

**Minutes
Arkansas Psychology Board
101 East Capitol, Suite 415
Board Meeting
September 17, 2010**

CALL TO ORDER

The meeting was called to order by the Chair of the Board, Dr. Kleitsch at 10:00 AM.

ROLL CALL

Board Members present: Dr. Edward Kleitsch, Ms. Gloria Gordon, Mr. Christopher Hoggard, Dr. James Fuendeling, Dr. Judd Harbin, Dr. Lisa McNeir and Dr. Gary Souheaver.

Board Members Excused: Ms. Elizabeth Glenn.

Board Members Absent: Ms. Rosalyn Watts.

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

Staff Members excused: Ms. Meagan Kuta.

APPROVAL OF AGENDA

Dr. Kleitsch presented the agenda for approval. Dr. Harbin made a motion to add Thomas Murray, letter from Dr. William Jones, an Executive Session, and the Personnel Committee, and approve the agenda. Mr. Hoggard seconded the motion. The motion passed unanimously.

APPROVAL OF PAST MINUTES

Due to technical difficulties with the computer, the minutes from August were tabled.

PUBLIC HEARING

The Board held a public hearing in regards to complaints numbered C-09-05 and C-09-06 at 10:20AM.

EXECUTIVE SESSION

On the basis of the executive session, the Board is going to make an application for a third employee as a classification C113, Credentialing Coordinator. This paperwork is to begin on Monday, September 20, 2010. Dr. Souheaver will coordinate with the appropriate contacts at Office of Personnel Management.

RECESS/LUNCH

The Board recessed for lunch at 12:15 PM.

RECONVENE

The Board reconvened at 1:01 PM.

PERSONNEL COMMITTEE REPORT

The personnel committee, Dr. Souheaver, Dr. McNeir, Dr. Kleitsch and Mr. Hoggard, met on September 10, 2010 to discuss issues that have arisen within the Board office for the last few months. The following motions were made by the personnel committee:

1. To expedite the purchase and installation of a third computer within thirty days.
2. To expedite the purchase and installation of a dehumidifier within thirty days.
3. The Executive Director shall provide written documentation that the requests for items #1 and #2 have been submitted as well as budgetary documents by the November board meeting.
4. Provide access and sharing for all the official documents and files between each computer by staff and authorized board members so that crucial tasks can be completed on time. Each computer shall be backed up on a secure removable disk daily to prevent data loss in case of computer failures. Virus definition, protection and software shall be updated on each computer regularly, preferably daily.
5. Establish as policy immediately the psychology board office will be open and staffed even by a temporary worker for the public and licensees during regular office hours Monday through Friday. When necessary to comply with this policy, the staff shall notify the board chair who will then ask a fellow board member to volunteer to come to the office to answer the phone and conduct other business as needed.
6. The staff is instructed to prepare and present telephone call logs as required by a previous board meeting. The log shall provide the following: the date, the time, name, purpose and action taken.
7. All duties of the staff shall occur within the board office within the established business hours. Work outside the office or during the non duty hours shall be specifically approved by the chair of the board or other board officer. Such work shall be documented with the log to be maintained by the staff monthly to this board.

8. An official calendar that outlines the deadlines, tasks and reports that are due daily, weekly, monthly and yearly shall be kept for viewing. This calendar shall include persons responsible for completing each task or project on the calendar.
 9. The board treasurer shall establish a method of coordination with the executive director to provide monthly financial reports to the board. The financial reports shall include an account of accounts receivable, accounts payable, bank account balance, and whether routine and/or equipment purchases have been made and paid for.
 10. Research solutions and seek recommendations for improving the office décor.
- Dr. Fuendeling seconded the motion. The motion passed unanimously.

COMPLAINT COMMITTEE REPORT

OLD BUSINESS

Ms. Rebecca Aldea submitted a supervision plan and agreement with Dr. Melany Flynn. Ms. Aldea has listed projected personality assessment to be done under supervision on her supervision plan but it is not listed on her statement of intent. Dr. Fuendeling moves to reject this request. Dr. Harbin seconds the motion suggesting she revise and resubmit. The motion passes unanimously.

Dr. William Jones submitted a letter to the board requesting permission to conduct neuropsychological testing under supervision. Dr. McNeir moved to approve him to conduct Neuropsychological Assessments under supervision. However, the board strongly reminds Dr. Jones this supervision will not substitute for the training lined out in the NAN Guidelines in order to become eligible to conduct neuropsychological testing independently. Dr. Souheaver seconded the motion. The motion passed unanimously.

Mr. Thomas Murray applied for licensure as a Psychological Examiner. His application went to full board for review. Dr. Souheaver moved to deny his application based on insufficient course work. Dr. McNeir seconded the motion. The motion passed unanimously.

NEW BUSINESS

Dr. Ana Bridges submitted paperwork requesting to have her supervision of supervisees supervised at the University of Arkansas as a faculty. Dr. Souheaver moved to reject because she does not require supervision in her current position as a faculty member to supervise students. Dr. Fuendeling seconded the motion. The motion passed unanimously.

Ms. Jennifer Downey submitted a supervision plan and agreement to the board for review. Dr. Souheaver moved to reject the supervision plan and agreement based on inadequate

supervision hours. Dr. Fuendeling seconded the motion. The motion passed unanimously.

Ms. Mandalyn Easton submitted paperwork requesting a Dr. Wendy Ward-Begnoche as a primary supervisor. Dr. Souheaver made a motion to approve the request. Dr. Fuendeling seconded the motion. The motion passed unanimously.

Mr. Joshua Lee submitted a supervision plan and agreement to the Board for review. Dr. Souheaver moved to reject based on insufficient hours of supervision. Dr. Harbin seconds the motion. The motion passed unanimously.

Dr. James Long submitted paperwork requesting supervisor status. Dr. Fuendeling moved to accept the request. Mr. Hoggard seconded the motion. The motion passed unanimously. Dr. Souheaver abstained from this vote.

Dr. Ronald McInroe submitted a letter requesting guidance related to Ms. Heather Shy's internship. Dr. McNeir moved to send a letter suggesting Dr. McInroe submit this plan of supervision to Ms. Shy's graduate program. Dr. Souheaver seconds the motion. The motion passed unanimously.

Dr. Marie Mesidor submitted paperwork for supervisor status. Dr. Fuendeling moved to reject her request since she is not required to have supervisory status in order to supervise interns/students in her defined program. If Dr. Mesidor continues to supervise under the supervision of Dr. White for a period of one full year from when that began in May she may resubmit for supervisor status. Dr. Souheaver seconded the motion. The motion passed unanimously.

Ms. Karen Rineheart submitted a supervision plan and agreement for review. The form is not completed properly to indicate whether her request for Dr. Hagan to be a new primary or secondary supervisor. Dr. Souheaver moved to reject. Dr. Fuendeling seconded the motion. The motion passed unanimously. Dr. McNeir abstained from this vote.

Mr. Robert Strange submitted a supervision plan and agreement and a statement of intent revision. Dr. Fuendeling moved to accept this supervision plan and agreement; however, to apply for LPE-I status, he will need to submit a new plan with more supervision hours. Dr. Souheaver seconded the motion. The motion passed unanimously.

LPE-I Subcommittee

Dr. Kleitsch, Chairman of the Board, appointed Dr. Souheaver, Mr. Hoggard and Ms. Glenn as the members of a subcommittee to address the sun setting of the LPEs in 2013. Ms. Glenn was nominated as the chair of this committee.

Adjourn

Dr. Harbin moved to adjourn. Dr. Fuendeling seconded the motion. The motion passed unanimously. The Board adjourned at 3:40 PM.

