



Counselor, Social Worker & Marriage and Family Therapist Board

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To: CSWMFT Board
From: Brian Carnahan
Date: January 8, 2015
Re: Board Update

Below are the planned meeting times and locations.

Thursday, January 15, 2015

Executive Committee – Executive Director’s Office at 8:15 a.m.

CPSC – CPSC Conference Room–9:00 a.m.

SWPSC – SWPSC Conference Room – 9:00 a.m.

MFTPSC – MFT Conference Room – 9:00 a.m.

Investigative Liaison Meeting – 11:00 a.m. – Mr. Hegarty’s office

CEU Committee – 3:00 p.m. – 4:00 p.m. – Break Room

Friday, January 16, 2015

Executive Committee – Executive Director’s Office at 8:15 a.m.

CPSC – SWPSC Conference Room– 9:00 a.m.

SWPSC – CPSC Conference Room – 9:00 a.m.

MFTPSC – MFT Conference Room – 9:00 a.m.

Board Meeting – LeVeque Tower 15th Floor Petroleum Board – 1:00 p.m.

Updates

Board Appointments

Erin, Chrissy, and Charlie were reappointed to the Board. Please welcome Lisa Habermusch to the Board. Lisa was appointed to the Social Work PSC late in December. Lisa is an LISW-S who works in the Wooster area. There are four remaining vacancies – 2 MFT PSC members, 2 public members (MFT and SW). The Boards and Commissions staff are working to identify additional Board members.

Web Site

We continue to make changes and improvements to the web site, including adding a page of important links. Paula Broome continues to add board member bios. If you have not yet sent Paula your bio, please do so soon.

eLicense 2.0 (“Versa”)

Boards and Commissions that use the current eLicensing system are working with the DAS Office of Information Technology to explore additional solutions. At this point, we are not going to be implementing a new technology solution in the immediate future. Our current system, while lacking in some functionality, will be able to meet the needs of staff and licensees until a new system is in place.

Office Space Update

We learned several weeks ago that the owners of the LeVeque Tower wish to begin remodeling the space we occupy as part of their plans for a new hotel. They will not be renewing our lease. The plan at this point is for the Board to move back to the Riffe State Office Tower on High Street. While this is a big change, it does place us closer to many of the offices and people the Board works with regularly. I have selected a floor plan that DAS Real Estate will begin putting into formal plans. I think it uses the space available productively, while giving us much of what we need, including two dedicated conference rooms and a third workspace that can function as meeting space on Board meeting days. The next steps will involve selecting refurbished workspaces.

Newsletter

A Newsletter is planned for February, provided there is enough news to share. Board members are welcome to contribute articles. I would also welcome any suggested articles or information to share.

Wallet Cards

Owing to the cost of the paper, and the fact that licenses can be verified online, we are recommending we eliminate the printing of wallet cards. While this will represent a significant change for licensees, it makes sense given the cost involved and the fact that more and more information is available online.

Articles

Doug Warne and I submitted an article on how to work with the Board to NASW-Ohio for its winter newsletter. Tracey Hosom and I submitted an article to Social Work Today on common mistakes professionals make that lead to the loss of their license. They plan to use the article in the February online version of the magazine.

Potential New/Revised Rules

- **OAC 4757-5-03(D):** Counselors, social workers, and marriage & family therapists shall not engage in a personal virtual (social media driven) relationship with clients. Licensees who engage in social media driven relationships with ex-clients shall use best clinical judgment in determining whether to enter into this new relationship and the new relationship must not be exploitative toward the ex-client.
- **OAC 4757-5-02(D)(5):** Counselors, social workers, and marriage & family therapists, shall explain the required limitations of confidentiality imposed by a mandating authority when working with clients who have been mandated for counseling services. Licensees shall also explain what type of information and with whom that information is shared prior to the beginning of counseling. The mandated client has the right to refuse services and the licensee shall, to the best of their ability, explain the consequences possibly imposed by the mandating authority of refusing the counseling services.
- **4757-19-06** - Consider removing good standing with college or university from temporary license requirements (Rationale: we are encountering applicants who have not received a diploma owing to tuition or fee balances)

Budget Report

Approximate revenue (7-1-14 through 1-5-15) is \$677,181.

CSWMFT Board Disbursements - FY2015				
Account	CSWMFT Projected & Actual Expenses Expense Title	FY 2015 Projected	FY 2015 Current	Balance
513500	UNEMPLOYMENT COMPENSATION	\$ 164.44	\$ -	\$ 164.44
513602	AMFTRB & AASCB & ASWB CONFERENCES	\$ 3,947.40	\$ -	\$ 3,947.40
514900	AASCB, ASWB & AMFTRB MEMBERSHIP	\$ 3,300.00	\$ 1,250.00	\$ 2,050.00
514903	COLLEGE ACCREDITATION PUBLICATION	\$ 75.00	\$ 75.00	\$ -
514905	SURVEY MONKEY & HANNAH SUBSCRIPTION	\$ 1,250.00	\$ 250.00	\$ 1,000.00
515502	HEARING OFFICERS RC 119	\$ 160.00	\$ 3,760.00	\$ (3,600.00)
515503	COURT REPORTER	\$ 204.00	\$ 548.00	\$ (344.00)
515509	SUBPOEANA DELIVERY	\$ 50.00	\$ -	\$ 50.00
521101	OFFICE SUPPLIES & EQUIPMENT	\$ 4,924.95	\$ 1,098.23	\$ 3,826.72
521105	DATA PROCESSING SUPPLIES & EQUIP	\$ 1,050.33	\$ -	\$ 1,050.33
521106	SOFTWARE PURCHASES	\$ 540.97	\$ -	\$ 540.97
522503	PARKING CONTRACT	\$ 550.00	\$ 1,015.00	\$ (465.00)
523600	OAKS TRAVEL - BOARD MEMBERS	\$ 16,283.57	\$ 6,786.00	\$ 9,497.57
523600	OAKS TRAVEL - STAFF	\$ 14,103.22	\$11,847.13	\$ 2,256.09
524201	CABLE INTERNET & VoIP SERVICE	\$ 7,000.00	\$ 3,503.00	\$ 3,497.00
526103	FORTIS & SCANNER MAINT	\$ 349.00	\$ -	\$ 349.00
526105	SHREDDING SERVICE	\$ 750.00	\$ 330.00	\$ 420.00
526121	COPYING MACHINE SERVICE	\$ 2,150.00	\$ 807.19	\$ 1,342.81
526701	PRINTER MAINTENANCE	\$ 1,166.07	\$ 246.00	\$ 920.07
527202	ITEMS IN STORAGE RENTAL	\$ 726.85	\$ 307.31	\$ 419.54
527301	OFFICE RENT	\$ 45,204.00	\$33,903.00	\$ 11,301.00
529201	AUDITOR OF STATE	\$ 11,000.00	\$ 3,541.36	\$ 7,458.64
529201	OBM - SHARED SVCS - TRAVEL PROCESSING	\$ 2,082.50	\$ 710.50	\$ 1,372.00
529201	IT SERVICES - EMAIL- ROUTER- ETC	\$ 207.69	\$ -	\$ 207.69
	Insurance for Office	\$ 206.34	\$ -	\$ 206.34
	Real Estate Fee	\$ 519.85	\$ 429.44	\$ 90.41
	Telephones	\$ 284.22	\$ -	\$ 284.22
	Printing	\$ 14,900.00	\$11,133.00	\$ 3,767.00
529201	CENTRAL SERVICES AGENCY - FINANCE & HR	\$ 36,418.92	\$18,102.54	\$ 18,316.38
529201	PRESORT MAIL POSTAGE	\$ 5,200.00	\$ 2,307.82	\$ 2,892.18
529201	DAS COMPUTER USAGE	\$ 19,969.83	\$ 1,385.16	\$ 18,584.67
	eLicensing Support	\$ -	\$ -	\$ -
	Router - Internet access	\$ -	\$ -	\$ -
	eLicensing Cost	\$ -	\$ -	\$ -
	Computer Usage & Email	\$ -	\$ -	\$ -
529214	ETHICS COMMISSION & JLEC (Lobby) FEES	\$ 2,010.00	\$ -	\$ 2,010.00
537500	BANK CHARGES CREDIT CARD	\$ 17,800.00	\$11,131.00	\$ 6,669.00
	ELICENSE2 IMPLEMENTATION	\$ 3,337.10	\$ -	\$ 3,337.10
	MISCELLANEOUS EXPENSES	\$ 57.46	\$ 664.14	\$ (606.68)
531103	VoIP INFRASTRUCTURE & PHONES	\$ -	\$ -	\$ -
595602	OTHER REFUNDS	\$ 60.00	\$ 255.00	\$ (195.00)
	Total Projected to Spend FY 2015	\$217,839.27	\$92,323.67	\$125,515.60
	*Total Non-Payroll Appropriation	\$266,219.00	\$92,323.67	\$173,895.33

Active Licensees (1/5/15)

Report generated on 1/5/2015 at 8:50:46 AM

Credential Prefix	Credential Subcategory	Credential Status	Count
C (LPC)		ACTIVE	3502
C		ACTIVE IN RENEWAL	337
C		ACTIVE IN RENEWAL - PAID	7
C		FAILED TO RENEW - PAID	2
C	CR	ACTIVE	1231
C	SUPV	ACTIVE	224
C	SUPV	ACTIVE IN RENEWAL	18
C	SUPV	ACTIVE IN RENEWAL - PAID	1
C	TEMP	ACTIVE	6
C	TRNE	ACTIVE	632
E (LPCC)		ACTIVE	2100
E		ACTIVE IN RENEWAL	203
E		ACTIVE IN RENEWAL - PAID	4
E	SUPV	ACTIVE	2609
E	SUPV	ACTIVE IN RENEWAL	296
E	SUPV	ACTIVE IN RENEWAL - PAID	12
F (IMFT)		ACTIVE	147
F		ACTIVE IN RENEWAL	16
F	SUPV	ACTIVE	47
F	SUPV	ACTIVE IN RENEWAL	4
F	SUPV	ACTIVE IN RENEWAL - PAID	1
I (LSW)		ACTIVE	2565
I		ACTIVE IN RENEWAL	222
I		ACTIVE IN RENEWAL - PAID	1
I		FAILED TO RENEW - PAID	1
I	SUPV	ACTIVE	5044
I	SUPV	ACTIVE IN RENEWAL	415
I	SUPV	ACTIVE IN RENEWAL - PAID	17
M (MFT)		ACTIVE	130
M		ACTIVE IN RENEWAL	14
M	TEMP	ACTIVE	1
M	TRNE	ACTIVE	17
S (LSW)		ACTIVE	14815
S		ACTIVE IN RENEWAL	1627
S		ACTIVE IN RENEWAL - PAID	35
S		FAILED TO RENEW - PAID	4
S	TEMP	ACTIVE	1
S	TRNE	ACTIVE	517
W (SWA)		ACTIVE	451
W		ACTIVE IN RENEWAL	77
W		ACTIVE IN RENEWAL - PAID	1



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STATE OF OHIO

COUNSELOR, SOCIAL WORKER AND MARRIAGE AND FAMILY THERAPIST BOARD

January 16, 2015

Chairperson, Mr. Steve Polovick, at the LeVeque Tower, 50 West Broad Street, Columbus, OH, convened the regular meeting of the Board at 1:05 p.m. on January 16, 2015. Dr. Otha Gilyard, Ms. Maureen Cooper, Ms. Margaret Knerr, Dr. Alan Demmitt, Dr. Terri Hamm, Ms. Erin Michel, Dr. Carl Brun, Dr. Christin Jungers, Ms. Lisa Haberbusch, Ms. Mary Venrick and Ms. Stephanie McCloud. Staff present: Mr. Brian Carnahan, Mr. Bill Hegarty, Ms. Patricia Miller, Ms. Tracey Hosom, Ms. Paula Broome, Mr. Doug Warne, Ms. Rhonda Franklin and Ms. Margaret-Ann Adorjan. Also present: Ms. Melissa Wilburn, AAG and Mr. Ryan Baldrige, Columbus State Community College.

- I. Discussion and approval of agenda with modifications. Dr. Jungers moved to accept the agenda, seconded by Ms. Cooper. Carried.
- II. Dr. Brun moved to accept the November 21, 2014, full Board minutes, seconded by Ms. Venrick. Carried.

Mr. Polovick welcomed new board member Ms. Haberbusch, LISW-S, to the Social Work Professional Standards Committee and to the Board.

Mr. Polovick thanked Ms. Adorjan and Mr. Miller for their hard work on the E-licensing system. Mr. Carnahan will give an update on the move of the Boards office.

III. Executive Director Report presented by Mr. Carnahan:

Mr. Carnahan reported:

1. Ms. Michel, Dr. Jungers, and Ms. Knerr have been re-appointed to the Board. There are two vacancies in the MFTPSC and one vacancy for a

public member on the SWPSC. Hopefully new appointments will be made by the March board meeting.

2. Thanked the board members for submitting their bio's for the board's website.
3. A delay in the E-licensing system has occurred; the company hired is not meeting the states expectations so other options are being pursued. Ms. Adorjan and Mr. Miller have spent a good deal of time on learning the new system.
4. The Leveque Tower is turning a number of the floors into a hotel so the board's location will be moving to the Vern Riffe at 77 South High Street, 24th floor. The current lease at the Leveque runs through June of this year. Hope to have the committee meetings still held in the office. New or refurnished cubicles are being purchased to replace the twenty plus year old current furnishings. No down time is anticipated. If additional funds are needed for the move a request will be submitted to the Controlling Board.
5. A proposal to discontinue wallet cards was discussed in the Committees.
6. Mr. Polovick added the new office location can be visited, the Vern Riffe is a beautiful building. Id badges will be needed to enter the building without having a search of any items being carried. Mr. Carnahan stated a Starbucks has been added to the 19th floor which is somewhat of a perk.

IV. Investigative Report presented by Mr. Hegarty:

Mr. Hegarty reported:

1. Thanked staff, Liaisons, Mr. Brady whose term expired.
2. Thirty-two new cases, 2014 had the most cases since 2009.
3. Competency is the complaint most received, then sexual allegations.
4. A hearing is scheduled for the March meeting.

V. Legal Update by Ms. Wilburn:

1. No pending litigation.
2. Three scheduled discipline hearings and two potential hearings are to be scheduled.
3. Mr. Hegarty explained why some cases go in front of a hearing officer instead of the Board. Hearing Officer, Ms. Shamansky puts a report together which then goes to the Board for review and a decision. This cuts back on travel and time instead of having board members travel to the board office.

VI. Marriage and Family Therapist Professional Standards Committee Report was presented by Ms. Knerr:

Ms. Knerr reported:

1. Thanked Ms. Adorjan for all her hard work.
2. Denied four licenses via the Goldman process.
3. Approved six exam requests, denied one and requested additional information on two others.
4. Licensed nine IMFT's, seven MFT's and there are fifty-six IMFT-S designations in the state. A rule change on supervision and hours needed was made.
5. The customer service policy from Mr. Carnahan was reviewed and approved.
6. Reviewed rules regarding social media, confidentiality, calculations of hours in degree programs and the specific hours needed.

VII. Counselor Professional Standards Committee Report was presented by Dr. Hamm:

Dr. Hamm reported:

1. Licensed seventy-one PC's, thirty-four PCC's.
2. A hearing was held on Thursday, a CT status was denied based on a felony conviction.
3. CPSC approved eliminating wallet cards.
4. Rule change discussed; decided to leave "good standing" and go on a case by case instead of language change, more discussion in March.
5. Goals for 2015 discussed including continuing education issues going to the CE Committee instead of forming another committee.
6. Reviewed applications and continuing education.

VIII. Social Worker Professional Standards Committee Report was presented by Dr. Brun:

Dr. Brun reported:

1. Licensed one-hundred and fifteen LISW's, one hundred and eighty-six LSW's and five SWA's.
2. A hearing officer report by Ms. Shamansky was reviewed.
3. A discussion took place on current trends and treatments in the social work field.
4. NASW report was given.
5. Consent agreements and a Goldman hearing were reviewed.
6. Approved the discontinuation of wallet cards.

IX. Committee Reports

Executive Committee – Mr. Carnahan

1. Received a number of comments from the outside on continuing education requirements in Ohio, possibly a topic for the Advisory Committee. Challenges need to be met by all the committees as a representative of one board. The Advisory Committee is not a board or an association.
2. Dr. Demmitt asked if this committee would make decisions and the answer was decisions would be made by the Board.
 - Ms. McCloud stated if the thirty hours aren't meaningful then do away with the requirement, the continual pull is frustrating to watch.
 - Ms. Hosom stated full disclosure of participants on the Advisory Committee and their comments be available.
 - Ms. Knerr stated the Board has a standard and that needs to be kept, it is not too high of a standard. The Board needs to stand together to support the standard.
 - Dr. Hamm asked if the role of the Advisory Committee will be to set standards, Mr. Carnahan stated no, it is to look at the content out there and what is actually useful.
 - Dr. Brun stated that the content is the problem, keeping the focus on this and providing evidence being used and its role in the licensees practice needs to be shown.
 - Ms. Haberbusch stated medical information is in question.
 - Dr. Jungers suggested looking at job descriptions to help with appropriate content.
 - Mr. Carnahan added programs can always be offered but ceu's not awarded.
 - Dr. Hamm questioned whether a second committee will add more confusion and problems to the already existing ones.
 - Ms. Michel added the committee would only collect information.
 - Ms. McCloud added topics that effected licensees might not count as ceu's for your profession.
 - Dr. Jungers stated topics could relate to on the job training but not specific to a licensees scope of practice.
 - Mr. Hegarty added he has heard comments of the Board not keeping with current or trending issues.
 - Dr. Brun stated the Board needs to keep up to date with the profession.
 - Mr. Polovick reinforced the Board will still make the decisions. Mr. Carnahan will make the decision on the committee participants.
 - Ms. Miller added if the large organizations and associations are on the committee an agenda is already set. If excluding board members it should also exclude the associations and larger organizations too. The committee needs to be licensees who are not affiliated with any group but

out in the work force as a licensee speaking about what their needs are and not an agencies.

Mr. Carnahan stated it would be difficult to exclude them.

Ms. Miller stated that a pre-agenda will be already set.

Mr. Polovick added the more discussion taking place the more uncertainly of having such a committee.

Mr. Carnahan suggested a survey approach.

Ms. Knerr stated it will be good to hear from others in the trenches.

Mr. Polovick stated for Mr. Carnahan to keep the board updated.

CEU Committee – Ms. Knerr

1. Welcomed Ms. Haberbusch to the Board and CEU Committee.
2. Ms. Broome gave an audit report including statistics. Discussed the non-disciplinary fee as also a failed audit. If the fee is not paid the licensee will not be able to renew in two years.
3. Ms. Miller brought up making sure all board members were aware ceu's can be earned for conferences they are sent to as representatives of the board.
4. The topic of staff presenting and the keeper of records was discussed.
5. Discussed sign-in sheets at large conferences.

Investigations Ad Hoc Committee - Mr. Hegarty

Discussed the challenges of monitoring.

X. Old Business:

None

XI. New Business:

1. Ms. McCloud moved to discontinue wallet cards, seconded by Ms. Venrick. Carried.
2. Ms. Franklin reported there are over two-hundred people waiting for the inactive status which is now called escrow.
3. Ms. Knerr stated the MFTPSC will review supervision hours needed to leave the escrow status.
4. Dr. Hamm stated the rules need to specify how many hours of supervision are needed by each committee.
5. Ms. Knerr thanked the Board and staff for their input on the evaluation for Mr. Carnahan, the feedback was good showing a positive impact from Mr. Carnahan.
6. Mr. Carnahan stated the Customer Service Standard is required by law and is available on the website. The last version was approved in 2012, some modifications were made. Dr. Jungers moved to

accept the Customer Service Standards with modifications, seconded by Ms. Venrick. Carried.

Mr. Polovick stated it was a good board meeting with good discussions. Thanked everyone and we'll see you in March.

XII. Adjourned: 2:20 PM

A handwritten signature in blue ink, appearing to read "Steve Polovick", with "MS/LSW" written in smaller letters to the right of the signature.

Board Chair

Mr. Steve Polovick, MS, LSW