



Counselor, Social Worker & Marriage and Family Therapist Board

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STATE OF OHIO

COUNSELOR, SOCIAL WORKER AND MARRIAGE AND FAMILY THERAPIST BOARD

September 16, 2011

Chairperson, Mr. Tommie L. Robertson, at the LeVeque Tower, 50 West Broad Street, Columbus, OH, convened the regular meeting of the Board at 1:00 P.M. on September 16, 2011.

Members present were Mr. Timothy Brady, Mr. Robert Nelson, Ms. Mary Venrick, Mr. Don McTigue, Ms. Jennifer Riesbeck-Lee, Mr. John Cranley, Dr. Otha Gilyard, Ms. Maureen Cooper, Dr. Terri Hamm, Dr. Deirdre Petrich, Dr. Thomas McGloshen, Ms. Peggy Volters, Mr. Stephen Polovick, and Dr. Victoria Kress. Staff present: Mr. James Rough, Mr. William Hegarty, Ms. Patricia Miller, Ms. Tammy Tingle, Mr. Douglas Warne and Mr. Andrew Miller. Also, present: Atty. Leah O'Carroll, Asst. Atty. General, Mr. Henry Lustig, NASW, Mr. Charlie Cooper, Mr. Jerry Gardner, Elite Continuing Education, and Mr. Richard Riesbeck.

- I.** Discussion and approval of agenda. Ms. Riebeck-Lee moved to accept the agenda, seconded by Dr. McGloshen. Carried.
- II.** Ms. Cooper moved to accept the July 22, 2011, minutes, seconded by Ms. Venrick. Carried.
- III. Executive Director Report presented by Mr. Rough:**

Mr. Rough reported:

1. Report given to each of the Professional Standards Committees is attached to the minutes.
2. Mr. Cranley, Dr. Kress, Ms. Volters and Ms. Riebeck-Lee's terms end as of October 2011, if new appointments are not approved by the November meeting a request for them to attend the November meeting will be made. Thanked the Board Members for their service, Ms. Riesbeck-Lee has been an asset to the board especially as the

Chair of the full Board, Dr. Kress has also done a great job as the Counselor Committee Chair.

3. A draft of the statute change went out for co-sponsors and will be introduced next week so it should be assigned a number. Reported some of the changes regarding licensure, continuing education and discipline fees. The Ohio Counsel is not supportive of professional disclosure statements and a discussion will take place next week.
4. Discussed the budget report and the number of licensees report. Mr. Hegarty commented several expert witnesses will be needed and will talk with Mr. Rough about including this in the budget.
5. The staff has been working hard; Mr. Miller is doing a good job. Mr. Warne and Mr. Miller are almost current and Mr. Miller will be helping Mr. Frazier with his work load to bring it current.

IV. Investigative Report presented by Mr. Hegarty:

Mr. Hegarty reported:

1. Thanked staff.
2. Thanked Ms. Riesbeck-Lee and Dr. Kress for their hard work on cases.
3. Distributed the September 2011 board statistics reflecting fifty-three new cases, areas traveled to, type of complaints. Results of audits are adding to the case load. Three sex cases are currently open and the number in this area seems to be on the increase. A counselor and social work licensure hearing is scheduled for each at the November board meeting.

V. Legal Update presented by Atty. Leah O'Carroll:

Atty. Leah O'Carroll reported:

1. No pending court cases.
2. Looked over legislation and the effect it will have on litigation. Suggested language on consent agreements concerning Section 119 of the Revised Code, if a request for a hearing is made for confidential records.

VI. Marriage and Family Therapist Professional Standards Committee Report was presented by Dr. McGloshen:

Dr. McGloshen reported:

1. Thanked Ms. Volters and Mr. Cranley for their service to the profession and to the public.
2. Licensed two IMFT's, two MFT's and approved six exam requests.

3. Attended the Annual AMFT Regulatory Board Conference in Pittsburg, a good experience and an excellent meeting. There was not a good turn out compared to the number of states. Recommend sending the MFT coordinator and a board member next year.
4. Approved the draft of the rule.
5. Discussed ways to increase licensure and supervision.

VII. Counselor Professional Standards Committee Report was presented by Ms. Venrick:

Ms. Venrick reported:

1. Approved ninety-nine PC applications, forty PCC applications, five hundred and sixty-four counselor trainee applications, and mailed one hundred and forty-two exam packets.
2. Reported test results.
3. Answered correspondence, approved one remediation plan, worked out two PC issues.
4. Made a proposal to have the CACREP language changed, Dr. Kress is working on this and OCA supports this proposal.
5. Discussed the difficulty of verifying that the twenty four hours of continuing education courses required for the PCC supervision designation are completed in the right areas. A motion for the provider to list areas of competency for supervision is being discussed in the professional standards committees. Also discussed signing off for training supervision.

VIII. Social Work Professional Standards Committee Report was presented by Mr. Nelson:

Mr. Nelson reported:

1. Thanked Ms. Riesbeck-Lee for her hard work and hope to keep the quality that she brought to the committee. She will be missed.
2. Approved thirty-five LISW-S, forty-nine LISW's, one hundred and ninety-five LSW's, twenty-nine SWT's and ten SWA applications.
3. Plan to reduce the SWA continuing education hours from thirty to fifteen hours every two years.
4. A hearing on moral character took place and the individual was approved for licensure.
5. Working on the definition of social work and reviewed continuing education.

Mr. Robertson suggested sending the newsletter by e-mail.

The Board has no stand on the issue of Art Therapists requesting licensure.

Ms. Cooper moved to authorize Mr. Rough to testify regarding the impact of Art Therapists licensure on our Board, Dr. Gilyard seconded. Dr. Hamm abstained. Carried.

Mr. Rough discussed the education and practice of an Art Therapist and the question of putting specialists into our laws and rules.

Ms. Volters stated Mr. Rough testified well in the past.

IX. Committee Reports

Executive Committee

No report.

CEU Committee

Mr. Polovick reported:

- The additional requirement of a competency plan was discussed and determined it was not the time for this requirement. OSU is moving forward with this requirement so the Board will see how the requirement works for them.
- Spirituality programs will be looked at on an individual program by program basis.
- Discussed all thirty hours on-line or home study being completed in one day. Audits reflecting this will be reviewed by the committee.
- The topic of legal marijuana has come up in a few programs, as long as the content is how to enhance licensees and not a political view then approval can be given.
- The cost of mailing the newsletter versus e-mailing was discussed.
- Surveys continue to be positive.
- Mr. Rough brought up that the Dental Board grants continuing education hours for volunteer work. Discussed a possibility of a maximum of four hours of volunteer work for four continuing education hours.

Investigations Ad Hoc Committee

Dr. Kress reported:

- Reviewed data from interviews. Still hope to have more feedback for the Board and a possible development of a manual.
- A possible template to use for quarterly reports or contract and will send to the Board.
- Discussed ethical issues with supervision.
- Continue to work with OCA and ASWB on the topic of monitors.
- Dr. Kress is sad to leave but eager to see the outcome. Ohio is ahead of other states.

-Dr. McGloshen requested the difference between mentoring and monitoring.

-Mr. Hegarty gave an example of what other Boards do and our Boards capability when choosing a monitor and the issues involved and what it is.

X. Old Business:

-**Planning Meeting Minutes** - Any modifications, changes from the Board let Mr. Rough know. Mr. Robertson stated the committees will give more clarity and priority.

-Mr. Polovick suggested a word count for on-line courses. Mr. Rough will draft a rule and effective date to start in one year in order to give providers time to comply.

XI. New Business:

Dr. McGloshen presented plaques to Ms. Volters and Mr. Cranley for their time and service on the Board. Ms. Volters said it was an honor to serve on the Board, a great experience and thanked everyone. Mr. Cranley said he had a great deal of fun and it was a great experience, thanked everyone.

Ms. Venrick presented a plaque to Dr. Kress for her time and service on the Board. Dr. Kress said it was a great experience, she learned a lot and felt she had grown through her six years on the Board, thanked everyone.

Mr. Rough presented a plaque to Ms. Riesbeck-Lee for her time and service on the Board. Ms. Riesbeck-Lee said it was a pleasure to serve on the Board and Ohio, she felt she gained knowledge from her time on the Board. She also acknowledged the importance of the change to the civil service exemption. Thanked everyone.

Mr. Robertson thanked the leaving board members again and let them know they would be missed but hoped they would come back to visit. Requested everyone to leave quietly.

XII. Adjourned:

Tommie L. Robertson, IMFT, Board Chair



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Executive Committee Meeting Minutes

July 21, 2011

Chairperson, Mr. Tommie L. Robertson, at the LeVeque Tower, 50 West Broad Street, Columbus, OH, convened the executive committee meeting of the Board at 8:15 a.m. on July 21, 2011.

Members present were Mr. Robert Nelson, Ms. Mary Venrick and Rev. Otha Gilyard.
Staff present: Mr. James Rough

- Approve agenda and minutes - *agenda and minutes were approved*
 - Planning Meeting Issues – discussed planning meeting agenda and issues to ensure nothing was overlooked. Mr. Robertson agreed to chair the meeting if Ms. Lee is unable to attend.
- Budget issues:
 - Board's budget approved in HB 153 as of 6/30/2011
 - SB5 is uncertain and will probably be up for vote in November
 - OBM paid first payroll of 7/1/2011 with excess GRF funds without a charge to board appropriation, which freed up \$ 31,163.24 for other uses. We will not have equivalent funds in FY 2012. We did have excess funds from FY 2010 and FY 2011 to cover the expense paid from GRF.
 - With the extra funds we can plan on hiring a new person for the continuing education audits and CE program audits in January 2012.
 - Total revenues and disbursements for FY 2011 – the board was successful in its budget execution with revenues providing the resources for the authorized appropriation. All but \$6 of the 2011 fiscal year appropriation is

spent or encumbered for payment of FY 2011 bills yet to be received. The net revenues over expenses totaled \$16,233.23. Detailed reports were provided for review.

- Revenues: \$1,195,901.23
 - Disbursements:
 - \$1,106,876.73
 - Cost Savings Days of \$43,027.17
 - Encumbered funds: \$29,864.10
 - Total if all encumbered spent: \$1,179,768.00
 - \$6 unspent or encumbered \$5 in payroll and \$1 non-payroll
 - Original Appropriation for FY 2011: \$1,179,774.00
-
- Staff discussion – we hired Andy Miller to take Doug Warne’s position after Mr. Warne moved into Ms. Holleman’s former position. Mr. Miller has experience dealing with insurance licensure issues in all fifty states and appeared exceptionally suited for his position.
 - Statute changes for new House Bill - Sent to LSC for drafting. See two additional changes attached for discussion. Committee discussed proposed changes to 4757.36 to include counselor trainees, social worker trainees and marriage and family therapist trainees as well as individuals and entities offering continuing education programs to the list of licensees and registrants eligible for discipline under this section. This will subject trainees to discipline of the board as well as the continuing education program and provider registrants.

Meeting adjourned at 8:50 a.m.

Board Chair
Tommie Robertson



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CEU Committee Meeting Minutes

September 15, 2011

Chairperson, Mr. Steven Polovick, LSW, at the LeVeque Tower, 50 West Broad Street, Columbus, OH, convened the CEU committee meeting of the Board at 3:06 p.m. on September 15, 2011.

Members present were Ms. Maureen Cooper, PCC and Dr. Thomas McGloshen, IMFT, PCC. Staff present: Mr. James Rough, Executive Director, Ms. Rhonda Franklin, Renewal Coordinator and Ms. Patricia Miller, Continuing Education Coordinator.

1. Approved agenda and minutes from July
2. Planning Meeting issues – from minutes
Multiple CEU Committee issues:
 - a. Should we move forward for study the continuing competency model to replace continuing education? – assign to the CEU Committee: *committee not ready to move forward and will wait for OSU pilot project. The Counselors said they were not interested in the competency model.*
 - b. How do we make the current CEU program more effective ~~as opposed to creating a new system?~~ - assign to the CEU Committee – revised description by deleting the words lined out.
 - c. ~~Are we judging plans, making more requirements/regulations than necessary?~~ Committee deleted this item
 - d. Spirituality monitoring of issues - Ms. Miller and Ms. Franklin will bring any spirituality programs that are questionable to the CEU committee.
3. Survey results: results continue to be good overall. A copy of comments since the last meeting was provided for review.
4. The committee discussed the issue of using a minimum number of words per hour of CE credit for distance learning and using the minimum 120 words per minute for 50 minutes results in a 6,000 words per hour standard at the July meeting. Ms. Cooper moved to adopt that standard to which all members agreed at the July meeting. Mr. Rough drafted a rule change to note that standard. Ms. Miller asked for a good amount of time for the implementation date so that providers can adjust programs to meet any newly adopted standard. See attached draft rule for discussion.

At the September meeting a discussion of the draft rule including the 6,000 word per hour standard was held. Mr. Rough provided seven online references concerning reading speed from six university web sites and one speed reading web site. After discussion the consensus was that 250 words per minute is an acceptable average reading rate.

The committee discussed at length and considered the following. An email input from the national NASW CE coordinator stating NASW uses word count as part of its decision process, but that it is not determinate. The committee noted ASWB ACE program's plan to use 10,000 words per hour standard and/or a verifiable record (written pilot test) of participant learning. The committee decided to move forward with a 10,000 words per hour requirement. Mr. Rough will ask a number of providers for input based on changing the rule to require the 10,000 words per hour minimum.

5. Ms. Adorjan reported on the results of CE audits for calendar year 2010. There was a great deal of discussion concerning the data and what options were available. AAG O'Carroll had recommended review of several other Ohio boards' statutes for potential language we could use for the fees that may not count as discipline. The Optometry Board had language that we used to add statute language to the proposed bill in section 4757.36 to implement a non-disciplinary fee. We would establish the amount by rule change to rule 4757-1-05.
[\(10\) Late completion of continuing counselor, social worker or marriage and family therapy education required under section 4757.33 and rules adopted there under:](#)
The committee supported this change.

6. Mr. Polovick asked for Mr. Rough to determine the cost of quarterly newsletters mailed to all licensees. He would like to see a stronger effort to announce to licensees the CE audit failures and the new potential actions that the board will take and/or does take over time.
The semi annual newsletter in the past has been mailed to a quarter of all licensees or about 8,000. The number of all licensees is approximately 35,000 to mail the newsletter to all active, active-in-renewal and failed-to-renew status licensees and another 700 CTs and SWTs, if they are included.
 - Mail costs – for 35,000 \$14,400 or annual cost of twice \$28,800
 - Printing costs – for 35,000 \$1,400 or annual cost of twice \$2,800The committee discussed using future revenues from the fees in item five above to pay for additional mailings. Mr. Rough will also look into setting up a Listserv.

7. In researching some of these issues I came across the Dental Board's rules that include the following:
(E) "Volunteer service as a clinician" means continuing education credit may be awarded at a ratio of one continuing education credit for each four hours of volunteer clinical services provided through an approved program. An approved program is one sponsored by a permanent sponsor as defined in paragraph (A) of rule [4715-8-02](#) of the Administrative Code, that allows licensees to provide

substantial pro bono dental and dental hygiene services to indigent and underserved populations, or to persons who reside in areas of critical need in the state of Ohio. No remuneration shall be made to the licensee or the program sponsor for services provided under this section. A maximum of four continuing education hours may be obtained in this category.

The committee found this language interesting.

8. Licensees completing half or all of their CEU's through home study in one day. Ms. Franklin noted that she had received a certificate with a large number of hours and asked the licensee how it was possible to have accomplished all of them in one day. The provider tracked her time over a number of days, but only noted the date of completion on the certificate. This issue needs further review. Mr. Rough, Ms. Miller and Ms. Franklin will look for further examples and/or input from CE providers as to their processes in this area.

9. The topic of legalizing marijuana and is that continuing education. Several programs were submitted that included this topic and Ms. Miller needed guidance. The committee stated it could be approved if the offering justified how it would be of benefit to the clients of the attendees. The committee will review any continuing education programs that include this topic.

Committee adjourned at 4:23 p.m.

Mr. Steven Polovick
CEU Committee Chair



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September 8, 2011

Executive Director's Report

Board Meeting Dates and Rooms

Thursday September 15, 2011

Executive Committee – Executive Director's Office at 8:15 a.m.
SWPSC - Conference Room – 9:00 a.m.
MFTPSC - Conference Room – 9:00 a.m.
CPSC - Conference Room – 9:00 a.m.
CEU Committee – Executive Director's Office at 11:00 a.m.

CPSC – PC licensure denial hearing at 9:15 a.m. – Catherine Bister

SWPSC – LSW licensure denial hearing 1:00 p.m. – James Oppermann

These will be held in the Mezzanine level conference room.

Friday September 16, 2011

SWPSC - Conference Room – 9:00 a.m.
MFTPSC - Conference Room – 9:00 a.m.
CPSC - Conference Room – 9:00 a.m.
Board Meeting – LeVeque Tower 15th Floor Petroleum Board – 1:00 p.m.

Issues to Discuss

Full Board Issues:

July Planning Meeting minutes are attached with goals for the next year which need to be modified by additions, re-writes or deletions by each professional standards committee. Please review these closely as they are the basis for the focus of staff and board for the next year.

The votes for chair of the board and each professional standards committee were held in July with the following results.

- CPSC – Mary Venrick continues as chair of the committee
- SWPSC – Bob Nelson continues as chair of the committee

- MFTPSC – Thomas McGloshen is chair of the committee
- CSWMFT Board - Tommie Robertson is chair of the committee

The following Board members have appointments that expire 10/10/2011:

Name	Type	Home Town	Expiration Date	First or Second Appt
Timothy Brady	SW	Peebles	10/10/11	1 st
John Cranley	P	Cincinnati	10/10/11	1 st
Victoria White Kress	C	North Royalton	10/10/11	2 nd
Jennifer Riesbeck Lee	SW	Heath	10/10/11	2 nd
Thomas McGloshen, Jr.	MFT	Dublin	10/10/11	1 st
Peggy Volters	MFT	Miamisburg	10/10/11	1 st

Jennifer & Vicki are not eligible for reappointment. John and Peggy have not applied for re-appointment. Tom and Tim have applied for second terms. The governor’s director of boards and commissions has our requests for appointments to these positions.

Legislation:

Representative Gonzalez sent the draft language to LSC and Mr. Rough met with her staff member Ms. Tock and a LSC staff member to review the proposed changes.. I have a meeting with Rep. Gonzalez and DAS concerning the language about the civil service exemption removal implementation on Tuesday July 19, 2011.

Budget:

The Board at the last meeting approved the proposed CE provider and programs fees, but we won’t know for sure what we need until SB5 is resolved. I plan to file the rules for a public hearing preceding the November board meeting, which will allow for discussion at the November meeting to finalize the amount of these fees. If needed, we can amend the rule at that time. I will include the fee change for the wall certificates at the same time.

Some of the expenses planned for payment from FY 2011 funds have not been allowed due to a stricter interpretation of possible uses for those funds. I don’t believe we will meet the full expenditure of these encumbered FY 2011 funds.

Juvenile Sex Offenders Issue:

I with the Juvenile Sex Offender Treatment Program Certification Advisory Board (JSO) on July 20, 2011 to discuss the proper treatment licensure issues as well as the impact of the elimination of the civil service exemption in our statute.

I followed up with a letter for them to share with the JSO certified programs with the intent of ensuing the programs understand the impact of the civil service exemption in statute section 4757.41 of the Revised Code being removed.

Ohio Administrative Code changes ~ Rules:

The following rules were final filed and effective on September 1, 2011, if you have a copy of the laws and rules you will need a new copy:

- 4757-9-03 – change for renewal of new LSW who previously held related degree licensee; and diversity addition to ethics 3 hours of CEUs
- 4757-13-03 – Removal of acceptance of supervised experience from prior to 1998
- 4757-13-07 – Correction of CACREP accreditation title
- 4757-17-01 – The PCC-S supervisor shall sign off on all diagnosis, change in diagnosis, ISPs, Treatment plans, and correspondence to any third party outside of the agency.
- 4757-19-01 – Remove requirement for previously licensed LSW to have 400 hour field work course.
- 4757-23-01 – Change to paragraph (D)(7) for clarity

One issue was raised following the hearing on the diversity paragraph in 4757-5-02(G). JCARR president, which resulted in the following meeting and discussion. On August 10, 2011 Steve Polovick and I met with JCARR director Larry Wolford and two staff attorneys. They do not believe we can use the NASW language in our rule change for diversity for counselors and MFTs. I think this is a rather narrow reading of the statute. We will discuss this at the board meeting in September.

Here is the rule paragraph in question and the underling statute section.

4757-5-02(G)

(G) Responsibility to clients/consumers of services as to discrimination:

- (1) Counselors, social workers, and marriage and family therapists shall not practice, condone, facilitate or collaborate with any form of discrimination on the basis of race, ethnicity, national origin, color, sex, sexual orientation, age, marital status, political belief, veteran status, or mental or physical challenge.
- (2) ~~Counselors, social workers, and marriage and family therapists shall~~ SHOULD obtain education about and seek to understand the nature of social diversity with respect to race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical disability.

JCARR will let us use the wording above. Here is the statute section. JCARR focused on the yellow highlighted area.

§ 4757.11. Codes of ethical practice.

The counselor, social worker, and marriage and family therapist board shall establish a code of ethical practice for persons licensed under this chapter as professional clinical counselors or professional counselors. The board shall establish a code of ethical practice for persons licensed under this chapter as independent social workers or social workers, persons registered under this chapter as social work assistants, and persons licensed as independent marriage and family therapists or marriage and family therapists. The codes of ethical practice shall be established by adopting rules in accordance with Chapter 119. of the Revised Code. The codes of ethical practice shall define unprofessional conduct, which shall include engaging in a dual relationship with a client or former client, committing an act of sexual abuse, misconduct, or exploitation of a client or former client, and, except as permitted by law, violating client confidentiality. The codes of ethical practice may be based on any codes of ethical practice developed by national organizations **representing the interests of those involved in** professional counseling, social work,

or marriage and family therapy. The board may establish standards in its codes of ethical practice that are more stringent than those established by national organizations.

I think we have the statutory authority for this rule change since the last sentence says we “may establish standards... that are more stringent.” I asked our assistant attorney general Ms. O’Connell to review and respond on this issue. However, with our statute changes going through the House and Senate in the near future I recommend that we accept this change for now and address this issue in the five year rule review.

Section 119.03 of the Revised Code requires a five year review of the board’s rules. We have a list of rules up for review by 9/20/2012, which is attached. That attachment includes a draft of some proposed staff changes. The listing includes which professional standards committees need to review which rules.

Executive Director Work Plan: review the results of the Planning Meeting and issues for future resolution. Below issues are based on the outcome of the planning meeting. I will review these issues with the Executive Committee at this meeting.

1. Billing, non-compete and independent contractors – what parts of these issues need to be addressed? What existing laws and rules apply?
2. Multiple CEU Committee issues:
 - a. Should we move forward with continuing competency model to replace continuing education? – assign to the CEU Committee
 - b. How do we make the current CEU program more effective as opposed to creating a new system? - assign to the CEU Committee
 - c. Are we judging plans, making more requirements/regulations than necessary?
 - d. Spirituality monitoring of issues
3. Investigative Liaison Committee issues:
 - a. Continue work on monitor process
 - b. Establish guidelines for training or mentoring of new investigative liaisons
4. Legislative issues: - Mr. Rough assigned
 - a. Statute change bill introduction in House and Senate.
 - b. CE audit fine/fee implementation within statute change.
 - c. Other new issues?
5. MFT growth – MFT professional standards committee.

Sincerely,

James R. Rough
Executive Director



State of Ohio Counselor, Social Worker and Marriage and Family Therapist Board

Investigative Liaison Meeting Minutes

September 15, 2011

Thursday, September 15, 2011

Members Present: Mr. Tim Brady, LISW, IMFT
Mr. Bob Nelson, LISW
Dr. Deirdre Petrich, IMFT, PCC, LSW
Ms. Mary Venrick, PC
Dr. Victoria White Kress, PCC

Staff Present: Ms. Margaret-Ann Adorjan, Mr. Bill Hegarty, Ms. Tamara Tingle

Guests Present: Danielle Smith, NASW

1. Meeting Called to Order

Mr. Hegarty called the meeting to order at 3:02 p.m.

2. Discussion

The investigative liaisons reviewed the survey regarding feedback on monitoring. As a result, the Committee would like to create a more open line of communication between monitors and the Board resulting in increased communication and education on the monitoring process. In addition, the Committee will seek to better define monitoring.

Some points discussed:

- NASW may be putting together a registry of approved supervisors/monitors

- The Board prefers there be no prior relationship between a monitor and a disciplined licensee; however, that may be unrealistic in rural communities and exceptions may need to be made.
- The Board should seek to try and be as specific as possible with the requirements of monitoring and/or personal counseling.
- The monitor should not be the clinical supervisor and therefore there should only be a discussion of cases and not actual review.
- The idea of the agency providing the monitoring was raised so as to allow more oversight of the licensee and their cases
- A manual will be developed as a guide for the monitor(s) who participate in this process.

3. Tasks

Dr. White Kress was tasked with working on a template for a contract between the monitor and the licensee and also to seek consultation with her contacts regarding information on legalities of this process.

Dr. Victoria White Kress
Chairperson of the Investigative Liaison Committee