

**STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC
DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS & PROFESSIONAL LICENSING
BOARD OF PSYCHOLOGIST & PSYCHOLOGICAL ASSOCIATE EXAMINERS**

MINUTES OF MEETING

May 1-2, 2014

By the authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled meeting of the Board of Psychologist and Psychological Associate Examiners was held at the State of Alaska Sport Fish Division, 941 Reeve Blvd. Anchorage, Alaska.

Thursday May 1, 2014

The meeting was called to order at 0845 by Dr. John DeRuyter, Board Chair.

Members present, constituting a quorum of the Board:

Dr. John DeRuyter, Psychologist

Dr. Kristi Fuller, Psychologist

Mr. Al Levy, Psychological Associate

Mr. Christian Muntean, Public Member

Dr. Joel Wieman, Psychologist was not present at roll call but joined the meeting at approximately 0900.

In attendance representing the Division of Corporations, Business & Professional Licensing/Department of Commerce, Community & Economic Development were:

Michelle Johnston, Records & Licensing Supervisor – telephonically

Lisa Robinson, Licensing Examiner – telephonically

Beatta Smith, Licensing Examiner – ANC

Michele Wall-Rood, Investigator - ANC

Martha Hewlett, Administrative Officer II – telephonically

Agenda Item 2 – Review/Amend Agenda

Mr. Muntean asked if there was a way to include a list of actions pulled out of future copies of minutes and placed at the beginning of the board meeting minutes or at the end. Michelle Johnston advised that the minutes must be recorded as they happen and cannot do a summary or change the order of the minutes. It was agreed by all that this could be achieved by putting a list of actions taken at the previous meeting on the "task list" for future board meetings.

Under motion made by Mr. Levy, seconded by Dr. Fuller and approved unanimously, it was:

Resolved to accept the agenda as presented.

Agenda Item 3 – Review Task List

No task list was provided from the previous meeting. The Board asked the current examiner to ensure that a task list will be provided at the next board meeting to which all agreed that it would be done. As requested, the following items will be on the task list for the next board meeting in August 2014:

- It was requested that a packet of legal language for filing motions be included in next meetings packet/agenda.
- It was requested to Martha Hewlett that the board be provided with the number of licenses that are issued from year to year and broken down further between the 2 types of licenses (Psychologist and Psychological Associate).
- It was discussed and requested that the board be provided with a copy of division policies on both travel and use of state funds.
- It was requested that a data base be created for keeping track of exam questions and responses over time and how they correlate to pass/fail scores. And in addition to this data base, an additional spreadsheet of questions that have been used from exam to exam and which dates they were used.
- It was requested that an Annual Report shell form be sent to all of the board members as soon as possible. Michelle advised that it would be emailed to them as soon as possible.
- Revisit the topic of re-establishing authority to fingerprint and complete background checks on applicants. It was discussed that at this time the examiners do not have said authority to research applicants in "court view". Because of this, it was agreed upon to remove it from the license application check list for the time being.
- Board members inquired into a schedule of reimbursement funds from the most recent travel/training trip to San Antonio, Texas. Michelle Johnston advised that the receipts were not all submitted before the previous examiner left her position with

DCCED. She reassured them that she was working on gathering the last of the receipts and that we would get everything submitted as soon as we could.

Agenda Item 4 – Ethics Disclosure

There were no ethical disclosures.

Agenda Item 5 – Investigative Report

Michele Wall-Rood, Investigator reported that since April 7, 2014, she was currently working on 1 active investigation, 4 complaints and 6 pending intakes.

It was asked of Michele by the Board why there had been a spike in complaints and Michele explained to the board that there she believed it was from multiple complaints against the same provider. It was also asked of Michele if the providers being complained against were kept in the loop as to the on-going process against them. Michele explained that they first send a letter to said party that a complaint has been filed against them, formally notifying them of the allegations being filed against them and requesting that they respond by presenting their side of the story. It is after both sides have been examined that letters are sent to both parties advising them of the outcome.

The Board also brought up the problem with providers not holding a doctorate degree using “Dr.” or “PHD” on their advertisements/business cards and if this was considered ethical. Dr. DeRuyter responded that it was misleading but not illegal.

Agenda Item 6 – Review & Approve Minutes

Mr. Levy wanted to clarify that the last paragraph of page 8 in the board minutes of the Feb27-28th board meeting be corrected.

This lead to the board discussing how in depth they really want/need the minutes to be and that the more inclusive the minutes, the more chances there are of being misquoted and that there would have to be much more time spent doing the minutes by the examiner and more time reviewing the minutes by the board.

Michelle Johnston added that there was a time constraint; that we are bound by division policy that a copy of “draft minutes” be posted to our website 10 days after the board meeting takes place. It was agreed by all that a less descriptive and/or narrative approach and instead more of a summative approach take place.

Motion made by Dr. DeRuyter, seconded by Dr. Fuller and approved unanimously, it was:

Resolved to accept and approve as amended the minutes from of the previous meeting held February 27-28, 2014.

Agenda Item 7 – Public Comment

There was no one present for public comment.

Agenda Item 8 – AK-PA Report

Dr. Baker was not in attendance and unavailable for an update. It was discussed that they have not had an update from him for the last 2 or 3 meetings and requested that we reach Dr. Baker for an update at the upcoming meeting in August.

Agenda Item 9 – Courtesy License Report

There was only 1 courtesy license to report since last session. Upon research, Michelle Johnston found the file of Phillip Henson to be out of compliance for failure to submit monthly reports. Dr. DeRuyter advised that a letter be sent to the courtesy license holder to inform him that he needs to comply with regulation 12 AAC 60.035 (a) that states a courtesy licensee shall submit a report to the board each month during the period of courtesy licensure indicating the number of days practiced under the courtesy license during the month.

Agenda Item 10 – Division Update

Rescheduled for 8:30 May 2, 2014.

Agenda Item 11 – Division Budget Review

Martha Hewlett joined the meeting telephonically to discuss the Division Budget Review. Martha explained to the board that they were sitting with a solid surplus for FY14. The board then brought up several points of discussion.

- 1) They would like to see updates to the current financial form to reflect a cumulative balance from quarter to quarter.
- 2) They would like to see about getting the surplus down in the form of possibly reducing licensing fees and that this be traceable from year to year.
- 3) Addressing the difference between the 2 types of licenses (Psychologist and Psychological Associate) in the fee schedule.

Martha responded to the board that all of these issues were being addressed by her and Director Chambers currently and would have more solid examples provided to the examiner to include in the packet/agenda for the next board meeting in August.

The board then inquired if HB187 had passed legislation or not. Martha reported that it had not passed but that it was definitely on the radar for next legislative session. When asked what the main problems with the bill were, Martha said that Director Chambers would be the authority on this subject.

Agenda Item 12 – Application Review

Under a motion made by Mr. Levy, seconded by Dr. Wieman and approved unanimously, it was:

Resolved to approve the following applications for licensure by examination for the following applicants:

**Christopher Reynolds
Suzette Lewis
Allen Blair
Caroline Blair
Erika Stannard
Jennifer Jepson**

Under a motion made by Mr. Levy, seconded by Dr. Wieman and approved unanimously, it was:

Resolved to approve the request for a Change of Supervision Plan for the following applicant:

Dr. Kathryn Dziekan.

Under a motion made by Mr. Levy, seconded by Dr. Fuller and approved unanimously, it was:

Resolved to approve a request for an Extension of Supervision Plan for following applicant:

Melissa M. Tourtillott

Agenda Item 14 – State Law & Ethics Exam

Under a motion made by Mr. Levy, seconded by Mr. Muntean and approved unanimously, it was:

Resolved that the Board enter into Executive Session to grade the State Law & Ethics Exams that were administered April 4, 2014 .

Friday May 2, 2014

Agenda Item 13 – Call to Order/Roll call

The meeting was called to order at 8:39 am by Dr. John DeRuyter, Board Chair.

Board Members present:

Dr. John DeRuyter, Psychologist

Dr. Kristi Fuller, Psychologist

Dr. Joel Wieman, Psychologist

Mr. Al Levy, Psychological Associate

Mr. Christian Muntean, Public Member

In attendance representing the Division of Corporations, Business & Licensing/Department of Commerce, Community and Economic Development was:

Michelle Johnston, Records and Licensing Supervisor - telephonically

Beatta Smith, License examiner – ANC

Sara Chambers, Director of Corporations, Business and Professional Licensing - telephonically

The Board came out of Executive Session and back on record at 9:18 am.

Agenda Item 12 – Division Update

Director Sara Chambers joined telephonically for the Division Update and the following subjects were discussed:

Possibility of bringing the constant surplus down by way of decreasing fees and investing in more training for Board Members with the long term goal of maintaining a steadier one-year cushion of \$100,000. Director Chambers assured the Board that this is definitely something her and her division are working towards.

Inquiry into whether the Annual Report will be the same to which Director Chamber said that it would be with the exception of the financial form, specifically speaking the travel section to be due out in July of this year.

Mr. Levy posed the possibility of having electronic submissions of applications and renewals available on-line. Director Chambers said that she hopes to see future data bases

including this as an option for renewal applications but proves more difficult for 1st time applicants but would definitely look into it.

The Board also posed to Director Chambers the possibility into looking into credential banks where an outside source would be responsible for answering to applicant's requests for licensure verification.

Agenda Item 14 – State Law & Ethics Exam

Under a motion made by Mr. Levy, seconded by Mr. Muntean and approved unanimously, it was:

Resolved to go into executive session for the purpose of revisiting Agenda Item 14 – State Law & Ethics exam to discuss updating exam questions.

The Board went back on record at 03:35pm

Agenda Item 15 – New business

Under a motion made by Mr. Levy, seconded by Dr. Fuller and agreed upon unanimously that 12 AAC 60.270(b) is amended to read:

(b) Credit **will be** [IS] given **as awarded by the agency providing the** [ONLY FOR FULL HOURS OF] instruction [RECEIVED AND NOT FOR A FRACTION OF AN HOUR].

Under a motion by Mr. Levy, seconded by Dr. Wieman and approved unanimously that 12 AAC 60.300(b) is amended to read:

(b) Nonacademic [ON OR AFTER JULY 1, 2003, NONACADEMIC] continuing education programs under this section must be provided by sponsoring organizations approved by the American Psychological Association or another professional organization representing mental or behavioral health professions, including the American Medical Association, American Psychiatric Association, National Association of social workers, American Nurses Association, American Association of Marriage and Family Therapists, and National Association of School Psychologists.

**Under a motion by Mr. Levy, seconded by Dr. Wieman and approved unanimously that
12 AAC 60.300. is amended to read:**

(c) For a licensing period that begins on or after July 1, 2013, nonacademic continuing education programs provided by sponsoring organizations approved by the American Bar Association are approved if those programs

(1) contribute directly to the professional competency of a person licensed to practice as a psychologist or a psychological associate; and

(2) are directly related to the concepts of psychological principles, ethics, or practices that are elements of practicing psychology within the meaning given in AS 08.86.230.

(d) For a licensing period that begins on or after July 1, 2013, a psychologist or psychological associate may obtain on hour of continuing education credit for physically attending two hours of a regularly scheduled meeting of the board. The individual obtaining the continuing education credit must verify attendance at the board meeting by signing in upon arrival and signing out upon departure. The individual obtaining continuing education credit will be given a certificate of attendance signed by the licensing examiner whom the department employs to carry out AS 08.86 and who is in attendance at the meeting, and by one board member who is in attendance at the meeting. In any given licensing period, a psychologist or psychological associate may claim a maximum of two continuing education credit hours for attendance as described under this subsection.

(e) For a licensing period that begins on or after July 1, 2013, a psychologist or psychological associate may obtain continuing education credit by means of live interactive nonacademic continuing education programs presented over the internet by sponsoring organizations that are approved as described in this section, if attendance is verified.

**Under a motion made by Mr. Levy, seconded by Mr. Muntean and approved unanimously that
12 AAC 60.310(a) is amended to read:**

(a) The number of [HOURS OF] continuing education credits [CREDIT] awarded for completion of a formal correspondence program, noninteractive electronic media [VIDEOTAPE] program, [AUDIO-CASSETTE PROGRAM,] or other individual study

program that [WHICH] requires registration and provides evidence of satisfactory completion must meet the criteria as set out in 12 ACC 60.300(b) or (c) [WILL BE DETERMINED BY THE BOARD ON AN INDIVIDUAL BASIS].

It was concluded by the Board that the next exam dates would be chosen by the examiner approximately 2 weeks before the next Board meeting and not by the Board members.

It was also agreed upon by all Board members and Division staff to hold the next Board Meeting on Aug 7-8th, 2014 instead of Aug 4-5th, 2014 due to scheduling conflicts.

It was agreed by all that the review of license application forms would be done at a later date.

Under a motion made by Mr. Levy, seconded by Mr. Muntean and approved unanimously, it was:

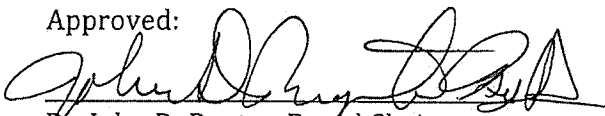
Resolved to adjourn the meeting at 3:55pm.

Respectfully Submitted:



Lisa Robinson, Licensing Examiner

Approved:


Dr. John DeRuyter, Board Chair

8/24/2014
Date