



## ***Counselor, Social Worker & Marriage and Family Therapist Board***

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**To:** CSWMFT Board  
**From:** Brian Carnahan  
**Date:** 9-12-2014  
**Re:** Board Update

Below are the planned meeting times and locations. Please note the Board meeting will be held at 2:00 p.m. as the result of having to move the date of one of the public hearings for the package of H.B. 232 rule.

### **Thursday September 18, 2014**

Executive Committee – Executive Director’s Office at 8:00 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.

CEU Committee – 1:00 p.m.

### **Friday September 19, 2014**

Executive Committee – Executive Director’s Office at 8:00 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.

Public Hearing – HB 232 Rules –LeVeque Tower 15<sup>th</sup> Floor Petroleum Board - **1:00 p.m.**

Board Meeting – LeVeque Tower 15<sup>th</sup> Floor Petroleum Board – **2:00 p.m.**

### **Transition**

I would like to thank Jim Rough for his willingness to spend a week with me sharing key insights into how he has led the CSWMFT Board. I believe I can be more effective as a result of the transition week. I appreciate the support of the Search Committee throughout the transition. The staff has been incredibly welcoming. I appreciate the hard work and diligence of the professionals on this team. Their patience and willingness to put up with my questions and requests is much appreciated as well. I look forward to learning more about and contributing to

other aspects of the Board's operations now that critical tasks such as the budget have been completed.

**Updates**

**Board Appointments**

Jim Rough submitted a request to the Governor's office concerning Board appointments. If have followed up and been assured they are aware of the need to fill and/or re-nominate several positions.

**eLicense 2.0 ("Versa")**

The new licensing system may go active in November. This Board may not be one of the first four boards. The current contractor is reluctant to make changes to the system to accommodate the new MFT designations. Therefore, we may not roll out eLicense 2.0 until after the first of the year. Margaret Ann and Andy continue to work closely with several other Board, DAS IT staff, and the vendor, on testing the system.

**Rules in Process:**

- HB-232 passed/signed and is effective 7/10/2014. One public hearing will be held on 9-16, the other will be held on 9-19 before the Board meeting.

<b>Rule #</b>	<b>Title</b>	<b>Comments</b>	<b>PSC</b>
4757-1-05	License Fees	Delineates fees associated with new inactive status – see rule 4757-7-03	All
4757-3-01	Definitions	Addition of MFT trainee and social functioning definitions	All
4757-7-01	Renewal of license or certificate of registration. In five year rule review - removed	Updates rule for new licensing system changes. Modifies to incorporate changes for active duty members and veterans per statute changes to Section 5903.10 & 5903.12	All
4757-7-03	Inactive status of license; restoration.	Implements new inactive status that allows an individual to maintain a license without CE with process to restore the license to active. Licensees may not work under this status and must renew.	All
4757-11-01	Denial, and disciplinary action for licenses or certificates of registration issued by the counselor, social worker, and marriage and family therapist board.	Adds "licensed" to PC & PCC references and adds MFT trainee. CE Program and CE Provider registrants included by statute change are included in current language.	All
4757-13-01	Education requirements for admission to the examination for licensed professional counselor.	Changes education requirements to automatically accept CACREP clinical mental health, clinical rehabilitation and clinical addiction counseling programs. Removes 20 semester hours of clinical	CPSC

		content and requires clinical coursework in each area specified by CPSC statute.	
4757-13-03	Requirements for licensure as a licensed professional clinical counselor.	Adds "licensed" to PCC. Refers to changes in 4757-13-01 for educational requirements. Adds requirement for five years of clinical experience for endorsement.	All
4757-13-07	Counselor program approval.	Modifies Counselor Program preapproval process in light of CACREP accreditation requirement for Ohio programs by 1/1/2018.	CPSC
4757-13-09	Counselor trainee.	New rule replacing language in 4757-17-01 to institute CT per section 4757.10 of the ORC. No significant change to requirements.	CPSC
4757-17-01	Counseling supervision.	Removes CT paragraphs. Modified paragraph (F)(2) to reflect changes from 6 to 3 supervision hours for PCC-S licensees.	CPSC
4757-19-05	Social worker trainee.	Major re-write to implement clear authority and document current requirements.	SWPSC
4757-25-08	MFT trainee.	Implements MFT trainee for master's level MFT students.	MFTPSC

### Ohio Administrative Code changes ~ Rules:

#### Five Year Rule Review – 2014

The rules below were filed. The public hearing is scheduled for 1:00 PM on October 7.

Rule #	Title	Date Due	PSC
4757-01-02	Notice of board meetings	9/20/2014	All
4757-01-04	Applications of first licensure	9/20/2014	All
4757-01-05	License fees	9/20/2014	All
4757-01-07	Fines	9/20/2014	All
4757-03-01	Definitions	9/20/2014	All
4757-03-02	Abbreviations and titles	9/20/2014	All
4757-05-10	Standards of ethical practice and professional conduct: reporting unethical actions	6/11/2014	All
4757-05-11	Standards of ethical practice and professional conduct: change of name and/or address	6/11/2014	All
4757-06-01	Reports prepared for court review	9/20/2014	All
4757-06-02	Summary suspension	9/20/2014	All
4757-07-02	Practice with expired license or certificate of registration is prohibited	9/20/2014	All
4757-09-01	CE requirements for renewal of a MFT or IMFT license	9/20/2014	MFTPSC
4757-09-05	Approval of CPE programs required for renewal of licenses issued by the board	9/20/2014	All
4757-09-06	Sources of continuing professional education	9/20/2014	All
4757-11-01	Denial and disciplinary action for licenses or certificates of registration	9/20/2014	All
4757-11-02	Impaired practitioner rules	9/20/2014	All
4757-25-01	Education requirements for admission to the examination for MFT.	9/20/2014	MFTPSC
4757-25-02	Marriage and family therapist examination policy	9/20/2014	MFTPSC

4757-25-03	Requirements for licensure as a marriage and family therapist	9/20/2014	MFTPSC
4757-25-04	Requirements for licensure as an independent marriage and family therapist	9/20/2014	MFTPSC
4757-25-05	Temporary marriage and family therapist license	9/20/2014	MFTPSC
4757-25-06	Endorsement of a marriage and family therapist license	9/20/2014	MFTPSC
4757-25-07	Approval of applications for marriage and family therapist licenses	9/20/2014	MFTPSC
4757-27-01	Scope of practice of a marriage and family therapist	4/10/2014	MFTPSC
4757-27-02	Scope of practice of an independent marriage and family therapist	4/10/2014	MFTPSC
4757-29-01	Marriage and family therapy supervision	4/10/2014	MFTPSC
Additional rules sent out for comment and to be filed with the 5 year rules: 4757-5-14 will wait for further review unless a decision is made at the July meeting to go forward.			
	Standards of ethical practice and professional conduct: clients/consumers of Services.	12/17/2017	
4757-5-02			ALL
4757-5-14	Standards of ethical practice and professional conduct: supervisory relationships.	New rule	ALL
	Approval of continuing professional education programs required for renewal of licenses and certificates of registration issued by the board.	5/31/2019	
4757-9-05			ALL

### **Budget**

The 2016-2017 biennium budget was due on 9-17. The overall budget has remained stable. A request of a modest increase in appropriation to cover higher health care costs was included in the budget. Based on past performance and a growing licensee base, the budget should be sufficient to ensure the Board is able to meet all of its obligations.

### **FY2014 Audit**

Auditor of State Yost's team identified no audit issues during the recently completed financial audit. A letter indicating such, closing the audit, was sent the Board. An invoice for the audit is being processed for payment.

### **ORC 4757.13 – License Display**

This section requires posting of licenses. The Board had questions from an agency whose licensees work in the community. They have 160 licensees, but they don't work in the home office. How do they post the licenses? We discussed rather than hang 160 wall certificates on the wall that they put a sign in the lobby saying here are our licensees and have a notebook with the online license lookup document for each as a simple way to meet the requirement.

Does this require a rule or can we accomplish this by policy? What constitutes a license? We tend to think of it as the wall certificate, but that is out of date after two years. The online verification is primary verification of the license.



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### **STATE OF OHIO**

### **COUNSELOR, SOCIAL WORKER AND MARRIAGE AND FAMILY THERAPIST BOARD**

**September 19, 2014**

Chairperson, Mr. Steve Polovick, at the LeVeque Tower, 50 West Broad Street, Columbus, OH, convened the regular meeting of the Board at 2:00 p.m. on September 19, 2014. Dr. Otha Gilyard, Mr. Timothy Brady, Ms. Margaret Knerr, Dr. Thomas McGloshen, Dr. Alan Demmitt, Dr. Terri Hamm, Ms. Jennifer Brunner, Ms. Erin Michel, Dr. Carl Brun, Dr. Christin Jungers, Ms. Mary Venrick and Ms. Maureen Cooper. Absent: Ms. Stephanie McCloud. Staff present: Mr. Brian Carnahan, Ms. Patricia Miller, Ms. Tracey Hosom, Ms. Tammy Tingle, Ms. Paula Broome, Mr. Doug Warne, Ms. Rhonda Franklin and Ms. Margaret-Ann Adorjan. Also present: Ms. Melissa Wilburn, AAG, Ms. Jessica Sato, Columbus State Community College (CSCC), Mr. Matt Paylo, OCA, Ms. Devon Candy, CSCC, Ms. Amber Yeck, CSCC, Ms. Janitia Green, CSCC, Mr. Steve Fox, CSCC, Ms. Olivia Jackson, CSCC, Mr. Scott Rupp, CSCC, Ms. Amy Humphrey, CSCC, Mr. Ron Hall, CSCC, Ms. Sara Griggs, OSU, Ms. Debbie Kelly, CSCC, Ms. Paige Stretton, OU, Ms. Stephanie Curtis, OU, Ms. Vanessa Vandermark, OU, Ms. Myrna Avilla, CSCC, and Ms. Jessica Sata, CSCC.

Mr. Polovick welcomed the new Executive Director, Mr. Carnahan to the Board. Mr. Carnahan is the fourth director the Board has had and replaces Mr. James Rough who retired to California to spend more time with his grandchildren. The Search Committee chaired by Ms. Knerr is now the Transition Committee. Thanked Ms. Knerr for her hard work on the Search Committee. Mr. Polovick stated Ms. Knerr is the Committee Chair for the MFTPSC, Dr. Hamm is the Committee Chair for the CPSC, Mr. Brady the Committee Chair for the SWPSC and Mr. Polovick the Board Chair.

Mr. Carnahan comes from the Ohio Housing Finance Agency and is pleased to be a part of the Board and is looking forward to the future.

Mr. Polovick welcomed all guests.

Mr. Polovick reported two board members terms are coming to an end, Dr. McGloshen from the MFTPSC and Mr. Brady from the SWPSC. A framed proclamation was presented to each of the board members. Dr. McGloshen enjoyed his time on the Board, Ms. Adorjan does a great job, enjoyed working with Mr. Rough and is pleased with the hiring of Mr. Carnahan. He will not be returning to fill his seat until a re-appointment is made, he feels appointments need to be made quicker and hopes by not returning it will promote this. Mr. Brady is grateful for helping with the profession of social work and meeting so many dedicated and passionate people helping the profession. Appreciated the opportunity to be a board member. Thanked everyone.

- I. Discussion and approval of agenda. Ms. Knerr moved to add 4757-1-08 and discussion of staff and board travel, seconded by Dr. Gilyard. Carried.

Ms. Knerr reported on an update of 4757-1-08 regarding military families and support with dealing with continuing education. Dr. Gilyard moved to file this rule, seconded by Dr. McGloshen. Carried.

Ms. Knerr moved to approve Mr. Polovick and one other staff person to attend the ASWB conference, seconded by Ms. Cooper. Carried. The board members expenses are paid by ASWB.

Ms. Knerr moved to send Mr Carnahan to the FARB conference in early October 2014, seconded by Ms. Brunner. Carried. Mr. Carnahan stated it was a good conference to attend with regulatory board information. Ms. Wilburn added that she had previously attended and the information was good information for Ohio.

- II. Dr. Jungers moved to accept the July 18, 2014, full Board minutes, seconded by Dr. Gilyard. Carried.

**III. Executive Director Report presented by Mr. Carnahan:**

**Mr. Carnahan reported:**

1. Thanked everyone, Search Committee and the Board. The staff is a great team of professionalism and has received e-mails of the Boards great service. Nice to be a part of a team that has such success.
2. Ms. Adorjan and Mr. Miller continue to work on the implementation of e-licensing. The CSWMFTB is one of the first boards to test the system.
3. A public hearing for HB 232 was held with no attendees or comments received. The 5 year review hearing is scheduled for 10/7/2014, no opposition is expected.
4. The budget was submitted to OBM with no significant changes.
5. The 2014 Board audit was clear with no findings.

6. Ms. Broome has been working hard on the new board website and a presentation will be given later in the meeting.
7. A budget report will be distributed in November, exploring the details on both the budget and licensee report.
8. Mr. Carnahan was one of eight individuals selected to mediate in the pilot of the State Employee Assistance Program Mediation Program. Requesting the Board approve up to two days a month for mediation, a commitment was made prior to his hiring. The mediation will usually involve two colleagues in a workplace environment. The mediation does not interfere with any other disciplinary proceedings. The first mediation has not been set yet. Mr. Polovick stated the Board was aware of this when hiring Mr. Carnahan. Ms. Cooper stated two days a month seemed like too much time out of the office and prefers one day a month. Mr. Carnahan asked for flexibility and will try to have mediations in town. Ms. Brunner stated if the mediation goes into personnel records does not want the Board connected. Ms. Knerr wants to revisit this issue and the Transition Team already had this on their agenda.

#### **IV. Investigative Report presented by Ms. Tingle:**

##### **Ms. Tingle reported:**

1. Distributed the statistics for cases and complaints.
2. The number of cases is increasing.
3. Sixty-one new cases, forty-five social workers and sixteen counselors.
4. The investigators continue to travel.
5. Most of the complaints are received from the Cleveland and Cincinnati area. Improper renewal, competency and boundary violations are the violations most found.
6. It takes about an average of 64 days to close a case.
7. Ms. Knerr acknowledged Ms. Hosom's hard work.
8. The first Facebook consent agreement was a few years ago involving a therapist putting comments about clients on Facebook. The licensee was disciplined.
9. Working on the rule regarding media with clients.

#### **V. Legal Update**

##### **No Report**

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

**Ms. Knerr reported:**

1. Licensed three IMFT's, three MFT's, approved one individual to take the licensure exam and denied one exam request.
2. Thanked Dr. Gilyard for filling in as the public member for the committee.
3. Thanked Mr. Carnahan for his hard work.
4. Approved one temporary license and one consent agreement.
5. Attended the AMFTRB conference.
6. Congratulated Ms. Adorjan on being elected to the National AMFTRB as the Ohio representative.

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

**Dr. Hamm reported:**

1. Approved one hundred and forty-three PC's, forty-four PCC's.
2. Two Goldman hearings.
3. Reached a decision to not have a rule on Peer Consultation and will approve continuing education on a program by program basis.
4. Proposing that Board Members are given three CEU's for ethics for the year. This will be on the Executive Committee agenda for November.
5. Welcomed Mr. Carnahan to the Board.

**VIII. Social Worker Professional Standards Committee Report was presented by Mr. Brady:**

**Mr. Brady reported:**

1. Approved one hundred and forty-five LISW's, four hundred and fifty-one LSW's, and fifteen SWA's.
2. Investigators Report.
3. Closed ten cases reviewed by Mr. Brady and Ms. Brunner.
4. Approved consent agreements, three Goldman hearings, denied one supervision hardship request.
5. Reviewed correspondence from Ms. Lampl on Integrated Care and other correspondence.
6. Discussed the definition of counseling. Is an LPC the same as an LSW in regard to counseling. Interesting discussion.
7. CEU Task Force worked on relationship with NASW, discussion took place but not at a point to make a motion.
8. Welcomed Mr. Carnahan to the Board.

9. Ms. Brunner did not complete the MOU (memo of understanding) and requested Ms. Wilburn write the document. Reported a brief synopsis of the Task Force meeting. A motion will be made in the SWPSC to extend the completion of the MOU for sixty days.

## **IX. Committee Reports**

### **Executive Committee – Mr. Polovick**

1. Reported the transition with the new director and staff is going well.
2. Clarified some rule issues.

### **CEU Committee – Dr. Demmitt**

1. Mr. Warne reported on his supervision webinar.
2. Ms. Broome gave an audit report.
3. Ms. Miller requested clarification on some continuing education issues.
4. Ms. Franklin requested clarification on some renewal issues.

A Peer to Peer Supervision program is being offered by Individual, Couple and Family Therapy, LLC, no opposition was voiced.

The question as to whether CEU's would be awarded to board members is a CEU Committee or Executive Committee topic. Mr. Polovick responded it can be discussed with any committee. Mr. Polovick gave some history of being a board member regarding receiving CEU's for your term, Ms. Cooper stated that was Mr. Polovick's opinion. Ms. Knerr motioned to take this issue to the Executive Committee, seconded by Ms. Cooper. Carried.

Ms. Wilburn cautioned that discussing board business outside of an actual meeting can make it a public meeting. Sending an e-mail to okay something is fine but cautioned against an e-mail discussion. Dr. Hamm asked if a board member is not able to attend a meeting then can the information be e-mailed. The answer is yes as long as a discussion does not take place.

### **Investigations Ad Hoc Committee**

No updates.

**X. Old Business:**

1. Ms. Knerr asked if Mr. Warne's webinar is available. Mr. Warne will send the links and outline to the board members. No funding was needed as NASW set the webinar up.
2. Mr. Polovick asked if there is an actual Electronic Therapy Committee. This is on hold so no meetings have taken place, this will be discussed at the November meeting. Ms. Knerr and Ms. Venrick volunteered to be on the Committee.
3. Mr. Carnahan presented the new website and Ms. Broome went over the website abilities. Ms. Adorjan acknowledged Ms. Broome's hard work on the website and the great effort she has put into this project.
4. Mr. Polovick stated the staff has many skills not being used in the past and it was great to see Ms. Broome using her skills on the website.
5. Mr. Carnahan reported he will be working on the Newslink starting next week. Ms. Franklin stated the Newslink previously went out in the Spring and Fall. Mr. Polovick discussed sending it out more frequently and complimented Ms. Hosom on her articles.

**XI. New Business:**

None

Mr. Polovick thanked everyone and requested they leave quietly.

**XII. Adjourned: 3:20 PM**



Board Chair

Mr. Steve Polovick, MS, LSW