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JANET NAPOLITANO
Governor

GAIL CHASE
Board Chair

DEBRA RINAUDO
Executive Director

SOCIAL WORK CREDENTIALING COMMITTEE MEETING MINUTES
Friday, October 10, 2003

Members Present: Roberta Gastineau, Laura Masters, Traci Sawyer-Sinkbeil
Staff Present: Debra Rinaudo, Marc Harris, A.A.G., Patricia Reynolds, Kami Thur, Diane Williams, Mary Wilson
Members absent: Teresa Menchaca, Cedric Davis
Public Present: Steve Kramer, Carolyn Vargas, Robert DiGirolamo, BJ Munoz, Walid Haddad, Anthony Woods
Public by telephone: Keil complainant

1. Call to Order

The meeting was called to order on October 10, 2003, at 9:17 a.m. with Ms. Gastineau presiding.

2. Roll Call

See above.

3. Review and Approval of Minutes

Ms. Masters moved, seconded by Ms. Sawyer-Sinkbeil, to approve the general meeting minutes from September 12, 2003. The motion passed unanimously.

4. Review, consideration and action of complaints and other disciplinary matters

A. 2002-0031, Carolyn Vargas, SW-34671

Ms. Reynolds summarized the facts of the complaint and the results of her investigation. Ms. Vargas and her attorney, Mr. Kramer, appeared in person and addressed the committee. The complainant, Mr. Munoz, appeared in person and addressed the committee.

Following review and discussion, Ms. Sawyer-Sinkbeil moved, seconded by Ms. Masters, to amend the stipulations of the consent agreement to require that Ms. Vargas will only have to be supervised if she returns to private practice. The motion passed unanimously.

B. 2002-0048, Kathleen Keil, SW-22461

Ms. Reynolds summarized the facts of the complaint and the results of her investigation. Ms. Keil appeared in person and addressed the committee. The complainant addressed the committee telephonically.

Ms. Gastineau moved, seconded by Ms. Masters, to recommend to the Board to find a violation of A.R.S. 32-3251(10)(d), obtaining a fee by fraud or misrepresentation, based on billing without written authorization from the clients on a HICFA billing form. The motion passed unanimously.

Ms. Masters moved, seconded by Ms. Sawyer-Sinkbeil, to recommend to the Board to find a violation of A.R.S. 32-3251(10)(i), any conduct or practice that is contrary to recognized standards of ethics as it relates to the NASW Code of Ethics 1.08, social workers should provide clients with reasonable access to records, based on the professional's failure to respond to the client's request for billing records. The motion passed unanimously.

Ms. Masters moved, seconded by Ms. Sawyer-Sinkbeil, to recommend to the Board to find a violation of A.R.S. 32-32151(10)(i), any conduct or practice that is contrary to recognized standards of ethics as it relates to the NASW Code of Ethics 1.03, social workers should provide services based on valid informed consent, based upon the lack of both client signatures on the consent to treat and treatment plan. The motion passed unanimously.

Ms. Gastineau moved, seconded by Ms. Masters, to recommend to the Board to find a violation of A.R.S. 32-3251(10)(i), any conduct or practice that is contrary to recognized standards of ethics as it relates to the NASW Code of Ethics 1.07(h), social workers should not disclose confidential information to third-party payors unless authorized, based on the professional billing for her services without written authorization from the clients and specifically indicating in her letter to the insurance company that the clients wanted to pay in person because they did not want therapy information on their insurance records. The motion passed unanimously.

Following review and discussion by committee members, Ms. Masters moved, seconded by Ms. Sawyer-Sinkbeil, to recommend to the Board to offer a consent agreement with the following terms:

- The professional's certificate will be placed on probation for one year,
- Completion of a pre-approved 3-semester graduate level course in ethics within one year,
- Completion of a pre-approved 6-clock hour HIPAA workshop/seminar in person within six months,
- Payment of a \$371.10 civil penalty to be paid within 30 days,
- All costs associated with these stipulations will be borne by Ms. Keil.

The motion passed unanimously.

The committee took a break from 10:43 – 10:50 a.m.

C. 2003-0035, Michael Robinson, SW-10129I
Tabled

D. 2003-0027, Patricia Bonnay, SW-10313M
Tabled

5. Report from the Chair and items for review, consideration, and possible action

No report

6. Report from the Executive Director and/or staff

A. *General Agency Operations*

B. *Development of licensure rules*

Ms. Rinaudo reviewed the current draft of the licensure rules. Suggestions from all four credentialing committees have been incorporated in this draft.

C. *Investigative report training*

Ms. Reynolds reported that the agency has streamlined the process for review of information when an applicant has answered a background question "yes" on a certification or renewal application.

Committee members reviewed the form that will be completed by the chair after consideration of the information gathered regarding the "yes" answer. The chair has the option to approve the information presented with no further investigation, request additional investigation or ask for a review by the full committee.

Following discussion, committee members agreed to this process.

7. Report from the Board and other committees

None

8. National and regional trends and news regarding the profession(s)

None

9. Review, consideration and action of supervision/work experience and/or exemptions

A. *Marci Brown Gilpin*

Ms. Gastineau moved, seconded by Ms. Masters, to grant an exemption for 75 hours provided by Gene McCabe, PhD. The motion passed unanimously.

B. Wendy Chandross

Ms. Gastineau moved, seconded by Ms. Sawyer-Sinkbeil, to grant an exemption for 100 hours provided by Angie Raganit-Risoli, ACSW. The motion passed unanimously.

C. Renee Mascher

Ms. Gastineau moved, seconded by Ms. Masters, to grant an exemption for 75 hours provided by Sondra Wilkening, CPC. The motion passed unanimously.

D. Bobette Seigel

Ms. Gastineau moved, seconded by Ms. Masters, to grant an exemption for 100 hours provided by Marilyn Hertzberg, ACSW. The motion passed unanimously.

E. Nancy Stanton

Ms. Gastineau moved, seconded by Ms. Masters, to grant an exemption for 75 hours provided by Paul Banker, CPC. The motion passed unanimously.

10. Review, consideration and action regarding renewals

A. Linda Volhein

Ms. Reynolds summarized the communications from the agency to the professional regarding the continuing education documents required for the renewal that was received in February.

Following review and discussion, committee members directed Ms. Reynolds to send Ms. Volhein a letter that the file has been closed administratively.

11. Review, consideration and action of consent agenda for applications for inactive, extension and exam extension requests

Ms. Sawyer-Sinkbeil moved, seconded by Ms. Masters, to approve the consent agenda as reviewed by Ms. Gastineau granting exam extensions to Jane Angell and Balazs Batyka and granting a 60-day deficiency extension to Bobbi Vogelsang. The motion passed unanimously.

12. Review, consideration and action regarding exam accommodations

A. Kyle Long

Ms. Gastineau moved, seconded by Ms. Sawyer-Sinkbeil, to approve the request for extra time to take the exam. The motion passed unanimously.

B. Santana Rudelania

Ms. Gastineau moved, seconded by Ms. Sawyer-Sinkbeil, to approve the request for extra time to take the exam. The motion passed unanimously.

13. Review, consideration and action regarding applications for certification

A. Anthony Woods

Ms. Thur summarized the investigative findings regarding Mr. Woods' answers to the CISW certification application background questions. Mr. Woods appeared in person and addressed the committee. Mr. Di Girolamo, coordinator of the Veteran's Administration (VA) Homeless Program and Mr. Gutierrez, VA administrator, appeared on behalf of Mr. Woods.

Following review and discussion, Ms. Sawyer-Sinkbeil moved, seconded by Ms. Masters, to authorize the certification with no restrictions subject to Mr. Woods passing the exam. The motion passed unanimously.

B. Walid Haddad

Ms. Thur summarized the investigative findings regarding Mr. Haddad's answers to the CISW certification application background questions. Mr. Haddad appeared in person and addressed the committee.

Following review and discussion, Ms. Masters moved, seconded by Ms. Sawyer-Sinkbeil, to authorize certification with no restrictions. The motion passed unanimously.

Ms. Masters moved, seconded by Ms. Sawyer-Sinkbeil, to recommend the following fourteen applicants to the Board for certification as Certified Master Social Workers after passing the required exam:

Farah Shahi	Angela Bravo-Gallagher	Barbara Ortega	Maria Serpico
Kim Rosenberger	Khalilah Jones	Rudelania Santana	April Gray
Tempest Smith	Karen Harper	Melinda Fairfield	Althea Glasper
Marielle Morran	Georgia Fitzsimmons		

The motion passed unanimously.

Ms. Masters moved, seconded by Ms. Sawyer-Sinkbeil, to recommend the following twenty-eight applicants to the Board for certification as Certified Independent Social Workers after passing the required exam:

Marci Brown-Gilpin	Barry Breen	Marianne Valladres	Kathy Lortis
Robert Perrone	Anthony Woods	Kelly Huey	Sylvia Neal
Sheila Bonnett	Dona Noriega	Lisa Mutter	Cathy Jacobsen
Nancy Stanton	Elizabeth Day	Bonnie Tomasello	Jorge Garcia
Bobette Siegel	Mary Ann Turner	Diane Whisler	Wendy Chandross
Cheryl Meloche	Renee Mascher	Kyle Long	Sharon Glose
Patricia Razo	Candace Bailey	Ronald Bowen	Natalie Lynn

The motion passed unanimously.

Ms. Masters moved, seconded by Ms. Sawyer-Sinkbeil, to recommend Vicki Quarles to the Board for certification as a Certified Master Social Worker. The motion passed unanimously.

Ms. Masters moved, seconded by Ms. Sawyer-Sinkbeil, to recommend Karen Davis, Leigh Dunn and Walid Haddad, to the Board for certification as Certified Independent Social Workers. The motion passed unanimously.

Ms. Masters moved, seconded by Ms. Sawyer-Sinkbeil, to recommend the following eighteen applicants to the Board for certification by exam waiver:

Certified Independent Social Worker:

Meryl Lawrence	Meredith Cohen	Donna Yolanda	Julie LaMantia
Judith Delorme-Loftus	Maureen Hasson	Susan Golab	Casey Young
Juanita Elzey	Christina Simpson	Susan Rheem	Sherry Whitener
Barbara Escalante	Diana Sussman	Judy Enos	

Certified Master Social Worker:

David Tafuna	Kelly Galeano	Marilyn Dooline-Begay
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The motion passed unanimously.

14. Future agenda items

None

15. Call for public comment

None

16. Establishment of future meeting date(s)

The next meeting is scheduled for November 14, 2003, at 9:00 p.m. in room B-2.

17. Adjournment

Ms. Gastineau moved, seconded by Ms. Sawyer-Sinkbeil, to adjourn. The motion passed unanimously and the meeting was adjourned at 2:05 p.m.

Cedric Davis
Secretary/Treasurer

Date