

**Minutes**  
**Arkansas Psychology Board**  
**101 East Capitol, Suite 415**  
**Board Meeting**  
**September 19, 2008**

**CALL TO ORDER**

The meeting was called to order by Dr. Sabra Hassel, Chair, at 9:00 a.m.

**ROLL CALL**

Board Members present: Dr. Joe Alford, Ms. Elizabeth Glenn, Dr. Edward Kleitsch, Dr. Tom Poling and Mr. Dwight Sperry.

The Board approved to excuse Dr. Russell Dixon's absence. Dr. Dixon did not attend the Board meeting due to work related matters.

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

**Meeting Agenda**

Dr. Hassel presented the agenda. Dr. Hassel added under new business information concerning Dr. Anna Clark, Joshua Lee, and oral examination questions. Dr. Hassel added under old business information concerning Continuing Education Units (CEUs) rule revisions and information concerning Georgia inpatient practice. Dr. Edward Kleitsch moved to approve the amended agenda. Dr. Joe Alford seconded the motion. The motion passed unanimously.

**Minutes**

Dr. Hassel presented the August 15, 2008 minutes. Dr. Hassel requested additional information for clarification concerning Board member attendance and Georgia in-patient addictions facility providing treatment to Arkansas citizens. Dr. Hassel requested minor word and phrase changes for clarification. Dr. Alford moved to approve the amended minutes. Dr. Kleitsch seconded the motion. The motion passed unanimously.

**Complaint Committee Report**

*There were no new advisory or action items to report at this time.*

Dr. Alford moved to send Mr. James Ammel, Board Investigator, flowers from the Board, as Mr. Ammel has been ill. Ms. Elizabeth Glenn seconded the motion. The motion passed unanimously.

## **OLD BUSINESS**

### **Georgia In-Patient Addictions Facility Providing Treatment to AR Citizens**

A therapist in Georgia contacted the Board office stating that the patients she worked with as in-patients are Arkansas residents. The therapist would like to continue working with the patients but is concerned that she would be practicing without a license in Arkansas. Dr. Alford moved to notify the therapist that the therapist must be licensed in Arkansas for the patient to receive therapy in Arkansas. Dr. Tom Poling seconded the motion. The motion passed unanimously.

### **Neuropsychology Course Approval / Clarification – A. Parish - Letter from Board Member of Decision Requested**

The Board office requested that Dr. Amy Parish's letter be dictated by a Board member to her that there is a discrepancy in what was said during her oral examination and what is being submitted to the Board office and that documentation is needed for the neuropsychology coursework for clarification. The Board requested that the Director, Sheila Pauley, correspond with Dr. Parish.

### **Licensed Psychological Examiner Independent Status (LPE-I) – Clarification/Consistency**

Ms. Pauley, Director, requested clarification concerning the Licensed Psychological Examiner Independent (LPE-I) license. At the time that the law was put into place and the Board's Rules & Regulations were updated, no process and no office procedures were put into place. Ms. Pauley stated that if the LPE-I is a license being granted by the Board, then the Rules & Regulations need to be updated as such and new procedures need to be written.

Ms. Pauley stated that the forms for this license are not consistent due to the lack of procedure. She stated that the Statement of Intent for LPE-I Post 1997 should have the selections taken off if the supervision requirement is a minimum of one (1) hour a week. Ms. Pauley stated that a statement concerning the requirement could be added to the form.

The Board stated that beginning January 1, 2009, the standard of one (1) hour each week of supervision will be required for post-1997 Psychological Examiners. Exceptions can be petitioned to the Board by letter if needed. This will apply to applicants who currently do not have an approved plan.

Ms. Glenn moved to Notify by newsletter, website, mail or email. Dr. Alford seconded the motion. The motion passed unanimously.

Ms. Amy Ford, Assistant Attorney General, stated that fees are set by the Board's Statute, Chapter 97. She stated that a processing fee could be enacted through a Rules & Regulations change.

Dr. Alford moved to charge \$50 to cover costs of granting independent practice. Ms. Glenn seconded the motion. The motion passed unanimously.

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

Lisa Adams requested independent status post 1997. She resubmitted documents per the Board's request. Ms. Adams updated her request to include one (1) of supervision each week. Dr. Alford moved to approve Ms. Adams' request. Dr. Kleitsch seconded. The motion passed unanimously.

Latonia Cross-Tweedy requested independent status post 1997. She resubmitted documents per the Board's request. Ms. Cross-Tweedy updated her request to include one (1) of supervision each week. Dr. Alford moved to approve Ms. Cross-Tweedy's request. Dr. Kleitsch seconded. The motion passed unanimously.

Elizabeth Gibson requested a second review of her request for independent status post 1997. At the time that Ms. Gibson's file was reviewed, individual reviewers were used along with review worksheets. The Board reviewer stated that Ms. Gibson was not approved due to neuropsychological assessments being included on her Statement of Intent for Independent Practice. However, this item was not checked on the form. Dr. Alford moved to approve Ms. Gibson's request. Ms. Glenn seconded the motion. The motion passed unanimously.

C. Alexander White requested another review of his request for independent status post 1997. The Board discussed Mr. White's Statement of Intent for Psychological Examiner, Statement of Intent for Independent Status and the correspondence to and from the Board office. The Board saw inconsistencies due to Mr. White changing supervision or places of employment over the years. Dr. Alford moved that either Mr. White expand his Statement of Intent for Psychological Examiner, revise his supervision plan, then he may apply for independent status post 1997; or, Mr. White apply for independent status post 1997 without expanding his Statement of Intent. Dr. Poling seconded the motion. Ms. Glenn abstained. The motion passed.

### **Statement of Intent Revisions**

Leslie Blanchard requested to change her Statement of Intent. The Board reviewed the request at the August 25, 2008, Board meeting. They requested more information concerning the changes. Ms. Blanchard submitted a letter addressing the Board's concerns and explaining why each area was checked or not checked. Dr. Alford moved to approve Ms. Blanchard's request with the letter of explanation. Ms. Glenn seconded the motion. The motion passed unanimously.

### **Supervision Changes**

Kerry Wood requested a supervisor change for accruing 3000 hours for independent status. The Board stated that Ms. Wood must follow the standards for supervision set this day of one (1) hour a week. Ms. Glenn moved to accept Ms. Wood's new supervisor but not the supervision plan. The supervision plan must be revised to meet the new standards. Dr. Alford seconded the motion. The motion passed unanimously.

### **National Academy of Neuropsychology (NAN) Guidelines**

Ms. Rebecca Wright, Administrative Assistant, stated that the Board made two decisions concerning the NAN guidelines. In April 2008, the Board stated that Licensed Psychological Examiners who did meet the guidelines may request to practice neuropsychology following the NAN guidelines and the Psychological Examiner license guidelines. In July 2008, the Board stated that Licensed Psychological Examiners could not practice neuropsychology. Ms. Wright requested clarification. Ms. Ford stated that the July decision supersedes all other decisions.

### **Continuing Education Units (CEUs) Rules & Regulations Revisions**

Audits would be performed by selecting either a number or a percentage of licensees and requesting documentation of the hours reported. Dr. Hassel stated that audits would be part of office policy. Non-renewal of licensure related to not submitting CEUs would need to be updated in the Rules & Regulations. Dr. Alford moved to accept the amended revisions. Ms. Glenn seconded the motion. The motion passed unanimously.

### **NEW BUSINESS**

#### **Director Update**

Ms. Pauley gave background information of the Board office audit procedures. The Board stated that it would like to see quarterly reports of the Board office finances.

Ms. Pauley stated that she completed the Board office closing books and submitted the final paperwork this week. She stated that there were no instructions on how to do the closing books and she was not trained. Ms. Pauley stated that next year, she will be able to use this year's closing book as a guide.

Ms. Pauley stated that the Board office risk assessment must be submitted on the proper forms. She stated that she has received the instructions and she has received examples. She will update the risk assessment and resubmit the forms in October.

Ms. Pauley stated that the Board staff is still researching database options.

Ms. Pauley stated that the Board office had a toll free number that was put in place in 1995. The number was disconnected in 2007. There is no explanation as to why the

number was disconnected. The Board office has been paying \$13.25 a month for this number even after it was disconnected. Ms. Pauley stated that she spoke with the Department of Information Systems (DIS) and they will issue a credit in October 2008 from the time the number was disconnected. The Board stated that the toll free number does not need to be reconnected.

Ms. Pauley stated that the IT Plan FY 10/11 was approved.

Ms. Pauley stated that the Board office door(s) need to be compliant with the American with Disabilities Act (ADA). She stated that there are applicants and licensees with disabilities that need to have an accessible door. Ms. Pauley stated that the Arkansas Building Authority (ABA) would pay the fees to install the equipment to make the door accessible. Ms. Pauley stated that to have an accessible door, Ms. Wright's office furniture would need to be moved to the other side of the room and the connection lines for the phone and internet would need to be moved. Ms. Pauley stated the Board would have to pay the fees for moving the connection lines. The estimate was to not exceed \$400. Dr. Alford moved to approve the Board to pay to move the connection lines, the staff to move the office furniture, and the ABA to install an ADA compliant door. Dr. Kleitsch seconded the motion. The motion passed unanimously.

### **Provisional License Extension Requests**

*There were no new items at this time.*

### **Supervisor Status Requests**

Shelia Cassidy requested supervisory status. She submitted a cover letter, an application and four (4) letters of recommendation from licensed Psychologists. Dr. Alford moved to approve Dr. Cassidy's request. Dr. Poling seconded the motion. The motion passed unanimously.

### **Statement of Intent Revisions**

*There were no new items at this time.*

### **Supervision Changes**

Patrick Mulick requested to reduce the number of clinical hours earned each week and to reduce the frequency contact with his supervisor to one in-person meeting each month. Dr. Mulick stated that this is due to the school year schedule. Dr. Alford moved to approve Dr. Mulick's request. Dr. Poling seconded the motion. The motion passed unanimously.

Connie Venhaus requested to change her primary supervisor. Dr. Alford moved to approve the request. Ms. Glenn seconded the motion. The motion passed unanimously.

Joshua Lee requested to change his primary supervisor. Mr. Lee's plan states that he and his supervisor will meet every other week, which does not meet the Board's standards. Dr. Alford moved to accept the new supervisor but not the plan. The plan may be resubmitted for approval. Ms. Glenn seconded the motion. The motion passed unanimously.

### **Continuing Education Units (CEUs) – American Psychological Association (APA) Documentation**

Dr. Amy Pollard stated by letter that the APA and other entities that provide CEUs charge for certificates. She requested that the Board accept card swipe documentation in lieu of certificates. Dr. Alford moved that Dr. Pollard does not have to pay for the certificates. Other documentation would be acceptable. Ms. Glenn seconded the motion. The motion passed unanimously.

### **Medicaid/Medicare Reimbursement for Psychological Examiner Independent Status**

Dr. Alford stated that because the independent status is new, the insurance companies do not have a code or form to reimburse the Psychological Examiner Independents. The insurance companies will need to revise their forms to allow for billing reimbursement for this level.

### **Book - Board Complaints**

Dr. Alford stated that there is an APA book called Disciplinary Procedures in Psychology Licensing Boards. He requested that the Board office purchase the book for reference. Dr. Alford moved to approve the Board office purchase of the book. Dr. Poling seconded the motion. The motion passed unanimously.

### **Anna Clark Update**

Ms. Ford stated that Anna Clark is out on bond at this time. She is appealing to the Arkansas Supreme Court to overturn the guilty verdict she received for having sexual relations with a prisoner within the prison system. The appeal decision will be posted within the week.

The Board recessed for Executive Session at 12:30 p.m.

The Board reconvened to public meeting at 12:45 p.m.

### **Board Office Security**

Due to the sensitive data held in the Board office, the office staff is taking steps to secure all files and the database. They are taking extra steps to secure all paperwork, computers, and any items that could be taken, such as food or office supplies.

Dr. Hassel requested from Ms. Ford if the staff can get rid of items left behind by previous employees or if the previous employees need to be notified. Ms. Ford stated that the previous employees have been gone long enough that the items can be considered abandoned.

### **Oral Examinations**

Ms. Pauley stated that there is confusion as to whether a doctoral level applicant can attend oral examinations before or after post doctoral experiences are completed. The Board stated that the post doctoral experience must be complete regardless of the graduation date and then the oral examination could be scheduled.

### **Adjourn**

Dr. Alford moved to adjourn. Ms. Glenn seconded the motion. The motion passed unanimously. The Board adjourned at 1:00 p.m.