

**A P P R O V E D**  
**THE VIRGINIA BOARD OF SOCIAL WORK**  
**MINUTES**  
**FRIDAY, JULY 14, 2006**

The Virginia Board of Social Work ("Board") meeting was convened at 10:00 a.m. on Friday, July 14, 2006 at the Department of Health Professions, 6603 West Broad Street, Richmond, Virginia. David Boehm, Acting Chair, called the meeting to order.

**BOARD MEMBERS PRESENT:** David R. Boehm  
Charles R. Chambers, Jr.  
Willie T. Greene, Sr.  
Wayne A. Martin  
Catherine L. Moore  
Dolores S. Paulson

**BOARD MEMBERS ABSENT:** Jill Smeltzer

**STAFF PRESENT:** Robert Nebiker, Director  
Sandra Ryals, Deputy Director  
Evelyn B. Brown, Executive Director  
Benjamin Foster, Deputy Executive Director  
Howard Casway, Senior Assistant Attorney General  
Elaine Yeatts, Senior Policy Analyst  
Arnice N. Covington, Administrative Assistant

**OTHERS PRESENT:** Debra Riggs, Executive Director, NASW  
Kimberly Kuhn, President, Virginia Chapter NASW

**INTRODUCTIONS:**

Mr. Boehm, Acting Chair of the Board, invited visitors to introduce themselves.

**ORDERING OF AGENDA**

Mr. Boehm opened the floor to any changes in the agenda order. The agenda was accepted as submitted.

Ms. Brown announced that the Governor had made board appointments effective July 1, 2006: Francis N. Nelson, LCSW; Dolores Sweeny Paulson, LCSW; and Susan Horne Quatannens.

Mr. Boehm recognized Valerie Carter-Williams, Board member and the out-going Chair. Ms. Carter-Williams resigned her position on the Board of Social Work effective June 30, 2006. Mr. Boehm and Ms. Brown expressed appreciation of Ms. Carter-Williams' service as a member for four (4) years and Chair for one year on behalf of the Board and Staff. A plaque was presented to Ms. Carter-Williams.

## **PUBLIC COMMENT**

Mr. Boehm opened the floor to comment from the public. Debra Riggs, Executive Director, Virginia Chapter of the National Association of Social Workers, and Kimberly Kuhn, President of Virginia Chapter of NASW commented on House Bill 1146 and the role of the Association regarding the Bill.

## **APPROVAL OF MINUTES**

A motion was made by Mr. Martin to accept the minutes of April 7, 2006 with the noted correction to add "Jr." to Mr. Chambers' name. The motion was seconded and passed unanimously.

## **CHAIR'S REPORT – David Boehm**

Mr. Boehm reported that the Board of the Health Professions will meet September 19, 2006. Mr. Boehm gave an overview of the responsibilities of the DHP Board.

### Discipline Committee – David Boehm

Mr. Boehm reported that the Board currently has 19 complaints in Investigation. There are nine (9) cases at Board Level. Seven (7) Informals have been held since the last Board Meeting (April 7, 2006).

## **ROBERT A. NEBIKER, Director of DHP Workplan for HB 1146**

Mr. Nebiker reviewed the draft workplan for HB 1146 and outlined the authority of the Board. He reviewed the criteria for evaluating the need for regulations and the tasks that the Board will need to complete prior to reporting back to the Governor and the General Assembly. Following review and comments from Ms. Riggs and Ms. Kuhn, Mr. Greene moved to adopt the workplan. Mr. Martin seconded the motion. There were no abstainees.

## **REPORTS:**

### Executive Director's Report – Evelyn Brown

Ms. Brown reviewed the Citizen Advocacy Center Meeting which will be held in Williamsburg on October 17-20. Following discussion it was decided that Mr. Chambers, Mr. Greene, and Mr. Boehm would attend.

Ms. Brown advised that the CLEAR Conference will be held in Alexandria September 12-14, 2006. Following discussion it was decided that Mr. Boehm and Ms. Paulson would attend.

Ms. Brown stated that the New Board Member Training will be held on October 24<sup>th</sup> at DPH. Any member of the Board may attend. Ms. Brown announced that the rate for mileage changed effective July 1, 2006 to 44.5 per mile.

### Regulatory Committee Update – Wayne Martin and Ben Foster

Mr. Foster stated that the Regulatory Committee met on Friday, June 16, 2006 here at the Department of Health Professions. He explained that the purpose of the meeting was to continue discussion on whether the Board should implement guidelines for those who wish to supervise perspective post master's degree applicants for licensure. Mr. Foster pointed out that the Committee had voted to direct staff to amend Registration of Supervision forms and present the new forms at the next Committee meeting. The Committee also voted to recommend that the Board accept "group supervision" as a method of obtaining the required hours necessary for licensure. Within this context the Committee also recommended that there would be a limitation of six people maximum in a group; and that only 1/2 of the required hours could be gained through group supervision.

The Committee requested that the Board vote to put forth a Notice of Intended Regulatory Action to amend regulation pertaining to Standards of Practice, Examination schedule, and Supervision for licensure. On a motion by Mr. Martin and properly seconded by Mr. Chambers, the Board voted unanimously to issue a NOIRA for this purpose.

### Agency Subordinate Conferences- David Boehm

Mr. Boehm reviewed the process regarding the Agency Subordinate Conferences that were held June 14, June 15, and July 13, 2006. Following discussion a motion was made by Mr. Martin and properly seconded by Mr. Chambers that the Board of Social Work convene in Closed Meeting pursuant to Sections 2.2.3711(A)(28) of the *Code of Virginia* for the purpose of deliberation regarding Consent Orders related to continuing education. Mr. Martin further moved that Sandra Ryals, Evelyn Brown, Howard Casway, Benjamin Foster, and Arnice Covington remain in the Closed Meeting to aid the Board in its

consideration of the matters before the Board. Mr. Boehm recused himself from the Closed Meeting.

A motion was made by Mr. Martin and properly seconded by Ms. Moore that, the Board heard, discussed or considered only those public matters lawfully exempted from Open Meeting requirements by Virginia law and those matters as were identified in the motion for the Closed Meeting.

The following cases were presented to the Board by Ms. Brown:

1. Elaine Caudill, LCSW - Elaine Caudill, LCSW – The Board accepted Finding of Fact #3 which constitutes a violation of 18 VAC 140-20-160(7) of the Board of Social Work Regulations. Further, it is ordered that Ms. Caudill pay a monetary penalty of \$500 and provide documentation to the Board of having completed the remaining 12 hours of continuing education for the July 1, 2003 - June 30, 2005 licensure period within 30 days of the effective date of this Order. Ms. Caudill will also be subject to a Continuing Education Audit for the July 1, 2005, through June 30, 2007, renewal period.
2. Susan B. Frank, LCSW – The Board accepted Finding of Fact # 3 which constitutes a violation of 18 VAC 140-20-105 (A), 18 VAC 140-20-106 (C), and 18 VAC 140-20-160 (7) and (8) of the Board of Social Work Regulations. Further, Ms. Frank will be audited for the Continuing Education Audit for the July 1, 2005 through June 30, 2007 renewal period.
3. Barbara A. Marget, LCSW - The Board accepted Finding of Fact # 3 which constitutes a violation of 18 VAC 140-20-105 (A), 18 VAC 140-20-106 (C), and 18 VAC 140-20-160 (7) and (8) of the Board of Social Work Regulations. Further, it is ordered that a monetary penalty of five hundred dollars (\$500.00) is imposed upon Ms. Marget. Ms. Marget will be audited for the Continuing Education Audit for the July 1, 2005 through June 30, 2007 renewal period.
4. Margaret McElligott, LCSW - The Board accepted Finding of Fact # 3 which constitutes a violation of 18 VAC 140-20-105 (A), 18 VAC 140-20-106 (C), and 18 VAC 140-20-160 (7) and (8) of the Board of Social Work Regulations. Further, it is hereby ordered that a monetary penalty of five hundred dollars (\$500.00) is imposed upon Ms. McElligott. Ms. McElligott will be audited for the July 1, 2005, through June 30, 2007, renewal period.
5. Margaret Watkins, LSW - The Board accepted Finding of Fact # 3 which constitutes a violation of 18 VAC 140-20-105 (A), 18 VAC 140-20-106 (C), and 18 VAC 140-20-160 (7) and (8) of the Board of Social Work Regulations. Further, it is hereby ordered that a monetary penalty of five hundred dollars (\$500.00) is imposed upon Ms. Watkins. It is further ordered that Ms. Watkins shall complete and submit documentation of proof of completion of 24.5 hours of continuing education. Documentation of completion shall be submitted within thirty (30) days of entry of this Order. It is further ordered that Ms. Watkins will be audited for the July 1, 2005, through June 30, 2007, renewal period.

Mr. Chambers moved to accept the recommendations of the Agency Subordinate. Ms. Paulson seconded the motion and it passed unanimously.

Mr. Boehm did not vote on the above decisions.

**NEW BUSINESS:**

Election of Chair

Mr. Greene nominated Mr. Boehm as Chair. Ms. Moore seconded the motion and it passed unanimously.

Election of Vice Chair

Ms. Moore nominated Mr. Martin as Vice Chair. Mr. Chambers seconded the motion and it passed unanimously.

Committee Assignments

Mr. Boehm advised that the Committees were: Regulatory, Continuing Education, House Bill 1146 and Newsletter and requested members to contact Staff or Mr. Boehm regarding interest in serving on a particular committee.

Board Meeting dates for 2007

Dates are: January 5; April 20; July 13; and October 12.

**OLD BUSINESS**

**ADJOURNMENT**

There being no further business to come before the Board the meeting adjourned at 3:00 p.m.

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David Boehm, Chair

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Evelyn B. Brown, Executive Director