards are doing, 3) what the universities findings are based on competency assessments. That the board may want to consider a model as universities use for the competency assessing that are conducted twice a semester. A model to help decide what the social workers are used to using. Ms. Paula Foster was in favor of discontinuing the use of written logs. She spoke referencing the “new rules” and the additional supervisory requirement of additional supervision training. She felt that part of the content of that supervision training needs to be supervisors’ responsibilities both ethical and legally, to certifying that the supervision had taken place and the content was appropriate. Possibly creating an attestation form/affidavit form that would be signed by the supervisor legally affirming the they had completed the hours and appropriately so. Ms. Wilkins suggested an easier route in exchange of forming a committee, to contact the ASWB with a list serve question inquiring what other states do/require. Ms. Wilkins offered to start that and retrieve the information of response. The board also requested that Ms. Watson be a part of reviewing the information to form the best method of recording and verifying the supervision, and completion of hours.

Question from the audience: Ms. Webster Hill, asking if the possibility of allowing one thousand (1000) of the three thousand (3000) total being “non-clinical” hours. Ms. Hill wanted to know if this component had been tabled, or if there had been a decision on it? With the non-clinical hours consisting of things such as case management, discharge-planning, coordination of care, etc. The ASWB exams include questions regarding these services, but the LMSW are not allowed to count this as part of their clinical hour component.

The board responded that they had not made a defined decision on this although it had been a topic of discussion. It was requested that this topic be tabled to be added to the agenda for further discussion and possibly a decision during the November meeting. Ms. Webster responded that they do with the paths to licensure via the ASWB which she is a member with her university. Ms. Anderson offered to email Ms. Wilkins information on the paths to licensure she had on other boards.

Ms. Franklin inquired if she may email some of the frequently asked questions to the board staff for feedback in terms of the questions without waiting for an actual meeting. Mr. Flinchbaugh responded that any communications (even in a chain email form) if being sent to two or more board members dealing with board business would need to be presented at the board meetings.

Election of Board Chair, and Secretary

Motion for Bob Zylstra as chair was made by Ms. Buchanan, seconded by Ms. Childers
A roll call vote was made, and all voted in the affirmative. The motion carried. Mr. Zylstra recused.

Motion for Kenya Anderson as secretary was made by Ms. Buchanan, seconded by Ms. Childers
A roll call vote was made, and all voted in the affirmative. The motion carried. Ms. Anderson recused.

Adjourn

12:21 PM - Motion to adjourn was made by Ms. Buchanan, seconded by Ms. Anderson. A roll call vote was made, and all voted in the affirmative. Motion carried.

Motion to approve the August 6, 2020 minutes with two clerical corrections noted was made by Ms. Buchanan; motion was seconded by Ms. Mallory. Motion carried. November 5, 2020