

## TENNESSEE BOARD OF SOCIAL WORKER LICENSURE MINUTES

**DATE:** May 1 and 2, 2014

**TIME:** 9:00 a.m., CDT

**LOCATION:** Iris Room, Ground Floor  
665 Mainstream Drive  
Nashville, TN 37243

### **BOARD MEMBERS**

**PRESENT:** Georgia Alexander, LCSW  
Adrienne Newman, LAPSW  
Vicki Gardine Williams, LAPSW  
Pamela Sams, LCSW  
Tara Watson, LMSW  
Julia Axley, LBSW  
Amy Smith, LBSW  
Kenya Anderson, LMSW  
Karen A. Armstrong, Citizen Member

### **BOARD MEMBERS**

**ABSENT:** Michelle Horton, LAPSW, Chair  
Teresa Housteau, LCSW

### **STAFF PRESENT:**

James Hill, Board Administrator  
Christi Stacey, Board Administrator  
Teddy Wilkins, Unit Director  
Johanna Barde, Assistant General Counsel

Ms. Sams called the meeting to order at 9:10 a.m. Ms. Sams was acting chair for this board meeting in Ms. Horton's absence. A roll call was conducted and a quorum was present.

Ms. Johanna Barde from Office of General Counsel reviewed the Conflict of Interest policy.

### **Minutes**

Ms. Newman made a motion that the December minutes be amended to reflect that the current rules apply as of the date of the reapplication, seconded by Ms. Williams. The motion carried. (with amended statement on page 11)

Ms. Axley made a motion to approve the minutes from the February 6-7, 2014. Ms. Anderson seconded the motion, the motion carried.

**Financial Report – Lisa Tittle** gave a report of the projected expenditures. Payroll expenditures, travel, board business cost, communications, state professional services, and the total projected expenses. She further discussed action required when boards reach surplus levels, and the possible reduction in fees. Ms. Tittle gave an outline of different fee amounts of reduction, with the overall reduced totals; recommending the boards do so. Ms. Wilkins reminded the board that

the Government Operations Committee at the sunset hearing told the board a year ago the fees needed to be reduced and that this wasn't an "option," but something that had to be done.

Ms. Newman asked the procedure of requesting an event or an item be funded, and what were the guidelines? Ms. Barde described in more detail the procedure of requesting funding for informative, educational and trade shows request.

**Office of Investigations Report – Denise Moran** gave the report which showed LCSW-9 open cases, LAPSW- 0 cases, LMSW- 6 open cases, and LBSW- 0 cases. She announced the addition of two new coordinators to the Office of Investigations, and made mention of an audit of their files. Updating is currently being conducted including the disciplinary report section, and their monitoring of the boards.

### **Applicant Interviews**

**Annie Warren** appeared before the Board a second time to discuss her application for Licensed Clinical Social Worker regarding issues with the clinical supervision, clinical contact hours submitted, and scope of practice. She presented the documentation requested at the previous board meeting showing a more detailed breakdown of the codes used, hours, and meaning of codes. Ms. Axley made a motion to approve the applicant to sit for the LCSW exam, seconded by Ms. Alexander. The motion carried.

**Debra Jacks** appeared before the Board to discuss her application for Licensed Clinical Social Worker regarding issues with the clinical supervision, clinical contact hours submitted, and scope. Ms. Jacks submitted additional hours from a previous application approval period that had expired under the previous requirement of 2000 hours. She also explained clinical supervision hours in question. Ms. Williams made a motion to approve her to sit for the LCSW exam, seconded by Ms. Sams. The motion carried.

**Eleanor Jackson** was not present. Ms. Newman read a letter Ms. Jackson submitted April 15<sup>th</sup> to the board concerning her request to appear before the board for the May meeting. Explaining that although she was not able to attend, she had included a letter she was instructed at the previous board meeting to provide from her chief medical officer verifying that she had attained her clinical hours by the board standards. Ms. Axley made a motion to approve the applicant to sit for the LCSW exam, seconded by Ms. Alexander. The motion carried. Ms. Anderson recused herself.

**Lavelle Heard** was not present. The board had also requested she present a letter at the previous board meeting from her supervisor, or now sitting supervisor that could verify the actual hours worked were true clinical contact hours as defined the Board's Rules and Regulations. Ms. Sams read the letter confirming her clinical contact hours from her supervisor. Ms. Newman made a motion that she be approved to sit for the exam. Ms. Alexander seconded. The motion carried.

**MacKaria Williams** appeared before the Board to discuss her application for Licensed Clinical Social Worker regarding issues with the clinical supervision, clinical contact hours submitted, and scope. She also made explanation as to how she acquired the number of hours in question, within the time frame submitted, and her clinical setting. Her dates did include summer breaks,

and time off. Ms. Axley made a motion, seconded by Ms. Alexander to approve she sit for the LCSW exam. Ms. Anderson recused herself. The motion carried.

**Martha Davis** appeared before the board to discuss her application for licensure as Licensed Clinical Social Work regarding issues with the clinical setting which she was supervised. She had submitted application prior to the February meeting at which time she was asked to break down some of her clinical hours. After review of the new documents and her explanation of hours submitted Ms. Newman made a motion that she is approved to sit for the exam. Ms. Alexander seconded. The motion carried.

**Rashida Jones** chose to appear before the board to explain why rather than withdraw as stated in the February meeting, she had misunderstood and never actually withdrew. To discuss her application for licensure as Licensed Clinical Social Worker regarding issues with the clinical supervision, clinical contact hours submitted, and scope of practice. She explained her case level weekly to monthly basis, and the frequency of visits in the home. Ms. Axley made a motion to approve the applicant to sit for the LCSW exam, seconded by Ms. Alexander. The motion carried. Ms. Sams did not vote.

**Sholanda Lynch** Ms. Lynch was requested to scan or email the corrected information regarding the clinical contact hours and supervision at the February meeting. The board had not received anything as of May 1, 2014. Ms. Newman made the motion to table the decision until tomorrow's meeting to allow her the additional day to get her documentation in. Ms. Axley seconded the motion. The motion carried.

### **OGC Report**

Ms. Barde presented the Office of General Counsel report. There were no pending cases. No consent or agreed orders, nor request for order modifications at this time. She gave an update on legislation from last board meeting concerning a possible rule on required suicide training. The bill faced massive amendments and has been ruled to next year, and nothing had passed at this point.

### **Initially Approved**

Ms. Williams made a motion, seconded by Ms. Smith to approve the following list of applicants initially approved to sit for the Licensed Clinical Social Worker exam. The motion to approve carried.

**Carolyn Smith**  
**D'Andrea Tomlin**  
**Henry Turner**  
**Karen Dotson**  
**Mary Hamm**  
**Megan Larson**  
**Naricia Futrell**  
**Rebecca Henry**  
**Tabitha Garriott**

**Catherine Gerkin**  
**Evie Nogales-Baker**  
**Julianne Carr**  
**Katherine Patrick**  
**Matthew Coutts**  
**Megan Wellhausen**  
**Raelonda Wynn**  
**Serena Pigue**  
**Teresa Quance**

## **Tiffany Love**

## **Young Kim**

The decision to vote on newly licensed LCSWs was postponed till last on the agenda for the next day's meeting. They held the newly licensed decision, and vote due to Ms. Tara Watson (acting LMSW) being one of the pending candidates. Ms. Barde made mention of the statutory requirements for the distribution of the board seats, and by approving Ms. Watson now the board would have too many LCSW's and not enough LMSW's.

Ms. Axley made a motion to break for lunch, Ms. Smith seconded the motion. To reconvene at 1:00 was agreed upon. At 1:15 Ms. Sams called the meeting back to order.

### **File Review**

The Board reviewed the file of **Raphael Woodall** for licensure as a Licensed Clinical Social Worker. Ms. Smith made a motion, seconded by Ms. Newman to request that he come before the board at the July meeting, to give an explanation of his consistent 40 hours reported, and explain his normal work week. The motion carried. Ms. Anderson abstained. Ms. Williams and Ms. Sams opposed.

The Board reviewed the file of **Kimberly Allen** for licensure as a Licensed Clinical Social Worker. Ms. Allen had submitted additional hours, and documents from previously being requested to make some corrections to her logs. Ms. Axley made a motion, seconded by Ms. Smith to approve the application to sit for the LCSW exam. The motion carried.

The Board reviewed the file of **Melanie Rankin** for licensure as a Licensed Clinical Social Worker. Ms. Alexander made a motion seconded by Ms. Newman to request additional information regarding the non-clinical jobs she listed as clinical, supervision, clarify clinical contact hours and requesting that she come in for the next board meeting. The motion carried. Ms. Anderson abstained herself.

The Board reviewed the file of **Sonja Deloatch** for licensure as a Licensed Clinical Social Worker. She had previously sat for the exam and failed, but had maintained her supervision hours. Ms. Newman made a motion, seconded by Ms. Axley to approve the application to sit for the LCSW exam. The motion carried. Ms. Sams abstained.

The Board reviewed the file of **Sara McCray** for licensure as a Licensed Clinical Social Worker. Ms. Newman made a motion, seconded by Ms. Smith to approve the application to sit for the LCSW exam. The motion carried.

The Board reviewed the file of **Allison Headrick** for licensure as a Licensed Clinical Social Worker. Ms. Newman made a motion, seconded by Ms. Smith to approve the application to sit for the LCSW exam. The motion carried. Ms. Armstrong recused.

The Board reviewed the file of **Kelly Bivens** for licensure as a Licensed Clinical Social Worker. Ms. Newman made a motion, seconded by Ms. Smith to require more detailed information regarding the clinical setting, and scope of practice. The board requests her come in to discuss her hours. The motion carried. Ms. Anderson opposed.

The Board reviewed the file of **Harvey Reid** for licensure as a Licensed Clinical Social Worker. He had previously applied, and failed. He had some of his hours to expire, and has continued his supervision and made up those hours. Ms. Watson made a motion, seconded by Ms. Smith to approve the application to sit for the LCSW exam. The motion carried.

The Board reviewed the file of **Beverly Paris** for licensure as a Licensed Clinical Social Worker. Ms. Paris was reapplying after more than a five year period, and application lacked her clinical supervision. Ms. Watson made a motion, seconded by Ms. Smith to find that the application is incomplete as presented and closed administratively.

The Board reviewed the file of **Sara Gregory** for licensure as a Licensed Clinical Social Worker. Ms. Williams made a motion, seconded by Ms. Axley to approve the application to sit for the LCSW exam. The motion carried.

The Board reviewed the file of **Julie Johnson** for licensure as a Licensed Clinical Social Worker. Ms. Smith made a motion, seconded by Ms. Newman to request that he come before the board at the July meeting to explain her clinical hours. The motion carried. Ms. Armstrong opposed. Ms. Anderson abstained.

### **Newly Licensed**

Ms. Smith made a motion, seconded by Ms. Williams, to approve the list of newly licensed LBSW's. The motion carried.

**Tracy Dawn Armstrong**  
**Samantha C. Bowman**  
**Rhonda L. Davis**  
**Brandon S. Fisher**

**Pamela D. Williams**  
**Toni Morris**  
**Susan Chassity Shaw**  
**Sheri Anne Wammack**

### **Newly Licensed**

Ms. Smith made a motion, seconded by Ms. Alexander, to approve the list of newly licensed LMSW's. The motion carried.

**Kristen Anderson**  
**June M. Averyt**  
**Lori Mix Bacon**  
**Betty Banks**  
**Erin w. Brinks**  
**Sandon Hull**  
**Katelyn Burton**  
**Carolyn E. Conerly**  
**John Cope**  
**David Dees**  
**Donna Durham**  
**Julie Franks-Snow**

**Deliska Lombard**  
**Jennifer B. Loving**  
**Cherry Malone**  
**Sandra Maluso**  
**Hannah E. Martin**  
**Jennifer Martin**  
**Ashley Martyniuk**  
**Tamala McDuffie**  
**Matthew Mcumber**  
**Tara Minatra**  
**Augusta Olaore**  
**Lisa Oths**

**Andrea Freeman  
Charissa Fridy  
Megan Fuqua  
Mary Grant  
Tonia Hatton  
Vivian Hayes  
Kristi Herrell  
Alice Hiatt  
Andria Jackson-Grimm  
Winzetta Jenkins  
Courtney Johnson  
Jennifer Jones  
Charlotte Keeney  
Andrea P. Kirby**

**Lisa T. Parks  
Angela Patterson  
Kelly Pelot  
Alisa R. Pratt  
Ingrid Ransom  
Deborah Ray  
Susan Shand  
Amanda Stephens  
Curtisha R. Swing  
Hayli Szczechowski  
Rebekah Watford  
Alison Wehunt**

Ms. Axley made a motion, seconded by Ms. Smith, to approve the list of reinstated licensed LBSW's. The motion carried.

#### **F. Melinda Vanatt-Davis**

Ms. Alexander made a motion, seconded by Ms. Williams, to approve the list of reinstated licensed LCSW's. The motion carried.

**Stephanie B. Caddo  
Radonna D. Garnett  
Barbara L. Holden  
Kimberly Metcalf**

**Cynthia L. Westcott  
Mary H. Wheeler  
Cathy Bryan Witmer**

Ms. Williams made a motion, seconded by Ms. Alexander, to approve the list of reinstated licensed LMSW's. The motion carried.

**Alicia Ann Bunch  
Amanda Smithson**

#### **Administrative Report**

There are 816 licensed baccalaureate social workers, 2392 licensed master social workers, 318 licensed advanced practice social workers and 2337 licensed clinical social workers.

Discussion was made to change the August 7-8, 2014 board meeting due to conflicting with other boards. The dates of July 31-August 1, 2014 were decided upon.

Discussion and correction of November board dates were clarified as November 13-14, 2014.

#### **Correspondence**

The Board reviewed the request from **Ms. Jeanette L. Wright** to waive the continuing education

for 2012. Ms. Smith made a motion, seconded by Ms. Axley to approve that the board send Ms. Wright a letter indicating that you cannot make up hours for years that are already passed. That she may be cited if she is audited. Ms. Barde was asked to draft the letter. Ms. Williams and Ms. Anderson abstained. The motion carried.

The Board reviewed a letter from **Katie Veit** of Symmetry Counseling Services LLC., relating to individuals working as independent contractors during their supervision. Ms. Smith made a motion, seconded by Ms. Alexander for Johanna to pursue discipline, based on what Ms. Veit stated in her letter. Ms. Newman abstained. The motion carried.

The Board also made a motion that a letter of response be sent to **Katie Veit** making her aware that what she was doing was in violation of the rules, and that an open investigation complaint had been made. Ms. Smith made a motion, seconded by Ms. Alexander for Johanna to draft such letter. Ms. Newman abstained. The motion carried.

The Board reviewed the requests for a waiver of the continuing education requirement for the following people which meet all of the requirements set by the Board

**Ashley Thompson – LMSW – waived 2013**  
**Alexandria Bauerle – LMSW – waived 2013**  
**Laura Brown Riker – LMSW – waived 2013**

Ms. Watson made a motion, seconded by Ms. Axley to approve. The motion carried.

Ms. Barde opened the discussion of “PEER” for consideration, and the possibility of contracting their services for the board of social workers. To offer counseling services to the actual licensee when need arises, e.g. dual relationships issues, boundary issues with their clients, drug treatment, etc. They provide ongoing reporting and monitoring systems. No decision was made, and further discussion may be made during the following board meeting.

Ms. Axley made a motion, seconded by Ms. Sams to adjourn at 4:38 p.m. The motion carried.

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**DATE:**

**May 2, 2014**

**BOARD MEMBERS**

**PRESENT:**

**Tara Watson, LMSW**  
**Kenya Anderson, LMSW**  
**Michelle Horton, LAPSW, Chair**  
**Adrienne Newman, LAPSW**  
**Georgia Alexander, LCSW**  
**Pamela Sams, LCSW**  
**Karen A. Armstrong, Citizen Member**  
**Amy Smith, LBSW**  
**Vicki Gardine Williams, LAPSW**

**BOARD MEMBERS**

**ABSENT:**

**Julia Axley, LBSW**

**Teresa Housteau, LCSW**

**STAFF PRESENT:**

**James Hill, Board Administrator**  
**Christi Stacey, Board Administrator**  
**Teddy Wilkins, Unit Director**  
**Johanna Barde, Assistant General Counsel**

The Board resumed from the previous day. Ms. Horton called the meeting to order at 9:06 a.m. A roll call was conducted and a quorum was present. The Board resumed from the previous days order.

**Discussion of application revisions:** the board was given current and draft applications to review for consideration, with slight changes and or corrections highlighted on the draft. Mr. Hill called to their attention the “reference form letter” with the suggestion of taking it out of the application packet. He proposed replacing it with a page the supervisors themselves would complete, with a brief outline of the supervision setting and possibly replacing the reference form letter with the “supervision contract” that had been in place previously in the application.

The Board had lengthy discussion of where the supervision logs, reference form letter and/or supervision contract be located on the website. Discussion was had on which supervision form to use, or the possibility of using both forms.

Ms. Armstrong made the suggestion of an instructions “tab” on the website. The board was in agreement that an instruction for completing forms/ “step-by step” section be added to the website. Also discussed was providing a “Road Map” of licensure steps for individual instruction.

The question of forming a “Task Force” to discuss and work out the technicalities was made, and was agreed upon. The task force would be represented by each level of licensure to work out the detailed “road map.”

Volunteers for the task force:

**Amy Smith - LBSW**  
**Kenya Anderson - LMSW**

**Vicki Gardine Williams - LAPSW**  
**Georgia Alexander – LCSW**

Available dates will be checked and the board would be notified via emails. Goals for the task force at a minimum would include the pathway to licensure steps, and location of the information to be placed on the website. The task force could then bring back recommendations to the board.

Discussion was made on possible changes to the LCSW application. The board was presented with the current form, a draft of the application with changes James Hill made, and one with recommendations made by the ASWB. Also the suggestion of a one page application for clinical supervisors, and an added modifier noted on their license was suggested. The board discussed in

great lengths ways to make the supervision requirements and recorded logs clearer for applicants. The idea was presented to allow the applicants to take the exam, then after they take the exam the board would review their logs for licensure. Ms. Barde made the point that a disclaimer would need to be added stating that passing the exam wouldn't necessarily guarantee licensure.

Ms. Williams made a motion to have the applicants submit their application/logs, go ahead and approve them to sit for the exam, then after they have taken the exam and passed their logs would be presented for reviewed. Ms. Armstrong seconded the motion.

**Karen Armstrong - A**  
**Amy Smith - O**  
**Pamela Sams - O**  
**Georgia Alexander - O**  
**Adrienne Newman – A**

**Michelle Horton -**  
**Kenya Anderson - A**  
**Tara Watson - A**  
**Vicki Gardine Williams - A**

Although this motion was initially approved, Mr. Hill suggested to the board to wait until after the task force meets in August to make changes in the application process.

Ms. Williams amended her motion to follow Mr. Hill's suggestion. Ms. Smith seconded the motion, the motion was approved to wait about the change in this process until we have some recommendations from the task force regarding the road map, applications changes, and process changes all at once.

**Continuing Education 90 day Grace Period:** There was a recommendation from the Commissioner who was concerned about individuals who had not met the CE requirements to allow them a ninety (90) day grace period to make them up before they would be cited or issued an agreed citation. He suggested that if they were audited they would have the thirty (30) days to submit it, but if they didn't submit them or didn't have them they would be given 90 days to make them up. The board chose to leave it as it currently stands, considering the upcoming rule changes.

**Proposed dates for 2015 Board Meetings:**

February 5<sup>th</sup> & 6<sup>th</sup>  
April 30<sup>th</sup> & May 1<sup>st</sup>  
July 30<sup>th</sup> & 31<sup>st</sup>  
November 12<sup>th</sup> & 13<sup>th</sup>

**Lunch Break 11:45-1:17**

\* It was noted that Ms. Armstrong was not able to return after lunch.

**Discussion of Rule Amendments:** Johanna presented the current rules, a comparison copy with changes, suggestions and revisions highlighted. Special emphasis given to the understanding of a Clinical hour, and the definition of Clinical work. Including how clinical work can be used in settings outside of the psychotherapy. They discussed in great length the rewording and clarification of the rules. The suggestion of adding an area on the check list and application to indicate residency/employment in Tennessee.

**Possible Dates for a “Task Force” meeting:** Dates decided to meet, June 24<sup>th</sup> Task Force, and June 25<sup>th</sup> Rules

Newly Licensed Ms. Sams made a motion, seconded by Ms. Williams, to approve the list of newly licensed LCSW’s. The motion was approved, Ms. Watson abstained.

**Holly Biggs  
Jane Bridgers-Carlos  
Ronielle Carney  
Susan G. Clark  
Lakeshia T. Conway  
Christel Eatherly  
La Tanya Greenidge  
Tabatha O. Hallman  
Tracy M. Holcombe  
Allene Lilly  
Geraldine D. Livermore  
Elaine D. Wilson**

**Lisa M. Mayes  
Cara R. McClung  
Catherine R. Nelson  
Mary L. Nicolini  
Raven T. O’Rourke  
Tavianna M. Patterson  
Lauren M. Pearl  
Valerie Schultz  
Joseph M. Stotts  
Susan Strain  
Teresa Thorsen  
Tara Laine Watson**

Ms. Newman made a motion, seconded by Ms. Sams to adjourn at 4:38 p.m. The motion carried.

*Ratified by the Board of Social Worker Licensure on October 30, 2014*