

**THE VIRGINIA BOARD OF SOCIAL WORK**  
**CREDENTIALS COMMITTEE MEETING**  
**MINUTES**

**Friday, November 30, 2012**

The Credentials Committee of the Virginia Board of Social Work convened at 8:30 a.m. on Friday, November 30, 2012 at the Department of Health Professions, 9960 Mayland Drive, Richmond, Virginia.

**COMMITTEE MEMBERS**

**PRESENT:**

Jennifer Blosser  
Yvonne Haynes  
Arthur Mayer  
Catherine Moore  
Nettie Simon-Owens

**STAFF PRESENT:**

Howard Casway, Senior Assistant Attorney General  
Catherine Chappell, Executive Director  
Charlotte Lenart, Administrative Assistant

**CALL TO ORDER:**

Ms. Moore welcomed the Committee members and called the meeting to order.

**APPROVAL OF MINUTES:**

The minutes from the July 20, 2012 Credentials Committee meeting were approved as written.

**CLOSED SESSION:**

Mr. Mayer moved that the Committee convene in Closed Meeting pursuant to Section 2.2-3711(4) in accordance with Section 2.2-3704(A) and 54.1-108 of the Code of Virginia to discuss applications for licensure. He moved that Howard Casway, Catherine Chappell and Charlotte Lenart attend the Closed Meeting because their presence in the Closed Meeting was deemed necessary and would aid the Committee in its deliberations.

**OPEN SESSION:**

Mr. Mayer moved that pursuant to Section 2.2-3712 of the Code of Virginia that the Committee 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 his motion by which the closed meeting was convened.

**DISCUSSION:**

The Committee agreed to adjourn the meeting at 10:15 a.m. in order to attend the scheduled board meeting and then meet again following the board meeting and formal hearing.

**RECONVENE:**

The Credentials Committee of the Virginia Board of Social Work reconvened at 2:31 p.m. on Friday, November 30, 2012 at the Department of Health Professions, 9960 Mayland Drive, Richmond, Virginia. Catherine Moore called the meeting to order.

**COMMITTEE MEMBERS**

Jennifer Blosser

**PRESENT:**

Yvonne Haynes

Arthur Mayer

Catherine Moore

**STAFF PRESENT:**

Catherine Chappell, Executive Director

Charlotte Lenart, Administrative Assistant

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**DISCUSSION:**

The Committee considered 16 licensure and supervision requests and one (1) request to waive supervisor training requirements. Files are referred by the Credentials Reviewer to the Committee for evaluation when the Reviewer is unable to render a decision. The files sent to the Committee represent a small percentage of the applications that are processed each quarter.


**DECISION:**

The Credentials Committee made the following determinations:

1. Requested that additional information be submitted on two (2) files;
2. Denied ten (10) applications due to insufficient coursework, practicum and/or supervised experience;
3. Denied two (2) applications due to disciplinary and conviction concerns;
4. Denied one (1) request to waive supervisor training requirements;
5. Approved two (2) requests for licensure by examination.

#### **ADJOURNMENT**

There being no further business to come before the Credentials Committee, the meeting adjourned at 3:44 p.m.

  
Catherine Moore, Chair

  
Catherine Chappell, Executive Director