

**APPROVED**  
**THE VIRGINIA BOARD OF SOCIAL WORK**  
**MINUTES**  
**FRIDAY, OCTOBER 12, 2007**

The Virginia Board of Social Work ("Board") meeting convened at 9:10 a.m. on Friday, October 12, 2007 at the Department of Health Professions, 9960 Mayland Drive, Richmond, Virginia. David Boehm, Chair, called the meeting to order.

**BOARD MEMBERS PRESENT:** David R. Boehm  
Charles R. Chambers, Jr.  
Willie T. Greene, Sr.  
Susan Horne-Quatannens  
Wayne A. Martin  
Catherine L. Moore  
Francis N. Nelson, Jr.  
Dolores S. Paulson  
Jill Smeltzer

**BOARD MEMBERS ABSENT:**

**STAFF PRESENT:** Emily Wingfield, Chief Deputy Director  
Howard Casway, Senior Assistant Attorney General  
Evelyn B. Brown, Executive Director  
Elaine Yeatts, Agency Policy Analyst  
Patricia L. Larimer, Deputy Executive Director  
Arnice N. Covington, Administrative Assistant

**OTHERS PRESENT:** David Bailey, David Bailey Associates  
Mark O'Shea, LCSW, Virginia Society of Clinical  
Social Workers

**ORDERING OF AGENDA**

Mr. Boehm opened the floor to any changes in the order of the Agenda. Ms. Brown added the Public Participation Guideline List and New Board Member Training for discussion under her reports.

**PUBLIC COMMENT**

Mr. Boehm opened the floor to comment from the public.

David Bailey advised that he was representing NASW in the absence of Deborah Riggs. Mark O'Shea thanked the Board members for the hard work they are doing and stated that he appreciated the opportunity to attend the meetings and participate.

## **APPROVAL OF MINUTES**

A motion was made by Mr. Nelson to accept the minutes of July 13, 2007. The motion was properly seconded and passed unanimously.

## **CHAIR'S REPORT – David Boehm**

### Board of Health Professions

Mr. Boehm reported that the Board of Health Professions met on September 25, 2007. Mr. Boehm noted that the issue of background checks continues to be discussed.

Mr. Boehm advised that AARP is considering requesting legislation to require that licensees retake the licensing examination, or some form thereof, to demonstrate continued competency.

### Discipline Committee Report

Ms. Larimer reported that the Board currently has 15 complaints in Investigation. There are six (6) cases at Board Level. Two (2) Informal Conferences have been held since the July 13, 2007 Board Meeting. One (1) case is APD level. One (1) Informal Conference is scheduled for October 23, 2007. One (1) Consent Order was presented to the Board.

Mr. Nelson moved that the Board of Social Work convene in a Closed Meeting pursuant to Section 2.2.3711(A)(28) of the *Code of Virginia* for the purpose of the consideration of a Consent Order. He further moved that Howard Casway, Evelyn Brown, Patricia Larimer and Arnice Covington attend the Closed Meeting because their presence in the Closed Meeting will aid the Board in its consideration of the matter.

Mr. Nelson stated that pursuant to Section 2.2-3712 of the *Code of Virginia*, all those who certify, to the best of your knowledge 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 motion by which the closed meeting was convened say "Aye." All those who do not certify say "No." All board members certified by saying "Aye." Mr. Nelson announced that the Board was back in open session.

Following discussion Ms. Paulson moved that the Board accept the Consent Order regarding Susan Avery. The motion was properly seconded and passed unanimously.

A discussion ensued regarding the Agency's policy of not posting Notices of Informal Conferences on the website due to the inflammatory nature of some notices. Notices are posted following the decisions and notices are available by contacting the Board office and requesting a copy. This Policy will be considered by BHP as well as Agency Staff.

## House Bill 1146

Mr. Boehm reported that the Committee will meet on Monday, October 22, 2007 and will report back to the Board at the January 11, 2008 Board Meeting.

## Examination Scores for Schools

Mr. Boehm provided information relating to ASWB examination scores for the four (4) Virginia schools. Following discussion Mr. Martin moved to post the information on the Board's website. The motion was properly seconded and passed unanimously.

## **Executive Director's Report – Evelyn Brown**

Ms. Brown reported on issues regarding a shortage in the state budget. Until further notice Board travel will be limited and it is likely that only one member/staff will be allowed to attend ASWB meetings and conferences.

Ms. Brown noted that Conflict of Interest forms will be mailed shortly to all Board Members and they need to be returned as quickly as possible.

Ms. Brown advised that a notice had been mailed to all members of the public who have requested to be on the Public Participation Guideline Mailing List. Participants were advised to notify the Board office by October 20, 2007 if they wished to remain on the List.

Ms. Brown announced the Board Meeting Dates for 2008: January 11; April 11; July 11; and October 3.

The New Board Member Training is scheduled for the week of November 26, 2007. Any Board Member is welcome to attend the training, based on availability of space.

## **COMMITTEE REPORTS**

### Continuing Education Committee – Cathi Moore

Ms. Moore reviewed the Audit Plan for continuing education for the licensees of the Board. It is expected that 2% of the licensees will be audited. Audit notices are expected to be mailed the first week of November 2007.

Ms. Paulson and Mr. Chambers volunteered to assist with the review of the licensee audit documents. A date will be determined for the review.

### Clinical Course Work Report – Dolores Paulson

Ms. Brown advised that a request regarding the need to be more specific in the language regarding “clinical coursework” had been received. As a result of the request Mr. Boehm asked Ms. Paulson to Chair a Task Force Committee. Ms. Brown stated that Valerie Carter-Williams, former Board Chair, and current contract reviewer for the Board, would provide guidance, as needed.

Ms. Paulson reviewed her report with the Board and stated that more information would be forthcoming. Following discussion it was decided that the Chairs of the Programs for the four (4) Virginia schools would be invited to the January 10, 2008 Regulatory Meeting. Ms. Wingfield, Chief Deputy of the Department of Health Professions, will be responsible for coordinating the invitations to the schools.

Following discussion Mr. Greene moved to have Ms. Paulson’s Committee define clinical course of study. The motion was properly seconded and passed unanimously.

### Regulatory Committee Report Update – Wayne Martin/Elaine Yeatts

Ms. Yeatts reviewed the Notice of Intended Regulatory Action (NOIRA) for continuing education requirements for licensed social workers. The requirements would reduce the total number of hours to 15 hours with 10 hours in Category I, and a maximum of 5 hours in Category II. Following discussion Mr. Martin moved on behalf of the Regulatory Committee to adopt the proposed regulations on continuing education. The motion was properly seconded and passed unanimously.

Ms. Yeatts reviewed the status of proposed regulations governing the practice of social work related to requirements for examination, supervision and practice standards. Proposed regulations will be published on October 29, 2007 with comment until December 28, 2007.

A Public Hearing will be held November 16, 2007 for public comment. The Board will make changes and adopt at the April 11, 2008 Board Meeting.

Following discussion, on behalf of the Regulatory Committee, which met on October 11, 2007, Mr. Martin presented the following information from the Psychology Regulations for consideration by the Board: 18 VAC125-20-80. General Examination requirements. B., “A candidate approved by the board to sit for an examination shall take that examination within two years of the date of the initial board approval. If the candidate has not taken the examination by the end of the two-year period here prescribed, the applicant shall reapply according to the requirements of the regulations in effect at that time.” Staff was requested to research other states’ policies on repeat exams and report to the Regulatory Committee.

Ms. Brown commented that Staff has concerns regarding setting a time limit for taking the examination once an applicant has been approved and the number of times an applicant can take the examination. Also discussed was whether an applicant who fails the examination three (3) or four (4) times should wait a specific time period before reexamination and any remedial action or reapplication. Following discussion it was decided that Staff would poll other states to see how they handle reexamination.

Also discussed was the current Registration of Supervision form. Mr. Boehm will be attending a supervision meeting at the Association of Social Work Boards (ASWB) and will report back to the Board in January 2008.

**NEW BUSINESS:**

Arnice Covington, Administrative Assistant for the Board of Social Work, announced that she would be retiring December 31, 2007.

**OLD BUSINESS**

**ADJOURNMENT**

There being no further business to come before the Board Ms. Smeltzer moved to adjourn the meeting. The meeting adjourned at 10:45 a.m.

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David Boehm, Chair

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Evelyn B. Brown, Executive Director