

**Minutes**  
**Arkansas Psychology Board**  
**101 East Capitol, Suite 415**  
**Board Meeting**  
**March 20, 2009**

**CALL TO ORDER**

The meeting was called to order by Dr. Joe Alford, Chair, at 9:20 a.m.

**ROLL CALL**

Board Members present: Dr. James Fuendeling, Ms. Elizabeth Glenn, Dr. Edward Kleitsch, Mr. Dwight Sperry, and Ms. Rosalyn Watts.

The Board excused Dr. Russell Dixon's absence due to illness.

Staff Members present: Mr. James Ammel, Ms. Amy Ford, Ms. Sheila Pauley, and Ms. Rebecca Wright.

**Meeting Agenda**

Dr. Alford presented the agenda. Dr. Alford requested to add Donna Johnson at the end of New Business. Mr. Dwight Sperry moved to approve the amended agenda. Dr. Edward Kleitsch seconded the motion. The motion passed unanimously.

**Minutes**

Dr. Alford presented the February 20, 2009, minutes. Mr. Sperry moved to approve the minutes. Ms. Rosalyn Watts seconded the motion. The motion passed unanimously.

**Complaint Committee Report**

Mr. James Ammel presented the action item complaint reports with a fully seconded motion to accept case recommendations.

**Complaint #C-08-07 Action:** Subsequent to our resolution of this matter, APB has been contacted by the Director of a Pediatric Psychology program in which the Respondent is employed. That program also had another pediatric neuropsychologist who was supplying supervision for that program's male Post-Doctoral Pediatric Neuropsychological Fellowship participant during Respondent's suspension, but that alternate pediatric neuropsychologist will now be leaving the program in about two (2) months, making continuation of the fellowship a literally insurmountable problem due to requirements that the supervisor be a member of the faculty group practice and physically on-site (recruitment of a replacement supervisor not being a guaranteed certainty and nevertheless being a protracted process). Accordingly, it has been requested of the Board

that a modification of the terms and conditions of the implemented Consent Order be entertained to the extent that Respondent be allowed, from the point the departing pediatric neuropsychologist has left the program, to supervise only the Fellow until either the end of the supervision suspension or a replacement for the departing alternate supervising pediatric neuropsychologist has been hired and commences employment, whichever should first occur. The Respondent and the Fellow are both males. It is the Committee's recommendation that this significantly-limited modification in the existing Consent Order be permitted so as to not penalize the Fellow or continuation of the fellowship program and due to the extremely minimal, if any, likelihood of a repetition of the sanctioned violation occurring during the period of the suspension under that modification. The motion passed unanimously.

## **OLD BUSINESS**

### **Licensed Psychological Examiner – Independent Status (LPE-I) Post 1997**

Virginia (Ginger) McCorkle requested to begin accruing 3000 hours towards independent status. By request of the Board in February 2009, she submitted an updated and completed Statement of Intent for independent status. Mr. Sperry made a motion to approve the request. Dr. James Fuendeling seconded the motion. The motion passed unanimously.

Jennifer Moffitt requested to begin accruing 3000 hours towards independent status. By request of the Board in February 2009, she submitted an updated and completed Statement of Intent for independent status. Dr. Fuendeling made a motion to approve the request. Dr. Kleitsch seconded the motion. The motion passed unanimously.

### **Licensed Psychological Examiner – Independent Status (LPE-I) Pre 1997**

Bernadette. Rockwell requested independent status. By request of the Board in February 2009, she submitted an updated Statement of Intent for independent status. Ms. Elizabeth Glenn made a motion to approve the request. Mr. Sperry seconded the motion. The motion passed unanimously.

### **Licensee Supervision Plan**

Angela Etchison requested a change in her primary supervisor to Harry Bishop, Psy.D. Ms. Glenn made a motion to approve the request. Mr. Sperry seconded the motion. The motion passed unanimously.

### **Provisional Licensee Supervision Plan**

Kandi Holmes requested a new primary supervisor and submitted a supervision plan consistent with her Statement of Intent. Mr. Sperry made a motion to approve the request. Ms. Glenn seconded the motion. The motion passed unanimously.

## **NEW BUSINESS**

### **Board Member Resignation**

Dr. Tom Poling notified the Board office by letter that he has resigned his position as a Board member. Anyone who would like to apply for the position may go to the website [www.arkansas.gov](http://www.arkansas.gov). Ms. Sheila Pauley stated that she informed the Governor's office and three (3) psychology associations of the resignation.

### **Director's Report**

Ms. Sheila Pauley, Executive Director, stated Elavon requested compliancy with the Verifone credit card machine used in the Board office. A new program called Trustwave provides greater security. Once the Board office updated to the new program and was in full compliance, it received a compliancy certificate, and the original is displayed in the front office.

Ms. Pauley stated that the Department of Finance and Administration (DFA) Audit Section performed an internal audit and made recommendations to follow the Board office risk assessment. The first item requested that a printout from the GL Suite database of licenses and renewals issued during a month be reconciled to the deposits submitted. The GL Suite database does not perform this function.

The second item requested is that the director should reconcile all receipts and disbursements to the Arkansas Administrative Statewide Information System (AASIS) each month to ensure accuracy. This agency does not have access to AASIS. Ms. Pauley stated that she would research how the agency could have a view only option of AASIS. Currently, the Service Bureau reports from AASIS to the Board office.

The third item requested the Board Chair or Treasurer be placed as the signor on the agency's checking account. The Board considered having an appointed Board member as a signee along with the Executive Director of this agency. However, the signee would have to be changed every year and a new Board member who is local would need to be appointed. Mr. Sperry stated that a request like this takes the Executive Director from his/her job duties. The Rules & Regulations allows the Board to hire staff to perform administrative functions of the Board office. Ms. Amy Ford, Assistant Attorney General, stated that from an auditor's viewpoint, having one (1) administrator responsible for all budget items is a very serious audit exception. Mr. Sperry asked if the Treasurer of the Board could review the paperwork and checks released. Ms. Ford stated that the Treasurer might not know all that is supposed to be there; paperwork could be left out and a Board member would not know. Ms. Ford recommended that the Board authorize a local board member to be a signee along with the Executive Director on the checking account. Ms. Glenn asked if the signee name on the checking account would have to be changed every year. Ms. Pauley stated that the name would have to be changed each time a new Board member is authorized to be a signee on the checking account. Mr. Sperry stated that he preferred to have two (2) signatures on the checking account. Dr. Alford

requested Ms. Pauley to respond to the DFA that the Board office will comply with dual signatures.

The fourth item is that the Administrative Assistant logs approved disbursements and provides the log to the Board Chair or Treasurer to oversee exactly what monies are entered and what checks are being released. Ms. Pauley stated that currently she completes a reconciliation report monthly and submits that report to the Board Chair. Ms. Pauley requested guidance of whether or not to implement the DFA's proposed controls. Ms. Ford stated that auditors take seriously one (1) person only being authorized on budgetary matters. Dr. Alford requested that the Ms. Pauley request guidance from DFA on this issue.

Ms. Pauley reported on the Board's current budget. She stated that in January 2009, the Board is over budget due to Janet Welsh's retirement pay out in July-August 2008. Ms. Pauley is working with Justin Davis at Service Bureau, and they are actively monitoring the budget and how much is being spent until July 1, 2009. If additional appropriations are needed before July 1, Ms. Pauley will make the necessary request before the Performance Evaluation and Expenditure Review (PEER) Committee.

Ms. Pauley stated that the Association of State and Provincial Psychology Boards (ASPPB) meeting is scheduled for April 23-26, 2009, in Boston, Massachusetts. She stated that there is \$3560 available and the Board could send one (1) person. Ms. Pauley stated if the Board did not send anyone, then the money could be allocated towards the agency's budget deficit. Then, if an appropriation is requested before PEER, Ms. Pauley could ask for a lower amount. The Board decided to not approve anyone to attend the ASPPB meeting in April 2009.

Ms. Pauley stated that the Board is required to set the license renewal fees each year. She said the fees are currently \$125 for active licensees and \$60 for voluntary inactive licensees. Mr. Sperry made a motion to keep the license fees the same. Ms. Watts seconded the motion. The motion passed unanimously.

Ms. Pauley stated that the agency's account at US Bank is a collateral account. She stated that anything above \$250,000 is secured in collateral. Ms. Pauley stated that the Board does not have that amount in the account so she signed paperwork to release collateral. If at any time the funds exceed \$250,000 then the collateral will be automatically issued. She stated that the checking account is not interest earning but the money market account is interest earning. Ms. Pauley will research more information about the money market account.

Ms. Pauley requested newsletter articles from the Board members. Mr. Sperry stated that the newsletter could be emailed and/or posted on the website to keep costs low. Dr. Kleitsch suggested that the link to the newsletter on the website be emailed. Dr. Fuendeling stated that he would prefer to have an option for those who do not use email. Dr. Alford asked the Board for permission to put his book review in the newsletter. The Board agreed that Dr. Alford could include his book review in the newsletter.

### **Administrative Assistant Report**

Ms. Rebecca Wright, Administrative Assistant, stated that GL Suite would like to keep the Board as a client. She gave a brief overview of the teleconference call that included Mr. Sperry, the Board staff and GL Suite. Ms. Watts stated that she would like the Board to acquire a new database and save the funds that is going into GL Suite and put it towards a new database. The Board stated that it has made its decision and a new database will be acquired.

Ms. Wright requested that the Board hire temporary help during license renewal. Dr. Kleitsch made a motion to deny the request due to the security risk involved. Mr. Sperry seconded the motion. The motion passed unanimously. The Board proposed that the staff could create a part time help position and hire a Psychology graduate student and perform a background check on the person, and allow that person to do the filing and shredding necessary.

Ms. Wright requested input from the Board if license renewal notifications should be on paper form or postcards. The Board stated that postcard notification would suffice and to add an email notification this year. Dr. Fuendeling requested that the paper forms be updated and have explicit instructions on how to complete the form.

Ms. Wright requested input from the Board if the directory should be continued to be placed on the website or be printed and mailed. Ms. Glenn made a motion to have a printed directory and to not place the directory on the website. Dr. Fuendeling seconded the motion. The motion passed unanimously.

The Board recessed for break at 11:00 a.m.

The Board reconvened in public session at 11:15 a.m.

### **Provisional License Extension Request**

John Garlington is a Psychological Examiner applicant. He requested an extension of his provisional license. Mr. Sperry made a motion to grant a six (6) month extension. After the six (6) months, if Mr. Garlington has not taken and passed the EPPP, then he must reapply. Ms. Watts seconded the motion. The motion passed unanimously. Mr. Garlington be refunded \$50 for the second application that he began at the same time he submitted his provisional license extension request.

### **License Supervision Plan and Supervisor Changes**

Brittany Blair requested a new primary supervisor, Andrea Shea Stillwell, Ph.D., and submitted a Supervision Plan. Mr. Sperry made a motion to approve the request. Ms. Watts seconded the motion. The motion passed unanimously.

Melissa Bradley requested a new primary supervisor, Susan Schaefer, Ph.D., and submitted a Supervision Plan. The Board stated that the incorrect form was used and the information provided is not specific. Ms. Bradley will be notified.

Marcia Fuller requested a new primary supervisor, Mary Ann Scott, Ph.D., and submitted a Supervision Plan. Ms. Glenn made a motion to approve the request. Ms. Sperry seconded the motion. The motion passed unanimously.

### **Provisional Licensee Supervision Plan and Supervisor Changes**

Mandalyn Easton requested a change in primary supervisor, Susan Allen, Ph.D., and submitted a Supervision Plan. Dr. Fuendeling made a motion to approve the request. Ms. Glenn seconded the motion. The motion passed unanimously.

Lisa Evans requested a new primary supervisor, Teresa Kramer, Ph.D., and submitted a Supervision Plan. The plan is not consistent with the Statement of Intent. The Board requested an updated plan that is consistent with the Statement of Intent.

William Little requested a new primary supervisor, Brad Williams, Ph.D., and submitted a Supervision Plan. Ms. Glenn made a motion to approve the request. Dr. Kleitsch seconded the motion. The motion passed unanimously.

Karen Rineheart requested a new primary supervisor, Dawn Phelps Doray, Ph.D., and submitted a Supervision Plan. Mr. Sperry made a motion to approve the request. Dr. Kleitsch seconded the motion. The motion passed unanimously.

### **Provisional Licensee Supervision Plan**

Rachel Allen submitted a new supervision plan. Mr. Sperry made a motion stated that Ms. Allen may not perform neuropsychological assessments and to remove that item from her Statement of Intent. She may register as a neuropsychological technician to perform neuropsychological assessments. Dr. Kleitsch seconded the motion. The motion passed unanimously.

Pamela Keefer submitted a new supervision plan. Mr. Sperry made a motion to approve the plan. Ms. Watts seconded the motion. The motion passed unanimously.

Sarah. Maestri submitted a new supervision plan. Mr. Sperry made a motion to approve the plan. Ms. Watts seconded the motion. The motion passed unanimously.

Toni Thomas submitted a supervision plan stating that she is not providing services and is not residing in Arkansas. Mr. Sperry made a motion to approve the plan. Dr. Kleitsch seconded the motion. The motion passed unanimously.

### **Continuing Education Requirements**

Donald Wilson requested to earn all CEUs by home study due to a disability. He is currently not working. Mr. Sperry moved to grant Mr. Wilson's request so long as he does not continue to work. If Mr. Wilson resumes working, he must earn the continuing education units per the Rules & Regulations requirements. Dr. Fuendeling seconded the motion. The motion passed unanimously.

### **Internship Waiver Request**

Donna Johnson was licensed as a Psychological Examiner in 1982. At that time, the Board did not require a 600 hour internship; therefore, Ms. Johnson does not have a formal internship. Ms. Johnson left Arkansas in 1984 and let her license lapse. She is now returning to Arkansas and would like to apply for licensure as a Psychological Examiner. Ms. Johnson requested an internship waiver and requested that her 25+ years working in the psychology field in North Carolina be considered. Dr. Kleitsch made a motion to waive an internship and to use the 25+ years working in the psychology field in North Carolina. Mr. Sperry seconded the motion. Ms. Glenn abstained. The motion passed.

### **Reschedule April Board Meeting**

Dr. Alford stated that two (2) Board members would not be available on April 17, 2009, for the Board meeting and oral examinations. He requested that the Board meeting be changed to another date. The new date is tentatively scheduled for April 24, 2009. If a Board member cannot make this date, he/she must notify the Board staff by March 23, 2009.

The Board recessed for an Executive Session to discuss personnel matters at 11:51 a.m.

The Board reconvened to public session at 12:25 a.m.

Dr. Alford stated that there were discussion items from the Executive Session. Dr. Fuendeling asked if licensees could opt out of being included on mailing lists. Ms. Ford stated that the information of a licensee is public and is discoverable through the Freedom of Information Act (FOIA). Dr. Fuendeling asked if there was a legality for or against selling a mailing list and making a profit. Ms. Ford stated that the statute does include a fee set for a mailing list. She will research the statute and the Rules & Regulations regarding the mailing list and the directory. Ms. Ford stated that the directory is a self-imposed requirement (page 5 of the Rules & Regulations). Ms. Ford stated that an individual cannot opt out of a mailing list but the Board does not have to provide mailing lists if it chooses. Ms. Ford stated that everything may be requested under FOIA except the FOIA exceptions. She stated that the Attorney General opined specific information releasable in specific form. Any state employee can request an Attorney General opinion.

Dr. Fuendeling requested the license renewal forms be updated with specific instructions and to be clear to licensees what address will be used as a public address. Ms. Ford stated that many of these requests the staff has considered; the problem is with the current

database having limited functionality. She stated that the staff has already considered these types of problems and will do their best to ensure that a new database will provide the functionality needed for the Board.

### **Adjourn**

Ms. Glenn moved to adjourn. Dr. Kleitsch seconded the motion. The motion passed unanimously. The Board adjourned at 12:37 p.m.