

**THE VIRGINIA BOARD OF SOCIAL WORK
MINUTES
Friday, December 5, 2014**

The Virginia Board of Social Work ("Board") meeting convened at 10:11 a.m. on Friday, December 5, 2014 at the Department of Health Professions, 9960 Mayland Drive, Richmond, Virginia. Jennifer Blosser, Chair called the meeting to order.

BOARD MEMBERS PRESENT: Jennifer Blosser
Maria Eugenia del Villar
Yvonne Haynes
Dolores Paulson
Nettie Simon-Owens
Bernadette Winters
Kristi Wooten

BOARD MEMBERS ABSENT: John Salay
Joseph Walsh

DHP STAFF PRESENT: Catherine Chappell, Executive Director
Sarah Georgen, Licensing Manager
Jaime Hoyle, DHP Chief Deputy Director
Charlotte Lenart, Licensing Specialist
Elaine Yeatts, Senior Policy Analyst

BOARD COUNSEL: James Rutkowski, Assistant Attorney General

ESTABLISHMENT OF A QUORUM: With seven members of the Board present, a quorum was established.

MISSION STATEMENT: Ms. Blosser read the mission statement of the Department of Health Professions, which was also the mission statement of the Board.

ORDERING OF AGENDA: Ms. Chappell requested that the agenda be amended to reflect that Ms. Hoyle would present the Director's Report in Dr. Brown's absence. The agenda was accepted as amended.

PUBLIC COMMENT: Joseph Lynch, Virginia Society for Clinical Social Work provided public comment (attachment no. 1).

APPROVAL OF MINUTES: Upon a motion by Dr. Simon-Owens, which was properly seconded by Dr. Winters, the meeting minutes from April 25, 2014 were approved as written.

**CHIEF DEPUTY DIRECTOR'S
REPORT:**

Ms. Hoyle provided an update on agency activities which included the recent elimination of DHP's in-house human resources department. She indicated that the Department of Human Resources Management had assumed the human resources responsibilities for DHP. Additionally, Ms. Hoyle reported on DHP's participation in the Governor's task force to address the rise in substance abuse in Virginia. She reported that the next meeting would be held on December 16, 2014 with the goal to provide recommendations for possible legislative action at the General Assembly in 2015.

**REGULATORY/LEGISLATIVE
UPDATE:**

Ms. Yeatts offered an update on regulatory action in process for the Board. She anticipated that the Board would consider comment and adopt final regulations at the February 2015 meeting.

Ms. Yeatts presented Guidance Document 140-1 for review by the Board. She noted that the Board may want to consider adding language on unlicensed practice should the Board adopt the new guidance documents that she would be presenting.

Ms. Yeatts presented a recommendation from staff to the Board to revise Guidance Document 140-2 to clarify language relating to misdemeanor convictions. Upon a motion by Ms. Wooten, properly seconded by Ms. Haynes, the Board revised the document.

Ms. Yeatts presented staff suggested revisions of Guidance Document 140-4.2 regarding possible disciplinary action for non-compliance with continuing education requirements. Upon a motion by Dr. Simon-Owens, and properly seconded by Ms. Wooten, the Board revised the document accordingly. Dr. Simon-Owens asked staff to report the outcomes of the 2015 continuing education audit under the revised guidance document when available.

Ms. Yeatts presented a proposed guidance document regarding the disposition of disciplinary cases involving practice under an expired license for board consideration. Upon a motion by Dr. Paulson, which was properly seconded by Ms. Haynes the Board adopted the guidance document, with one member opposing (Ms. Wooten).

Ms. Yeatts presented a proposed guidance document regarding the disposition of applicant cases involving practice without a license.

Upon a motion by Dr. Simon-Owens, and duly seconded by Ms. Wooten, the Board accepted the amended document. Amendment was made to require those individuals who practiced without a license longer than five years to attend an informal conference. Further, the document was amended to require payment of a monetary penalty equal to the renewal fee(s) for the number of years of unlicensed practice rounded up to the next renewal date, for those individuals practicing without a license less than five years. Additionally, the motion included revisiting this issue after one year for further evaluation.

With respect to Guidance Document 140-11, the Board amended the document to allow the use of a Confidential Consent Agreement for specific unlicensed practice in accordance with the newly adopted guidance documents.

**EXECUTIVE DIRECTOR'S
REPORT:**

Ms. Chappell referenced her report which was included in the Board meeting packet, but offered updates since the report was written. She advised that two board members were unexpectedly absent but that sufficient quorum existed in order for the Board to render decisions.

She provided an overview of changes since the Board last met in April 2014, including changes in administration at DHP, board counsel, and staffing. She welcomed the new board members and gave each board member a lapel pin to signify their participation on the Board. She presented a letter from former board chairperson, Susan Horne-Quatannens.

Ms. Chappell noted that she was schedule to speak at Catholic University, in conjunction with the Greater Washington Society for Clinical Social Work, as well as, to VSCSW Chapters in Roanoke, Tidewater, and Richmond in the next six months.

With respect to staffing, Ms. Chappell advised that she planned to announce the name of the new deputy, who would be joining the three behavioral sciences boards, in the next few days. She thanked Ms. Georgen for her leadership in managing the disciplinary cases for the three boards over the past three months in the interim.

**DISCIPLINE/SPECIAL
CONFERENCE COMMITTEE
REPORT:**

Ms. Georgen noted that the discipline report was included in the Board meeting packet for reference.

LICENSURE ACTIVITY:

Ms. Georgen noted that her licensure activity report was included in the Board meeting packet as well. She commented that applicant satisfaction survey results had increased to 92% in the last quarter. The board members expressed their appreciation to her for her leadership of the day-to-day board operations and her excellent work in facilitate the meeting that day.

**BOARD OF HEALTH
PROFESSIONS REPORT:**

Ms. Haynes noted that her report was included in the Board meeting packet.

**ASWB NEW BOARD MEMBER
TRAINING REPORT:**

Ms. Chappell noted that Mr. Salay's report was included in the Board meeting packet. She encouraged other board members who had not yet participated in an ASWB training to consider attending one of the three training events in 2015. Dr. Winters planned to attend the training in March 2015. The ASWB provided full funding for board member travel for their training opportunities.

ASWB ANNUAL MEETING:

Ms. Blosser noted that her report was included in the Board meeting packet. She had represented the Board at the ASWB Annual Meeting in Boise, Idaho. The ASWB provided full funding for Ms. Blosser travel and participation in the annual meeting.

NEW BUSINESS:

The Board agreed to meet for the quarterly Board meetings on February 20, 2015; April 24, 2015; July 24, 2015; and October 23, 2015.

The Board reviewed the Committee assignments for the 2015 calendar. Dr. Winters agreed to remain as the chair of the Regulatory Legislative Committee and Dr. Paulson asked to be added to that committee. Ms. Blosser stated that she would be able to remain on the Special Conference Committee. Ms. Blosser appointed Ms. Haynes as the chair of the Special Conference Committee. All other assignments remained unchanged.

EXECUTIVE SESSION:

Dr. Paulson moved that the Board of Social Work convene in closed meeting pursuant to §2.2-3711(A) (7) and (27) of the Code of Virginia in order to consider recommended decisions from the Credentials Informal Conference Committee. She further moved that Catherine Chappell, James Rutkowski, and Sarah Georgen attend the closed meeting because their presence in the closed meeting was deemed necessary and they would aid the Board in its consideration of the matters. The motion was seconded and carried.

RECONVENE:

Dr. Paulson moved that pursuant to §2.2-3712 of the Code of Virginia, that the Board heard, discussed, or considered only those public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act and only such public business matters as identified in the original motion. The Committee agreed unanimously.

Jennifer Assenza. The Informal Conference Committee concluded that Jennifer Assenza, L.C.S.W. Applicant, failed to satisfy the requirements of 18VAC140-20-50(A)(2) of the regulations which govern the practice of social work, and recommended that her application for licensure by examination be denied.

Mary Davis. The Informal Conference Committee concluded that Mary Davis, L.C.S.W. Applicant, failed to satisfy the requirements of 18VAC140-20-50(B), 18VAC140-20-10, 18VAC140-20-50 and 18VAC140-20-49 of the regulations which govern the practice of social work, and recommended that her application for licensure by examination be denied.

Susan Dever. The Informal Conference Committee concluded that Susan Dever, L.C.S.W. Applicant, violated § 54.1-3706 of the Code of Virginia and 18VAC140-20-160(8) of the regulations which govern the practice of social work and failed to satisfy the requirements of 18VAC140-20-45(4), and recommended that her application for licensure by examination be denied.

Belinda Greene. The Informal Conference Committee concluded that Belinda Greene, L.C.S.W. Applicant, failed to satisfy the requirements of 18VAC140-20-50(A), 18VAC140-20-50(A)(2)(a) and 18VAC140-20-50(A)(2) of the regulations which govern the practice of social work, and recommended that her application for licensure by examination be denied.

Edward Tungol. The Informal Conference Committee concluded that Edward Tungol, L.C.S.W. Applicant, failed to satisfy the requirements of 18VAC140-20-50(B)(1) of the regulations which govern the practice of social work, and recommended that his application for licensure by examination be denied.

Ms. Wooten moved to accept the Informal Conference Committee recommendations as presented. The motion was properly seconded and carried.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 12:34 p.m.



Jennifer Blosser, Chair

2/20/15

Date



Catherine Chappell, Executive Director

3/12/15

Date