

**IDAHO BOARD OF SOCIAL WORK EXAMINERS**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 7/25/2017**

**BOARD MEMBERS PRESENT:** Virginia K Dickman - Chair  
Kristopher L Walton  
Dr. Eleanor P Downey  
Lynnet R Keeley  
Robert Payne

**BOARD MEMBERS ABSENT:** Dr. Joan M Cloonan

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Administrative Support Manager  
Marcie Rightnowar, Appeals Hearing Technician  
Maurie Ellsworth, General Counsel  
Mitchell Toryanski, Legal Counsel  
Jean R. Uranga, Board Prosecutor  
Debbie Sexton, Management Assistant  
Deon L'Abbé, Technical Records Specialist

**OTHERS PRESENT:** Delmar Stone, Executive Director, NASW  
Jason Pope

The meeting was called to order at 9:02 AM MDT by Virginia K Dickman.

**APPROVAL OF MINUTES**

Dr. Downey made a motion to approve the minutes of April 25, 2017. It was seconded by Mr. Walton. Motion carried.

**EXECUTIVE ORDER**

Ms. Cory reviewed the Executive Order issued by Acting Governor Little which requires State agencies to submit a report to the Office of the Governor no later than July 1, 2018. The report will assess whether the licensure requirements are necessary and in the public interest while providing recommendations for improvement, modification or elimination. Ms. Keeley made a motion to authorize Mr. Payne to work with Ms. Cory on a response and placing the information on the Board's website for public comment. It was seconded by Mr. Walton. Motion carried.

## **LEGISLATIVE REPORT**

Mr. Toryanski gave the legislative report. The deadline to submit legislative ideas to the Governor's Office is July 14, 2017 and the deadline to submit proposed rule changes to the Governor's Office is August 18, 2017 for the 2018 Legislative Law and Session.

## **FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$90,875.00 as of June 30, 2017.

## **FY 2018 CONTRACT**

Ms. Hall reviewed the FY2018 Contract with the Board. Ms. Keeley made a motion to approve the contract and authorize the Chair to sign on behalf of the Board. It was seconded by Mr. Walton. Motion carried.

## **DISCIPLINE**

Ms. Uranga presented a memorandum regarding case numbers SWO-2017-19, and SWO-2017-20. After discussion, the Board gave recommendations for appropriate discipline.

Ms. Uranga presented a Stipulation and Consent Order in case SWO-2017-11. Dr. Downey made a motion to approve the Consent Order and allow the Chair to sign on behalf of the Board. It was seconded by Ms. Keeley. Motion carried. Mr. Payne recused himself from discussion and voting in case SWO-2017-11.

Ms. Uranga presented a Stipulation and Consent Order in case SWO-2017-17. Mr. Payne made a motion to approve the Consent Order and allow the Chair to sign on behalf of the Board. It was seconded by Ms. Keeley. Motion carried.

Ms. Uranga presented a Stipulation and Consent Order in case SWO-2017-15. Mr. Payne made a motion to approve the Consent Order and allow the Board Chair to sign on behalf of the Board. It was seconded by Mr. Walton. Motion carried.

## **INVESTIGATIVE REPORT**

Ms. Rightnowar gave the investigative report, which is linked above.

## **FOR BOARD DETERMINATION**

Mr. Payne made a motion to approve the Board's recommendation and authorize closure with an advisory letter in case SWO-2016-38. It was seconded by Mr. Walton. Motion carried.

Mr. Payne made a motion to approve the Bureau's recommendations and authorize closure in case numbers SWO-2016-44 and SWO-2017-15. It was seconded by Dr. Downey. Motion carried.

## **SUPERVISION REPORTS**

The Board reviewed the following supervision reports:

SWO-2014-25  
SWO-2015-1  
SWO-2015-2  
SWO-2015-16  
SWO-2016-7

The Board reviewed a payment plan request and continuing education question in regard to case number SWO-2017-6. Ms. Keeley made a motion to approve the payment plan contingent on receiving additional documentation and also to respond regarding the continuing education. It was seconded by Mr. Walton. Motion carried.

A request for reconsideration was received regarding case I-SWO-2017-13.

Mr. Ellsworth discussed the request of the complainant that discipline be pursued in case I-SWO-2017-13 with members of the Board. The Board reviewed the entire case and determined it was properly closed. Ms. Keeley made a motion reaffirm closure. It was seconded by Dr. Downey. Motion carried.

Mr. Payne made a motion for Mr. Ellsworth to draft a response in regard to I-SWO-2017-13 for the Chairman to sign. It was seconded by Ms. Keeley. Motion carried.

Mr. Ellsworth reviewed a petition for reconsideration in regard to SWO-2017-10. Ms. Keeley made a motion to deny the request for reconsideration. It was seconded by Mr. Walton. Motion carried.

## **EXECUTIVE SESSION**

Dr. Downey made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Keeley. Motion carried.

Mr. Payne made a motion to come out of executive session. It was seconded by Ms. Keeley. Motion carried.

## **OLD BUSINESS**

To Do List – The Board reviewed the to do list and no action was taken.

Dr. Downey gave a brief report regarding disciplinary sanctions guidelines.

Mr. Payne gave a brief report regarding participation on the clinical advisory work group.

## **NEW BUSINESS**

The Board reviewed a draft of the supervision plan application. Dr. Downey made a motion to approve the revised application. It was seconded by Ms. Keeley. Motion carried.

The Board discussed the date applicants can begin counting supervision hours. The Board reviewed Rule 210.03.a which states supervision plans must be approved by a designated Board member prior to commencement of supervision.

## **EXECUTIVE SESSION**

Mr. Payne made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Keeley. The vote was: Ms. Dickman, aye; Ms. Keeley, aye; Dr. Downey, aye; Mr. Payne, aye; and Mr. Walton, aye. Motion carried.

Mr. Payne made a motion to come out of executive session. It was seconded by Ms. Keeley. The vote was: Ms. Dickman, aye; Ms. Keeley, aye; Dr. Downey, aye; Mr. Payne, aye; and Mr. Walton, aye. Motion carried.

Mr. Payne made a motion to approve Heidi Rasmussen to sit for the exam. It was seconded by Mr. Walton. Motion carried.

Mr. Payne made a motion to approve Pamela Campbell's supervision hours starting 2/25/16. It was seconded by Mr. Walton. Motion carried.

Ms. Keeley made a motion to approve Megan Urick's supervision hours starting 10/25/16. It was seconded by Mr. Payne. Motion carried.

Dr. Downey made a motion to approve Valerie Velasco's application. It was seconded by Mr. Payne. Motion carried.

The Board reviewed applicant #901133685 and no action was taken.

Mr. Payne made a motion to approve Jason Pope to sit for the exam. It was seconded by Ms. Keeley. Motion carried.

Dr. Downey made a motion to request additional information in regard to applicant #901139319 and allow Mr. Payne review and approve the information. It was seconded by Mr. Payne. Motion carried.

Dr. Downey made a motion to accept supervision hours for applicant #901039592 and to notify him that his supervisor is not approved and no further hours will be approved until he gets an approved supervisor. The motion included informing the supervisor that he must apply and obtain supervisor registration status as approved by the Board before continuing as a supervisor. It was seconded by Ms. Keeley. Motion carried.

Mr. Payne made a motion to respond to applicant #901145254 as directed by the Board. It was seconded by Ms. Keeley. Motion carried.

## **EXECUTIVE SESSION**

Mr. Payne made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Keeley. The vote was: Ms. Dickman, aye; Ms. Keeley, aye; Dr. Downey, aye; Mr. Payne, aye; and Mr. Walton, aye. Motion carried.

Ms. Keeley made a motion to come out of executive session. It was seconded by Dr. Downey. The vote was: Ms. Dickman, aye; Ms. Keeley, aye; Dr. Downey, aye; Mr. Payne, aye; and Mr. Walton, aye. Motion carried.

## **APPLICATIONS**

Dr. Downey made a motion to deny the supervision plan for Cory Sims because it does not meet the standard for clinical social work. It was seconded by Ms. Keeley. Motion carried.

## **NEW BUSINESS**

A question was discussed regarding what information is needed if an individual with an approved supervision plan moves to a new location but will still be supervised by the same approved supervisor. The Board explained the process

of receiving new supervision plans when the location changes. A new plan is required to be submitted because the duties at the new location may be different from the prior location. No further action was taken.

The Board discussed the exam approval letter. Dr. Downey made a motion to change the exam approval letter from 12 months to 24 months to match the time frame in the Rules that states applications on file with the Bureau for a period in excess of two (2) years from date of receipt by the Bureau shall be terminated unless good cause is demonstrated to the Board. It was seconded by Mr. Payne. Motion carried.

The Board discussed adding a question regarding whether or not someone has already passed the exam to the application for licensure to help distinguish between exam and endorsement applicants. Mr. Payne made a motion to add the question to the application. It was seconded by Dr. Downey. Motion carried.

### **ASSOCIATION OF SOCIAL WORK BOARDS**

The Board discussed attendance at the Association of Social Work Boards (ASWB). Mr. Payne made a motion to approve Ms. Keeley as the delegate for the fall conference and pay expenses with Ms. Dickman as the alternate and give the Chair authority to make the determination if Ms. Keeley is unable to attend. It was seconded by Ms. Keeley. Motion carried.

### **CORRESPONDENCE**

The Board reviewed correspondence from two universities regarding their programs. The Board discussed directing the universities to the rule that states applicants must possess a degree in social work from a college or university approved by the board.

Mr. Payne made a motion to allow the Chairman to respond back to correspondence between meetings. It was seconded by Dr. Downey. Motion carried.

### **ELECTION OF OFFICERS**

Dr. Downey made a motion to elect Mr. Payne as Chairman. It was seconded by Ms. Keeley. Motion carried.

Dr. Downey discussed the practice guidelines for use of technology. Ms. Dickman will do some further research for the Board to review at a future meeting.

The Board reviewed the Professional Counselors and Marriage and Family Therapists example supervision log and suggested adding something similar to

the Social Work Board. Dr. Downey will work with Ms. Hall to draft a supervision log for the Board to review at its next meeting.

## **ASWB**

Ms. Dickman gave a brief report on the ASWB conference.

## **APPLICATIONS**

Mr. Payne made a motion to deny the supervision plan for Spencer Walker because it does not meet the standard for clinical social work. It was seconded by Dr. Downey. Motion carried.

## **EXECUTIVE SESSION**

Mr. Walton made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Keeley. The vote was: Ms. Dickman, aye; Ms. Keeley, aye; Dr. Downey, aye; Mr. Payne, aye; and Mr. Walton, aye. Motion carried.

Mr. Payne made a motion to come out of executive session. It was seconded by Dr. Downey. The vote was: Ms. Dickman, aye; Ms. Keeley, aye; Dr. Downey, aye; Mr. Payne, aye; and Mr. Walton, aye. Motion carried.

Mr. Payne made a motion in regard to applicant # 901144749 to write a letter to the supervisor to seek clarification regarding discrepancies in supervision hours and to send letter supervisee to get their perspective on this case. Table applicant until information is received. It was seconded by Dr. Downey. Motion carried.

Mr. Payne made a motion in regard to applicant # 901137750 that the licensee is not working, supervision reports do not need to be submitted and supervision does not have to start over. It was seconded by Ms. Keeley. Motion carried.

## **BOARD MEMBER RECOGNITION**

The Board thanked Mr. Walton for his time and service on the Board and his dedication to the profession.

**NEXT MEETING** was scheduled for October 24, 2017 at 9:00 AM.

## **ADJOURNMENT**

Ms. Keeley made a motion to adjourn the meeting at 4:40 PM. It was seconded by Dr. Downey. Motion carried.

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Virginia K Dickman, Chair

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Kristopher L Walton

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Dr. Eleanor P Downey

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Dr. Joan M Cloonan -Absent

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Lynnet R Keeley

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Robert Payne

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Tana Cory, Bureau Chief