

# MINNESOTA BOARD OF PSYCHOLOGY

## Minutes of the 437<sup>th</sup> Meeting

January 20, 2012

**Members Present:** C. Bonnell, J. Leichter, S. Ward, P. Orud, C. Henley, R. David.

**Members Absent:** J. Brown, L. Else, P. Stankovitch, B. Dollins.

**Others Present:** A. Barnes, Executive Director, L. Campero, Asst. Executive Director, P. Stark, MPA.

### PUBLIC SESSION

Board Chair, C. Bonnell, called the public session of the meeting to order at 9:23 a.m., in the Minnesota Board of Psychology Conference Room, at 2829 University Avenue Southeast, Suite 320 Minneapolis, Minnesota, and a quorum was declared present.

#### 1. Adoption of the tentative agenda

Board Chair, C. Bonnell, requested the adoption of the tentative agenda by the full board.

J. Leichter moved, seconded by P. Orud to approve the Agenda of the January 20, 2012 Board meeting. Voting "aye": J. Leichter, S. Ward, P. Orud, C. Henley, R. David. Voting "nay": none. Abstention: C. Bonnell. There being five "ayes" and no "nays" motion carried.

#### 2. Open Forum

Board Chair, C. Bonnell welcomed visitors, invited public comment and additional information from board staff as to upcoming issues not on current agenda.

#### 3. Approval of the Minutes of the Board Meeting of October 7, 2011.

Corrections submitted: C. Henley was not present at the December 16, 2011 Board meeting.

J. Leichter moved, seconded by S. Ward to approve the Minutes of the December 16, 2011 Board meeting. Voting "aye": J. Leichter, S. Ward, P. Orud, C. Henley, R. David. Voting "nay": none. Abstention: C. Bonnell. There being five "ayes" and no "nays" motion carried.

#### 4. Consent Agenda

The following items were presented for approval under the consent agenda:

a. Licensure

The Application Review Committee (ARC) recommends the following applicants be licensed as Licensed Psychologists based upon fulfilling all requirements for licensure.

- 12-010 Egli, Clayton, PhD
- 11-115 Eich, Jean, PsyD
- 11-050 Fischer, Rebecca, PsyD
- 11-044 Gross, Amy, PhD
- 12-004 Hill, Jeffrey, PsyD
- 11-073 Lind, Cassandra, PsyD
- 11-107 Sprankle, Eric, PsyD
- 12-003 Van Wyk, Ryan, PsyD
- 12-017 Wolf, Nicole, PhD

Licensed Psychologist-Volunteer

Brant, Elaine, MA

b. Licensure Report

Under its delegated authority on January 6, 2012 the Application Review Committee (ARC) approved the following applicants for Conversion from Master's to Doctoral Level Education:

Hanvey, Jan, PhD, LP

Under its delegated authority on January 6, 2012, the Application Review Committee (ARC) approved the following non-APA applicants for admission to the Examination for Professional Practice in Psychology (EPPP).

11-063 Alliant IN

Under its delegated authority Board Staff approved the following APA applicants be admitted to the Examination for Professional Practice in Psychology (EPPP) and the Professional Responsibility Examination (PRE).

11-057	Alliant IN
12-051	U of AL - Tuscaloosa
12-052	Fielding Univ
11-070	Argosy Univ. - MN
12-053	U of MN
09-093	Argosy Univ
12-037	Argosy Univ
12-012	U of St. Thomas
05C-137	MN School/Prof Psych

Examination for Professional Responsibility (PRE)

09-218	Brigham Young Univ
12-034	Argosy Univ
12-014	Pacific Univ of OR
11-058	U of WI-Madison
12-010	Memphis State Univ
12-036	Argosy Univ
12-025	U of ND
12-018	Argosy Univ
11-124	Argosy Univ
11-059	Chicago School of Psy
11-033	Argosy Univ
12-041	Argosy Univ
12-001	U of MN

c. Administrative Committee Report

The Administrative Committee of the Minnesota Board of Psychology (Administrative Committee) met in open session following the December 16, 2011 regularly scheduled board meeting and reviewed the status of the budget.

*Budget Summary*

The Administrative Committee received and reviewed the Actual Receipt Report (as of 10/31/11) and Expenditure Report (paid through 10/31/11), which were the most current reports available from the Administrative Services Unit (ASU).

In sum, the actual receipts to date (10/31/11) were \$370,053.42, or 32.18% of receipts received. The report notes a significant under collection in the area of LPP to LP Conversion applications, in that only 5% of the total budgeted revenue has materialized. A second area of under collection is identified as mailing/duplication receipts, where only .73% of budgeted revenue has been received. This is due to a change in statutory compliance with the providing of LP and LPP mailing lists (charges for these lists were significantly reduced). However, in off set of these areas of under collection, receipt of application fees for Licensed Psychologist (LP) licensure, are at 54.81% of projected revenue (\$52,000 projected), and \$28,500 collected.

Highlights of the expenditures report include a low level of expenditure on professional/technical contracts. In this category, the budgeted amount is \$19,800, where expenditures to date (10/31/11) reflect only 4.17% or \$825.00 expended. Additionally, \$21,000 was budgeted for communications and to date of this report we had only expended 1.52% or \$319.01. The total of the expenditures as of this report were \$164,691.08 or 19.47% of the total anticipated expenditures.

#### *Closed Session Summary*

The Administrative Committee met subsequent to open session in closed session to review the performance of the Executive Director, an individual under its jurisdiction, summary of the evaluation will be provided by Board Chair, C. Bonnell.

#### d. Variance Report

Under its delegated authority Board Staff approved the following requests for six-month time limited variance to complete continuing education requirements (Minnesota Rule 7200.3400, Subpart 2:

Ballou, Jeffrey	LP0451
Cornelius, Iris	LP0479

Fennig, John	LP0397
Harmer, Rosalie	LP3000
Lindbloom, Lois	LP0566
Lofgren, Daniel	LP2977
Milillo, Maria	LP0579
Mitnick, Mindy	LP1982
Nelson, Bradley	LP0590
Phelps, Carolyn	LP3015
Polsfuss, Craig	LP0620
Rauenhorst, Jane	LP0403
Speare, Jonathan	LP0655
Stefanson, Ann	LP0066
Taylor, Barbara	LP0551

e. Future Business and Meetings

January 20, 2012: Administrative Committee Meeting

January 20, 2012: Strategic Planning Committee Meeting

February 3, 2012: Application Review Committee Meeting

February 16, 2012: CRC I Meeting--Closed

February 17, 2012: Strategic Planning Committee Meeting

February 17, 2012: Board Meeting

March 9, 2012: CRC II Meeting--Closed

March 9, 2012: Strategic Planning Committee Meeting

f. Rules Report - SONAR

Board consultant, Jack Schaffer, and A. Barnes have been working to develop SONAR language for RD4001, and anticipate the need for a Rules Committee meeting to consider and review the proposed language for SONAR on the new portions of the package changed within 2010 and 2011.

S. Ward moved, seconded by P. Orud to approve the Consent Agenda. Voting "aye": J. Leichter, S. Ward, P. Orud, C. Henley, R. David. Voting "nay": none. Abstention: C. Bonnell. There being five "ayes" and no "nays" motion carried.

**5. Strategic Planning Committee**

The Strategic Planning Team ("Team") met on December 23, 2011, in attendance at the meeting were: Angelina Barnes, Chris Bonnell, Jeff Leichter, Carley Luce, Jessica Rundell,

Gail Schiff, Pat Stankovitch, and Susan Ward, with Barb Deming from Minnesota Analysis and Development (MAD) present as a facilitator. Board members were given documents regarding "Vision development," and the work the Team accomplished to this end.

Staff members of the Team met to debrief from the session and brainstorm and develop a presentation for the January 17, 2012 Staff Meeting, wherein the ideas discussed, concepts and materials would be presented back to the entire staff.

Board members and staff members of the team made oral presentations to Board members regarding the work of the Team from December 23<sup>rd</sup>.

## **6. Sunset Advisory Commission Update**

In response to a request from the Sunset Commission ("Commission") the Health-related Licensing Boards (HLBs) responded, collaborated and developed a Joint Position Statement as potential added efficiencies to the existing standard operating procedures of the HLBs to date. See Joint Position Statement.

On or around January 1, 2012, the Commission also issued an Interim Report. See Interim Report of the Sunset Advisory Commission, dated January 1, 2012.

On January 11, 2012, the Commission requested the following additional information be submitted by each agency under review:

### Governance

#### 1. Board data

- a. Number of members: 11
- b. Gender balance: 5 men/5 women/1 vacant seat
- c. Metro vs Great Minnesota: 5 Greater MN members/5 metro members
- d. Professional vs. public members: 8 professional/3 public members
- e. Number of meetings in each of the last five years: 10 per year
- f. List of ex officio positions from state agencies or legislature

#### 2. Organization

- a. Board name: Minnesota Board of Psychology
- b. Year established: 1973/1974
- c. Number of staff (FTE) FY11, FY12:
- d. FTE of director: 1.0 FTE

#### 3. Salary Roster

- a. Position title
- b. FTE
- c. Annual salary

4. Health licensing boards only
  - a. # of licensees:
  - b. # of applications:
  - c. # of denials:
  - d. Staff to licensee ratio:
  - e. Show complaints for last 3 years indicating number resolved within 30, 90, 180, and 365 days
  
5. Other
  - a. Brief description of measurable outcomes (e.g., client safety, improved health)
  - b. Brief discussion why this function can't be carried out in the private sector

The Commission scheduled public hearings to take public testimony on January 17 and 19, 2012.

## **7. Executive Director Report**

The Executive Director's Forum (ED Forum) met on January 10, 2012 for its monthly meeting. The following items discussed are relevant to the work of this Board:

- Website & Content Management Capabilities

Collectively the HLB Executive Directors expressed a desire for an improved platform for website content management and site development. Discussions were had regarding the limitations of the existing system, including the limited functionality, and potential State requirements for format and platform. In sum, the Directors shared a desire for increased access to video capabilities, live training materials, ease of use for HLB staff members to modify the website, and increased design options to better serve the public and provide up to date information on board related functions.

IT staff members were directed to explore the costs, options, products and report back to the ED Forum to allow for informed decision making.

- Data Management and Archival of Data

IT staff reported that the transition to the new system for archiving and backing up HLB data has begun, including the discontinuation of certain HLB servers which should result in a cost savings to the HLBs to be tracked and reported back through the Administrative Services Unit (ASU).

- HPSP Site-to-Site HLB Integration

HPSP is currently an entirely separate remote site data network with its own Internet connection, Microsoft Active Directory domain model, servers, and desktop computers. This separation and distant physical location is not ideal from an IT standpoint. Many services, including disaster recovery (COOP), Enterprise Email, monthly Windows updates, data backup, and better accessibility to the HLB help desk ticketing system and general IT support could be better provided if HPSP was connected to the HLB network through a site-to-site VPN. A document was submitted to discuss the pros and cons of integrating HPSP's core server and network into HLB.

The discussion centered on this as a business decision for HPSP, but involved the other HLBs to the extent that this option is in the best interests of all HLBs given the savings presented and increased efficiencies to our limited shared IT staff. Furthermore, should this proposal be cost prohibitive to HPSP through its own budgetary means, it may be a consideration for all HLBs to determine whether joint-funding of this venture is desirable.

- Online Renewal and Verifications

Modifications were made to the online renewal and verification process in response to a failed test. Board staff ran the test for online renewal and verification; and awaits results and feedback regarding its success or failure, and any next steps. In collaboration with HLB IT individuals, Board Staff are hopeful that online renewal is a reality prior to May 2012.

- Office of Enterprise Technology (OET) Consolidation Report

As delegated by the ED Forum, the IT Workgroup (comprised of representation from small, medium and large HLBs, as well as IT staff) is working to complete the mandatory report on behalf of all HLBs regarding the reorganization and restructuring of IT functionality state-wide.

- E-Licensing Project

A report was provided from the HLB representative from the E-licensing Steering Committee regarding the status of the e-licensing project, as derived from the initial "Drive to Excellence," which requires state agencies to utilize a portal to consolidate all licensing functions of the State of Minnesota in a central location, which then links into the "back office" database systems of each agency. The project in its entirety was evaluated by Minnesota Analysis and Development (MAD), with recommendations provided. As a result of this assessment, the recommendation appears to be to incorporate LEAN into the implementation as a parallel process to ensure that business process drives technology.

The LEAN process was identified in the Minnesota Board of Psychology's own assessment that was prepared in preparation for strategic planning. It is a recommendation of the Executive Director that the LEAN process be considered further during, and after the strategic planning process closes, as a way to better assess efficiencies in internal processes, in addition to the tools and strategies identified as a result of strategic planning.

## **8. Terminations**

Board staff requests the Board to approve or deny the termination of license of the licensee(s) listed below, who failed to renew. Licensee(s) were properly notified by certified mail according to Minnesota Rules, section 7200.3510.

Blanchette, Claire	LP3766
Muschewske, Robert	LP0040

P. Orud moved, seconded by R. David to approve the termination of license. Voting "aye": J. Leichter, S. Ward, P. Orud, C. Henley, R. David. Voting "nay": none. Abstention: C. Bonnell. There being five "ayes" and no "nays" motion carried.

## **9. ASPPB Telepsychology Task Force Update (Peachtree City, GA)**

A. Barnes attended the Association and State and Provincial Psychology Boards (ASPPBs) Telepsychology Task Force meeting from January 5 to January 7, 2012. The Task Force met on Friday, January 6, 2012 and examined issues pertaining to technology modes (video conferencing, e-mail, encryption, etc.) as presented by guest speakers versed in Information Technology (IT).

The Task Force spent a majority of its time on the jurisdictions models discussion and in conceptual development of how guidelines could be established for the practice of telepsychology across varied jurisdictions.

## **10. CE Variance Request**

Motion to approve or deny the SECOND request of LP2495 for a second time limited variance to complete continuing education requirements under Minnesota Rule 7200.3400 Subpart 2.

S. Ward moved, seconded by P. Orud to approve second request for a time limited CE variance. Voting "aye": S. Ward, P. Orud, C. Henley, R. David. Voting "nay": J. Leichter. Abstention: C. Bonnell. There being four "ayes" and one "nays" motion carried.

## **11. Adjournment**

S. Ward moved, seconded by P. Orud, that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 11:05 a.m.

Respectfully submitted,

PATRICIA STANKOVITCH, PsyD, LP  
Board Secretary