

# **MINNESOTA BOARD OF PSYCHOLOGY**

## **Minutes of the 421<sup>th</sup> Meeting**

**June 18, 2010**

**Members Present:** M. Fulton, T. Thompson, J. Wolf, G. Jensen, S. Hayes, C. Bonnell, J. Brown, T. Nguyen-Kelly, and S. Ward

**Members Absent:** None

**Others Present:** A. Barnes, Executive Director, N. Hart, Assistant Attorney General

### **EXECUTIVE SESSION**

On the recommendation of the Complaint Resolution Committee, the Minnesota Board of Psychology adopted the following actions:

1. Adopted a Stipulation and Consent Order in the Matter of the License of Judith Marayelle, M.S.Ed., applicant for licensure which requires Marayelle to arrange and enroll in an individualized remedial professional training course and restricts her ability to practice independently. Marayelle shall practice in a group setting shall seek supervision as directed in the Order.
2. Granted the petition of Cynthia Haakana, Ph.D., LP, LP1056, to remove the conditions and restrictions on her license and issue an Order of Unconditional License.

### **PUBLIC SESSION**

Board Chair, G. Jensen, called the public session of the meeting to order at 9:40 a.m., in the Psychology Board Conference Room at 2829 University Avenue Southeast, Minneapolis, Minnesota, and a quorum was declared present.

#### **1. Approval of the Minutes of the Board Meeting of May 14, 2010.**

S. Hayes moved, seconded by M. Fulton, to approve the minutes of the May, 14, 2010 board meeting. Voting "aye": M. Fulton, T. Thompson, J. Wolf, S. Hayes, C. Bonnell, T. Nguyen-Kelly, J. Brown. Voting "nay": none. Abstention: S. Ward. There being seven "ayes" and no "nays," motion carried.

## **2. Administrative Matters**

### **a. Executive Director's Report**

#### **Budget Report**

The Governor's proposed 3% cut of health licensing board's (HLBs) operating budgets did not pass. Rather, there will be a \$591,000 transfer from the special revenue fund to the general fund in FY2010. The Minnesota Board of Psychology's (Board's) portion of this amount is either: \$42,114.11 or \$36,127.87, depending on the calculation option selected. The Board discussed the two options presented by the Administrative Services Unit (ASU) personnel and directed the Executive Director to continue to support the original option selected which requires all Boards to pay their allocated portion, regardless of the existence of a special revenue fund surplus.

Additionally, based on prior statutory requirements, \$6,000,000 will be transferred from the special revenue fund to the general fund in FY2011. The Board's portion of this is \$436,846.33 under either option, as the statutory language requires that it be calculated *only* from HLBs with a positive balance in the special revenue fund.

A. Barnes reported on the Minnesota Office of Enterprise Technology (OET's) legislative proposal that an electronic (e-licensing) system for a "one-stop shop" for the issuing of business and professional licenses be created through a secure single point of entry (*See* Minn. Stat. 16E.22) In summary, for the next six years, a 10% surcharge will be assessed on every new application and renewal application received at the health licensing boards to fund the initiative. This surcharge affects all business, commercial, professional, or occupational licenses. This charge will be \$50.00 for LPs, and \$25.00 for LPPs, and has, up until recently been paid for by transferring monies from the HLB special revenue fund. Effective **August 2, 2010**, the Board will be moving to collect this surcharge directly from licensees. G. Jensen indicated the importance of acknowledging that the Board has been paying this on behalf of licensees and at this point based on the current economic climate, and state of the budget, is no longer able to do so.

FY 2010 will close on June 30, 2010. As of June 9, 2010, the Board had \$76,918.25 to carry forward into FY2011. This amount must be budgeted and allocated to cover the following expenditures, not accounted for in the original FY2011 budget: repairs and maintenance, IT Professional Technical services, computer systems and services (GLS database projects and technical support plan), full staffing, and completion of the rules.

Estimates are being obtained for costs associated with the rules process anticipated to occur in August or September. Quotes have been requested from GLS to determine the cost of the new database maintenance plan (GL Simple), and the anticipated expense of the ongoing online

project completion, along with basic necessities such as remedying the mailing list, updating the system, in part, to allow for collection of the OET Surcharge (adding a new revenue source code), and other basic fixes needed for day to day operation.

A. Barnes reported on the current status of the online renewal project. Specifically, in the original FY2011 budget, the US Bank processing fees charged to licensees who renew online was planned to be absorbed by the Board. \$25,000 was budgeted for this purpose. Plans have been made to change the system to move this cost to the licensees utilizing the system. This requires a project to be created by GLS and will delay online renewal minimally.

While the \$76,918.25 carry forward amount from FY2010 will likely be adequate to cover the needs of FY2011, along with the above stated modifications, the Board will likely need to request an increase to our allocation to continue into FY2012.

### **Staffing**

Kelly Finn-Searles, Office Administrative Specialist, a part-time temporary employee, joined the board staff on June 7, 2010. Kelly is formerly from Saint Bernard's School and DHS. Kelly is working on special projects for the Executive Director and is a great asset to the team.

OAS and AED positions are currently under consideration, with the AED position having priority.

### **Office Relocation Project**

A. Barnes reported that Board staff are relocating into different office space to allow for a single consolidated licensure office at the end in the former office manager office. Based on increased staffing numbers shared office space is mandatory for some board staff members and will be completed in the next several weeks.

### **GL Solutions**

The single contract with GL Solutions (formerly "GL Suite) was completed and is now available for use. This single contract allows for easy contracting for projects and simplifies the project and enhancement process with a one-time fee service plan that includes projects and tasks based on the number of licensed users of the system.

Current projects with GLS include: Online renewal and verifications (in final testing phase, delayed based on US Bank issues); OET Surcharge modifications; LPP modifications; mailing list and query modifications; and US Bank user fee modification.

**b. Rules Committee Update**

A. Barnes provided copies of the most recent draft of the proposed permanent Rules Relating to Licensure Requirements as received from the Office of the Revisor of Statutes. Budget planning was conducted to determine the cost of completing the rules in late Fall 2010. The amounts necessary to complete the rules process were estimated between \$15,000.00 to \$20,000.00. N. Hart advised that the process should continue to move forward, that all impediments to the promulgation of the Board's rules had been removed, and the anticipated date for rule completion was November or December of 2010.

**c. Application Review Committee (ARC) Report.**

G. Jensen, Chair of the Application Review Committee (ARC) reported that at the June meeting the Application Review Committee (ARC) processed files as usual and noted fewer files are being returned to applicants to missing items or clarification due to staff efficiencies. Under current practice, Board staff interact with applicants and deficiencies are remedied before presentation to the ARC. Staff assistance is increasing efficiency and reducing the number of time needed for deserving applicants to move forward in the process. With respect to special projects, G. Jensen reported that the ARC continues to work on clarification of the Core Course Grid with an eye toward the proposed rules of licensure.

J. Brown and G. Jensen raised a topic for discussion regarding endorsement for licensure for individuals with seeking re-licensure following disciplinary conduct with the Board. N. Hart advised that adopting a blanket policy for all applicants in a situation would be problematic and advised against such a practice. N. Hart also indicated that the proper route for these concerns would be through modification of the rule or on a case by case basis as determined by the Complaint Resolution Committees (CRCs).

**3. Waivers/Variances—CE Variance Report.**

Under its delegated authority, Board staff and the Executive Director approved each of the following licensees for a six-month time-limited variance to complete requirements for continuing education (CE). Each licensee has submitted the required CE plan in compliance with Minn. R. 7200.3400, subp. 2:

Dawson, Joy H., Ph.D, LP	LP1138	05/31/10
Dittrich, Constance L., MA, LP	LP3987	05/31/10
May, Susan Reynolds, MA, LP	LP4043	06/30/10
Miller, Judith R., MA, LP	LP3100	05/31/10
Pengelly, Earlyn D., MA, LP	LP1114	05/31/10

#### **4. Licensure**

##### **a. Licensure as a Licensed Psychologist.**

The Application Review Committee moved that the applicants listed below be granted licensure as Licensed Psychologists based upon doctoral degrees, having performed successfully on both parts of the examination and having fulfilled the requirements of Minn. Stat. section 148.907, subdivision 2. Voting “aye”: M. Fulton, T. Thompson, J. Wolf, S. Hayes, C. Bonnell, T. Nguyen-Kelly, J. Brown, S. Ward. Abstain: G. Jensen. Voting “nay”: none. There being eight “ayes” and no “nays,” motion carried.

Berryhill, Jeffrey, Ph.D.

Buford, Brian, Ph.D.

Cohen, Susanne, Ph.D.

Fallon, Jennifer, Ph.D.

Gildner, Jennifer, Ph.D.

Kollman, Angela, Psy.D.

Jacoby, Scott, Ph.D.

Nippoldt-Baca, Lisa, Psy.D.

Paulson, Adrienne, Ph.D.

Steward, Jason, Ph.D.

Swift, Carrie, Psy.D.

##### **b. Re-Licensure**

Applicant 09-146 was voluntarily terminated June 30, 1999. Applicant has met the requirements and paid all fees for re-licensure. The Application Review Committee moved the approval of Re-licensure of Applicant 09-146. Voting “aye”: M. Fulton, T. Thompson, J. Wolf, S. Hayes, C. Bonnell, T. Nguyen-Kelly, J. Brown, S. Ward. Voting “nay”: none. Abstention: G. Jensen. There being eight “ayes” and no “nays,” motion carried.

#### **6. Licensure Report**

##### **a. Conversion from Licensed Psychological Practitioner (LPP) to Licensed Psychologist (LP)**

Under its delegated authority, on June 2, 2010, the Application Review Committee approved the conversion of the following applicants from LPP to LP licensure. The Licensed Psychological

Practitioners listed below have complied with all of the requirements of Minnesota Statutes, section 148.907, subdivision 5.

Fuerst, Sarah, MA, LPP

McCann, Therese, MA, LPP

Scott, Celeste, MA, LPP

**b. EPPP Admission (APA Accredited Programs)**

Under its delegated authority, Board staff approved the following applicants who attended APA accredited programs, be admitted to the Examination for Professional Practice in Psychology (EPPP).

09-124	09-220	09-213	07-186	09-216	09-156
09-119	09-127	09-186			

**c. PRE Admission (APA Accredited Programs)**

Under its delegated authority, Board staff approved the following applicants who attended APA accredited programs be admitted to the Professional Responsibility Examination (PRE).

09-173	09-217	09-223	09-186	09-162	09-070
--------	--------	--------	--------	--------	--------

**d. EPPP Admission (non-APA Accredited Programs)**

Under its delegated authority, the Application Review Committee approved the following applicant who attended a non-APA accredited program be admitted to the Examination for Professional Practice in Psychology (EPPP).

07-112

**7. Termination of License for Non-Renewal**

C. Bonnell moved, seconded by T. Thompson, to approve the termination of license of the licensees listed below who failed to renew. Licensees were properly notified by certified mail according to Minnesota Rule 7200.3510. Voting "aye": M. Fulton, T. Thompson, J. Wolf, S. Hayes, C. Bonnell, T. Nguyen-Kelly, J. Brown, S. Ward. Voting "nay": none. Abstention: G. Jensen. There being eight "ayes" and no "nays," motion carried.

Boyum, Janice M.      February 28, 2010      LP3944

**10. Other Business**

**11. Adjournment.**

M. Fulton moved, seconded by T. Thompson that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 12:00 p.m.

Respectfully submitted,

SUSAN WARD  
Board Secretary