



STATE of OREGON
BOARD of LICENSED SOCIAL WORKERS
Board Meeting
Friday, July 21, 2023
Via Microsoft Teams
3218 Pringle Road SE, Salem, OR 97302

Board Members Present: Stephanie Manriquez, *Public Member, Chair*
Amy Ashton-Williams, *LCSW, Vice Chair*
Kathy Outland, *LCSW*
John Fant, *Public Member*
Mollie Janssen, *LCSW*

Board Counsel Present: Kyle Martin, *AAG, Oregon Dept. of Justice*

Staff Members Present: Lou Savage, *Interim Executive Director*
Kim Coleman, *Licensing Manager*
Wende Thatcher, *Licensing Specialist*
Mindy Tucker, *Compliance Specialist*
Troy Clinton, *Investigator*
Abe Dedek, *Investigator*

Pubic Present: Kysten Stevens, *Executive Recruiter, DAS*
Delmar Stone, *Executive Dir., NASW OR/ID Chapter*

1. CALL TO ORDER:

Chair Manriquez called the Board Meeting to order at 11:09 a.m. and provided brief opening remarks.

2. REVIEW OF AGENDA:

Chair Manriquez asked for review of the draft agenda.

- i. **Fant moved to approve and adopt the agenda as amended.**
- ii. **Outland seconded.**
- iii. **Motion passed unanimously.**

3. MINUTES:

Chair Manriquez asked if the Board members had an opportunity to review the minutes for the March 17, 2023 Board meeting:

- i. **Outland moved to approve the minutes for March 17, 2023 as presented.**
- ii. **Fant seconded.**
- iii. **Motion passed unanimously.**

4. EXECUTIVE DIRECTOR REQUIREMENT

Savage introduced **Kylen Stevens**, Executive Recruiter for DAS. Stevens provided an overview of the process for hiring a new Executive Director. Board members reviewed drafts for the position description, job posting, advertising plan, advertising funds, and recruitment plan.

- i. **Outland moved to approve the Position Description draft as presented.**
- ii. **Fant seconded.**
- iii. **Motion passed unanimously.**

- i. **Ashton-Williams moved to approve the Job Posting draft with amendments.**
- ii. **Outland seconded.**
- iii. **Motion passed unanimously.**

- i. **Janssen moved to approve the Advertising Plan as presented.**
- ii. **Ashton-Williams seconded.**
- iii. **Motion passed unanimously.**

- i. **Outland moved to approve Advertising Funds of up to \$500.00.**
- ii. **Fant seconded.**
- iii. **Motion passed unanimously.**

- i. **Outland moved to approve the Recruitment Plan draft as presented.**
- ii. **Fant seconded.**
- iii. **Motion passed unanimously.**

- i. **Janssen moved to delegate Power of Decision Making to Board Chair Manriquez.**
- ii. **Fant seconded.**
- iii. **Motion passed unanimously.**

5. EXECUTIVE SESSION:

Chair Manriquez announced that the Board would now enter into Executive Session to conduct Board business, pursuant to ORS 162.660(2)(b)(f)(h)(i)(l). The Board entered into Executive Session at 11:50 a.m.

Chair Manriquez moved the Board out of Executive Session at 12:04 p.m.

6. COMMITTEE REPORTS

Outland presented the Consumer Protection Committee report.

In the matter of case 2013-37:

- i. **Outland moved to close the case.**
- ii. **Fant seconded.**
- iii. **Motion passed unanimously.**

In the matter of case 2017-15:

- i. **Outland moved to close the case.**
- ii. **Fant seconded.**
- iii. **Motion passed unanimously.**

In the matter of case 2019-08:

- i. **Outland moved to approve the Proposed Disciplinary Action as presented.**
- ii. **Janssen seconded.**
- iii. **Motion passed unanimously.**

In the matter of case 2020-03:

- i. **Outland moved to dismiss the case due to no violation of rule or law.**
- ii. **Fant seconded.**
- iii. **Motion passed with 4 in favor, 1 abstention.**

In the matter of case 2020-20:

- i. **Outland moved to close the case.**
- ii. **Fant seconded.**
- iii. **Motion passed unanimously.**

In the matter of case 2023-17:

- i. **Outland moved to close the case.**
- ii. **Fant seconded.**
- iii. **Motion passed unanimously.**

Chair Manriquez discussed assembling a two-person group to work on an unlicensed practice matrix. **Janssen** and **Outland** agreed to be in the group. **Ashton-Williams** will serve as **Outland's** backup. **Savage** will contact other State Boards to inquire about their processes for unlicensed practice.

Coleman provided the Licensing and Examination Committee report, announcing that committee had reviewed two Exam Extension requests for CSWAs **MacKenzie Keiner** and **Timothy Victorella**; one Previous Hours request for LCSW Applicant **Amanda Allen**; and one Supervision Hours request for CSWA **Cheyenne Nieblas**. The Committee also discussed compliance renewals.

Coleman provided the Continuing Education Committee report and advised that committee had approved 3 CE requests from LCSWs **Allison Hajdu-Paulen**, **Caitlin Joyce**, and **Lisa Sciarani**. LCSW **Allison Lipnick's** appeal was not approved. The Committee also discussed continuing education violations.

7. SPECIAL REVIEWS

[No special reviews]

8. EXECUTIVE DIRECTOR REPORTS:

Savage and **Coleman** have met with 9 new Board member applicants for preliminary introductions. The applicants have a variety of backgrounds. 8 applicants would be able to fill a licensed Board member position, and 1 applicant would be able to fill a public Board member position. After meeting with the public member applicant, they informed us that they would no longer be able to serve on the Board. **Savage** is hopeful that the Board will have a new LCSW member and CSWA member after the September Senate confirmation.

Savage announced **Susie Teisl** has been hired as a temporary, half-time Office Specialist 1 to assist with the current application backlog. Teisl's first day was July 17, 2023, and they are currently completing the onboarding process and training with Board staff. We are in the process of drafting the position description for the legislatively approved permanent half-time Office Specialist 2 position.

Savage met with Delmar Stone and the NASW Oregon Chapter Legislative Committee. There is some interest and concern regarding whether the current exam process is the appropriate way to continue to license social workers. Another topic was the possibility of another license designation for individuals who do not want to go into private practice and would only be working for an agency. There was also discussion surrounding the Interstate Compact which will likely come up in the next legislative session. **Janssen** suggested reaching out to the states that have licensed BSWs to find out their licensing process and what these licensees can and cannot do. **Outland** advised that ASWB can collect that information.

Coleman provided current licensing statistics. Currently there are 8045 total licensees, consisting of 6055 LCSWs, 1617 CSWAs, 339 LMSWs, and 34 RBSWs.

Savage informed Board members that the increase in phone calls to the Board office has negatively impacted productivity levels. To alleviate this, the Board office phone schedule has been modified from 8:00 am - 5:00 pm to 9:30 am - 3:30 pm Monday through Friday. This implementation has already shown improvements in processing time.

9. APPROVAL OF THE CONSENT AGENDA:

- i. **Chair Manriquez moved to approve the Consent Agenda as presented.**
- ii. **Fant seconded.**
- iii. **Motion passed unanimously.**

10. PUBLIC COMMENT:

[No public comment]

11. OLD BUSINESS:

Janssen discussed OAR 877-020-0010 regarding a CSWA's temporary reduction in client hours. Language to amend the rule and specify parameters is currently being drafted. Janssen worked with Board staff **Thatcher** and **Coleman** to discuss ways the process could be streamlined and identify changes that would need to be made to the Licensee Portal to make the process possible. The goal is to create a process that does not require Board intervention. As the rules are written currently, Board approval is required. **Martin** stated for the process to not require Board notification or approval, there would need to be clear and specific criteria and time periods in the rule. **Outland** is in support of making the process as seamless as possible. Janssen noted that CSWAs doing school social work do not have much time during the school year to work on goals, use of self, how theoretical framework influences practice, etc., so the ability to continue supervision during the summer months would be extremely beneficial. Janssen discussed developing clear and explicit criteria around appropriate conversations for CSWAs who are not practicing but still receiving supervision. **Ashton-Williams** recommended setting a 3-month maximum, not more than once in a 12-month period. Any length of time longer or more frequent would require the CSWA to have Inactive status. This process would only apply to CSWAs who will be returning to the same Plan of

Supervision with no changes. The Six Month Report immediately following the break must include documentation addressing the reason for the reduction in hours. **Janssen** and **Savage** will work together to draft rule language.

12. NEW BUSINESS:

Ashton-Williams discussed school social workers and their various job duties. Some do clinical work others do not. **Janssen** suggested requiring job descriptions for school social working applying to be CSWAs to ensure clinical work is in their duties. School social work positions differ from district to district, and within specific districts it varies widely from one school to another. **Outland** noted that NASW has an article on their website addressing the broad range of school social work. **Coleman** stated the licensing system does not currently have a field for position titles, and suggested adding a box to check during the application process that attests that the position meets the Board's administrative rule definition of Clinical Social Work. **Martin** stated with that attestation, misrepresentation would be incentive to revoke a license. **Ashton-Williams** discussed holding supervisors accountable for ensuring their CSWA supervisees are practicing clinical social work. **Martin** suggested including the attestation on Six Month Supervision Reports and renewals.

Janssen discussed the requirement for exam candidates that have failed an ASWB exam more than once to request permission from the Board to retake the exam. Board members discussed delegating authority to Board staff to process exam extension approvals without Board review. **Martin** stated the Delegation of Authority document would need to be updated.

- i. **Janssen moved to delegate authority to Board staff to process licensing exam extension requests.**
- ii. **Fant seconded.**
- iii. **Motion passed unanimously.**

13. CORRESPONDENCE:

[No correspondence]

14. ANNOUNCEMENTS:

[No correspondence]

15. ADJOURNMENT:

- iv. **Ashton-Williams moved to adjourn the Board meeting.**
- v. **Fant seconded.**
- vi. **Motion passed unanimously.**

Chair Manriquez adjourned the Board meeting at 1:27 p.m.

Respectfully submitted,



Kim Coleman, Licensing Manager