

**Minutes**  
**Arkansas Psychology Board**  
**101 East Capitol, Suite 415**  
**Board Meeting**  
**September 18, 2009**

**CALL TO ORDER**

The meeting was called to order by the Chair of the Board, Dr. Joe Alford at 9:20 AM.

**ROLL CALL**

Board Members present: Dr. Joe Alford, Dr. Russell Dixon, Dr. James Fuendeling, Dr. J. Judd Harbin, Dr. Edward Kleitsch, and Ms. Gloria Gordon.

The Board excused Ms. Elizabeth Glenn, Mr. Dwight Sperry, and Ms. Rosalyn Watts absences due to personal reasons.

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

**MEETING AGENDA**

Dr. Alford presented the agenda. Dr. Fuendeling moved to approve the agenda. Dr. Kleitsch seconded the motion. The motion passed unanimously.

**MINUTES**

Dr. Alford presented the July 10, 2009 minutes. Ms. Gordon reported a few typographical errors and submitted the edited copy to staff for the necessary revisions. Dr. Fuendeling moved to approve the revised minutes. Dr. Kleitsch seconded the motion. The motion passed unanimously.

**COMPLAINT COMMITTEE REPORT**

There are no new items at this time.

**OLD BUSINESS**

**CREDENTIAL REVIEWS—Full Board**

Catherine Adams, Ph.D. submitted an application for licensure as a Psychologist during the August 21, 2009 meeting. Dr. Adams has not completed her dissertation and her file did not pass review at that time. She is requesting reconsideration at this time. The Board determined that, after Dr. Adams defends her dissertation and she can meet all of the licensure requirements for a Psychologist, she may submit those documents to the Board office for determination.

Connie Venhaus submitted an upgrade application for a Psychologist License during the August 21, 2009 meeting. Dr. Venhaus attended Fielding Graduate University. During the August Board meeting, the Credential Review Committee wanted to confirm the residency requirements and accreditation of Fielding Graduate University in order to make sure that the program is commensurate with the licensure requirements for a Psychologist in the State of Arkansas as defined in the Board's Rules and Regulations. The Board members discussed Fielding's accreditation and the requirements for residency. Fielding Graduate University is accredited by the American Psychological Association and Fielding has requirements for residency. The Board determined that, since Fielding Graduate University is accredited by the American Psychological Association, she will meet the licensure requirements and her file will pass review.

Shelton Walker submitted an application for licensure as a Licensed Psychological Examiner during the August Board meeting. Mr. Walker attended Union Institute and University. During the August Board meeting, the Credential Review Committee wanted to confirm the residency requirements and accreditation of Union Institute and University. Mr. Walker's request was tabled for further investigation by the Board members.

## **NEW BUSINESS**

### **EXECUTIVE DIRECTOR REPORT**

Sheila Pauley, Executive Director of the Board reported that the Board was approved to hire an Administrative Specialist III to fill the vacant position. She stated that the position was advertised under the Arkansas State Jobs section of the [www.arkansas.gov](http://www.arkansas.gov) webpage. She stated that the Board has received more than 100 applications for this position. She stated that Dr. Alford has reviewed the applications that the defining criteria were a college education with information technology experience. She stated that they will interview the applicants who has met or exceeded the minimum criteria.

Ms. Pauley stated that she has talked to Bill Mosley with GL Suites. She stated that the terms of the Small Agency contract between the Board and GL Suite were discussed. She stated that GL Suites has charged the Board enhancement fees for some services that would normally be covered under the Small Agency contract. She stated that Mr. Mosley said that, when Ms. Pauley has the time to review the invoices and submit them to him, then GL Suites will credit the account for those transactions. She stated that the Board only had one (1) problem during licensure renewals. She stated that the problem was with Information Network of Arkansas (INA) and not with GL Suites. She stated that the error was fixed in a very timely manner.

Ms. Pauley stated that she has been entering the information into GL Suites since May 8, 2009, and she has not encountered any of the problems previously reported. She requested that the Board remain with GL Suites for at least twelve (12) months. She stated that this decision is based on the improvement in the services that the Board has

received from GL Suites and the cost of accruing another database at this time is excessive. She stated that, if the Board was to remain with GL Suites, but decide to invest in another database next year, then the appropriate changes may be made with the fiscal year or the Biennium Budget request in July 2011. Dr. Dixon made a motion to remain with GL Suites for twelve (12) months. Dr. Kleitsch seconded the motion. The motions passed unanimously.

Dr. Dixon made a motion not to utilize the services of File Maker Pro at this time. Dr. Kleitsch seconded the motion. The motion passed unanimously.

Ms. Pauley discussed the possible errors with her classification due to the Pay Plan revision which was completed by the Office of Personnel (OPM) prior to her employment. She stated that, in August or September 2008, this was discussed with the Board members and the previous chair, Dr. Sabra Hassel. Ms. Pauley stated that after that particular Board meeting Dr. Hassel had contacted OPM in an attempt to correct the problems with the classification and Ms. Pauley's employee status. At that time, OPM authorized Ms. Pauley to keep a record of her hours and indicated that she could utilize compensatory time for those hours due to having to work excessive hours because of the numerous problems she inherited from the previous Director. Dr. Hassel and Ms. Pauley were informed that this compensatory time could be utilized at the discretion of the Board. In addition, Ms. Pauley stated that OPM informed her that when the Pay Plan was finalized for the 2010 fiscal year, her classification and status should be corrected.

Ms. Pauley reported that when the Pay Plan was implemented, her classification was not corrected and her status was still listed as being exempt. She stated that she contacted OPM again about this issue. She stated that OPM listed her status as being exempt due to Fair Labor Standards Act (FLSA). She stated that she had attempted to inform OPM that she does not meet the criteria of an exempt employee according to FLSA because she does not meet both the wage and duties for an exempt employee. She stated that she meets the wage criteria but not the duties criteria.

Ms. Pauley stated that she had tried to correct this problem several times but has been unsuccessful. She stated that she contacted Dr. Alford and he had contacted OPM in an attempt to correct the exempt status as well. However, Dr. Alford has been unsuccessful with his efforts.

In addition, Ms. Pauley stated that one of the reasons for accruing compensatory time was to allow her utilize the compensatory hours towards completing her education. She stated, due to the nature of her job, she cannot attend classes during the summer and the last two or three classes required for her Masters' of Science degree in Counseling Psychology may not be offered at night. The only stipulation from the previous chair was for Ms. Pauley work as the Executive Director for the Board for at least one (1) year before returning to graduate school. To which she has done. However, she stated, she recently found out that she may not be able to complete her degree at the University of Central Arkansas, because the time allowed for completing the degree within that program may have expired.

The Board recessed for an executive session to discuss personnel issues at 10:00 AM.

The Board reconvened to a public meeting at 10:15 AM.

Dr. Fuendeling made a motion that Ms. Pauley may utilize some of her compensatory time by attending classes during the day, which will count towards completion of her Master's Degree in Counseling Psychology and she may obtain licensure as a Licensed Psychological Examiner which may be considered part of her job requirements. In addition, Ms. Pauley is to contact her academic advisor and see if she may return to school and how much time does she have to complete the educational requirements of this degree. Dr. Harbin seconded the motion. The motion passed unanimously.

#### **JOE ALFORD, Ph.D.—ORAL EXAMINATION REVISIONS**

Dr. Alford discussed Oral Examination Revisions. Staff presented a copy of revised questions to the Board members and Dr. Joe Alford, Dr. Russell Dixon, Dr. James Fuendeling, Dr. J. Judd Harbin, and Dr. Edward Kleitsch divided the possible questions for review and revision. In addition, these Board members are going to submit additional questions, if needed, to the Board members for determination during the Board retreat in November 2009.

#### **LICENSED PSYCHOLOGICAL EXAMINERS SUPERVISION PLAN and/or SUPERVISOR CHANGES**

Rachel Allen, M.A. submitted a Licensee Supervision Agreement and Supervision Plan with Jayne Bellando, Ph.D. Dr. Dixon made a motion to approve the request. Dr. Kleitsch seconded the motion. The motion passed unanimously.

Tisha Deen, M.A. submitted a Licensee Supervision Agreement and Supervision Plan with Lisa Evans, Ph.D. as her new primary supervisor. Dr. Fuendeling made a motion to approve the request. Dr. Dixon seconded the motion. The motion passed unanimously.

Stephanie Graves, M.A. submitted a Licensee Supervision Agreement and Supervision Plan with Leah Carter, Ph.D. as her new primary supervisor. Dr. Dixon made a motion to approve the request. Dr. Kleitsch seconded the motion. The motion passed unanimously.

#### **PROVISIONAL LICENSEE SUPERVISION PLAN and/or SUPERVISOR CHANGES**

Julie White, M.S. submitted a Provisional Licensee Supervision Agreement and Supervision Plan with A. J. Zolten, Ph.D. as her new primary supervisor. Ms. White's Provisional Licensee Supervision Plan does not match the items on the Statement of Intent in her file. She is to correct these documents and resubmit them to the Board for determination.

The Board recessed at 10:45 a.m.

The Board reconvened in public session at 10:50 a.m.

### **SUPERVISOR STATUS REQUESTS**

Khiela Holmes, Ph.D. submitted a Supervisor Status Application with three (3) letters of reference from Licensed Psychologists, her transcript indicating the training of supervised experience in supervision, and a copy of her syllabus of her coursework. Dr. Dixon made a motion to approve Dr. Holmes' request. Dr. Kleitsch seconded the motion. The motion passed unanimously.

Frederick Woolverton, Ph.D. submitted a Supervisor Status Application with three (3) letters of reference from Licensed Psychologists, and his curriculum vita. Dr. Dixon made a motion to approve Dr. Woolverton's request. Dr. Fuendeling seconded the motion. The motion passed unanimously.

### **PROVISIONAL LICENSE EXTENSIONS**

Jennifer Gess, Ph.D., Training Director of the Psychology Predoctoral Internship Department of Psychiatry with the University of Arkansas for Medical Sciences submitted a Provisional License extension request for Joy Pemberton, M.A. due to Ms. Pemberton being on maternity leave for nine (9) weeks and was unable to work. Dr. Harbin made a motion to extend Ms. Pemberton's Provisional License until October 21, 2009. Dr. Kleitsch seconded the motion. The motion passed unanimously.

### **2009-2010 LICENSURE RENEWAL LATE FEE WAIVER REQUEST**

Stephen Crouch, M.S.E. submitted a letter requesting a waiver of the late fees associated with his 2009-2010 Licensed Psychological Examiner—Independent status active license due to personal reasons. Dr. Harbin made a motion to approve Mr. Crouch's request. Dr. Dixon seconded the motion. The motion passed unanimously.

### **ADJOURNMENT**

Dr. Dixon moved to adjourn. Dr. Harbin seconded the motion. The motion passed unanimously. The Board adjourned at 12:05 PM.