



**Examining Board of Psychology
Meeting Minutes**

May 29, 2015

Location:

Department of Health
20425 72nd Ave. S.
Building 2, Suite 307
Kent, WA 98032

Board members present:

Timothy Cahn, Ph.D., Chair
Shari Roberts, Public Member
Dick Gidner, Public Member
Rachaud Smith, Psy.D.
Brendon Scholtz, Ph.D.
Elizabeth Kunchandy, Ph.D.
Janet Look, Ed.D.
Ruby Takushi, Ph.D.

Board members absent:

Leslie Cohn, Ph.D.

Staff members present:

Kim-Boi Shadduck, Program Manager, Office of Health Professions and Facilities, (OHPF)
Sonia Ferguson, Program Support, OHPF
Nancy Tyson, Executive Director, OHPF
Joanne Miller, Credentialing Lead, Office of Customer Service

AAG present:

Jack Bucknell, Assistant Attorney General

Others present:

Dr. Lucy Homans, Washington State Psychological Association (WSPA)

On May 29, 2015, the Examining Board of Psychology (board) met at the Department of Health, 20425 72nd Ave. S., Building 2, Suite 307, Kent, WA 98032. Notice of the meeting was published on the psychology profession [website](#). Notice was sent to the psychology Listserv.

Open session – 9:06 a.m.

1. Call to order – Timothy Cahn, Ph.D., Chair

Dr. Cahn called the meeting to order at 9:06 a.m.

1.1 Approval of agenda

The agenda was approved and accepted as written.

1.2 New member

Dr. Timothy Cahn announced Ms. Betty Moe has left her position for another within the Department of Health. He hopes she will be at the next meeting so the board can thank her for her years of service. Dr. Cahn also has good news, Ms. Kim-Boi Shadduck is the new program manager for the Examining Board of Psychology and she comes highly recommended by Ms. Nancy Tyson, executive director.

The board welcomed Ms. Shadduck.

Ms. Shadduck introduced herself and said she prefers to be called Kim-Boi, Boi or KB. She said she grew up in Washington, but was born in Vietnam. She graduated from the University of Washington with a bachelor of arts degree in sociology. She started working in the counseling field at Green Hill School with Juvenile Rehabilitation Administration (JRA). She went to Maple Lane School, then to the JRA Region 5 and 6 offices, while she graduated with a master of business administration degree from St. Martin's University. She moved to San Diego and worked in the pharmaceutical industry; she's been back in Washington for four years.

Ms. Tyson said Ms. Shadduck will take on Psychology, but she is in the process of hiring for the Chemical Dependency Program (CDP) manager.

1.3 Approval of the March 27, 2015 meeting minutes

Board members reviewed and approved the March 27, 2015 meeting minutes as presented.

1.4 Approval of the April 24, 2015 special meeting minutes

Board members reviewed and approved the April 24, 2015 special meeting minutes as presented.

1.5 Approval of ethics training on November 19, 2015

Dr. Cahn said he would like to move the September 24, 2015 ethics training to November 19, 2015 so there is more time to prepare. Dr. Cahn said he would be out of town, but that he also needs to train someone to take his place. He said that

Mr. Jack Bucknell and someone from the Office of Investigations, Ms. Shadduck, Ms. Tyson and Ms. Tammy Kelly will attend. Mr. Dick Gidner and Ms. Shari Roberts said they are available to sit on the panel. Dr. Cahn said this is a good thing; it gives people continuing education (CE's).

Dr. Lucy Homans said that the American Psychological Association (APA) Insurance Trust puts on full-day ethics programs that work for Washington State ethics courses. This is probably the last year it will do it in person as it will go to webinars.

2. Exam Review – Timothy Cahn, Ph.D., Chair

Ms. Shadduck walked the members through the exam content. Board members reviewed and started some test questions for Exam B.

3. Rules Scan -

The board decided to develop a sub-committee to review WAC 246-924. The members will be Ms. Roberts, Dr. Elizabeth Kunchandy, Dr. Cahn and Ms. Shadduck.

The board also decided that the intent of WAC 246-924-046(3) if applicants from APA-accredited programs will not be required to document practicum experiences.

5. Assistant Attorney General Report –

5.1 Updates

Mr. Bucknell did not have any updates on Citrix; just all members should have Citrix by November 2015.

Mr. Bucknell said in the meantime, any members doing board business via email should copy Ms. Shadduck and retain their emails. The member should create a folder titled “board business.” It is the sender’s obligation to retain the information, not the receivers; however, Ms. Shadduck will retain emails copied to her. The board members should also familiarize themselves with the department record retention schedules.

Ms. Tyson said the department would send an email out on June 2, 2015 regarding Citrix. Mr. Don Fernandes will be in charge of Citrix for board members. He will contact people to get a starter group together. Mr. Fernandes is working step by step on simple instructions.

6. Public Comment

Dr. Lucy Homans said under the state psychological association, the legislation is mandating reimbursement of telehealth enacted in either the end of June or the first of July. There is an analysis for the process at how complementary state law and APA guidelines are.

Dr. Rachaud Smith attended a conference on telehealth. He said that they are looking at how to handle confidentiality up front if people can't sign something because they are video conferencing. They may need to sign an agreement and send it through email.

Dr. Smith said right now the way the law is written, people can't conduct telehealth out of their homes. It must be conducted at a remote site.

Dr. Smith said that from the board's standpoint, whether it agrees with telehealth or not, it is here and standards need to be in place.

Dr. Homans said that colleagues want to provide service for clients who leave the state for short amounts of time. Is that all right as long as the client is a Washington State resident?

Dr. Cahn said it is the responsibility of psychologists licensed in Washington State to practice competently whether in-person or via telehealth.

Dr. Homans said her other item is Applied Behavior 5488. Under section 4 (4), the recommendation of a new member be a licensed provider such as a psychologist, mental health professional being able to treat mental health issues.

Dr. Homans said the committee made a recommendation and it took about a year to look it over. She said it's difficult using behavior applied techniques when working with mental disorders when you're treating autism or another disorder. She said it would be helpful to have a psychologist or licensed mental health professional sit in on the new advisory board when it get up and running.

Dr. Homans said that her committee worked hard on 1135, but that it died. It was a remediation bill. The biggest complaint was poor record keeping. She hopes the department will reinstate the bill next year.

7. Sub-Committee Work

Licensee Orientation Sub-Committee - Timothy Cahn, Ph.D., Elizabeth Kunchandy, Ph.D., and Dick Gidner, Public Member

Ms. Kunchandy joined the subcommittee.

Dr. Cahn said the group is planning the next ethics presentation in November and is looking at new ways to get the audience members to participate more. It is looking at conducting mock trials. Dr. Cahn said the sub-committee will meet with Ms. Shaddock via conference call to go through slides.

Examination Sub-Committee

Dr. Cahn made a motion to abolish the exam sub-committee, as the whole board goes through the exam applications as presented by the program manager.

- First request – applicant took the jurisprudence (JP) on April 22, 2015 and got an 84 and again on April 28, 2015 and got an 88. The board voted that the applicant needs to wait until on or after June 28, 2015 to retake the JP exam.
- Second request – applicant took EPPP on January 24, 2014 and received a 310 and took again April 27, 2015 receiving a 428. The board voted that the applicant could retake the test in six months, which would be October 27, 2015.

Telehealth Sub-Committee

Rachaud Smith, Psy.D., and Janet Look, Ed.D.

Dr. Cahn asked to be taken off the telehealth sub-committee.

Dr. Smith said the bill has passed opening the door to telehealth/telemedicine. He said he attended a conference for telehealth and they presented different scenarios. Dr. Smith said it was very interesting, but things about technology needed to be discussed. He said APA has some of its guidelines coming out and the HIPPA laws need to be watched.

Dr. Smith said people need to be competent in what they do.

If someone is from another city or state, standards need to be established up front.

Application Review Sub-Committee

Brendon Scholtz, Ph.D., Ruby Takushi, Ph.D., Leslie Cohn, Ph.D. and Rachaud Smith, Psy.D.

Dr. Cahn thinks all the members should do application review, not the public members, but the rest. He doesn't think it's fair to have one small group doing it. Dr. Cahn thinks it's beneficial and helpful to look over them.

Dr. Cahn thinks there should be more reviewing board members instead of four. He thinks it will take the pressure off.

Dr. Smith thinks having all the psychologists review applications is a good idea. He brought one in today to ask another psychologist's opinion. He said sometimes people have questions.

Ms. Shaddock said she gets three to five applications a week.

Dr. Smith said it makes sense to have everyone work on the applications, but to have a sub-committee to work on equivalencies.

Dr. Cahn said it's good for the newer members to have mentors.

Dr. Look said she would like to devote time in a meeting to do training on applications.

The application review is standardized and looks at the state's equivalency. There needs to be clarity on the role of the sub-committee. Mr. Bucknell said he would look into it and bring back what he finds to the next meeting.

Dr. Smith said he looks at an application and goes through it using a chart that Ms. Betty Moe had given him.

Dr. Cahn said Dr. Christine Guzzard had developed a manual for the application process. He expressed his heartfelt appreciation for her hard work and extraordinary service.

The board determined that the following states were equivalent:

- South Carolina
- Tennessee – Health Service Provider (HSP) designation only

The board determined that the following states were not equivalent:

- Indiana
- Florida

Dr. Cahn said there was still the possibility of the hybrid opportunity for Florida.

Communications Sub-Committee

Shari Roberts, Public Member and Kim-Boi Shadduck, Program Manager –

Mr. Bucknell asked if they had considered doing a list with names. Using names would help the public find out who is good or not. Mr. Bucknell thought it could be good because the department doesn't have a database to share with the public. He said if the board moves to do this, the information would need to show when the end date was for disciplinary action.

Dr. Cahn said he has been an advocate for publishing the information. He said the board serves the public. He would like to see a link attached below the name.

Dr. Smith said public records are there and they are public.

Ms. Roberts said it would be a powerful cautionary tale. Once the information is published in the newsletter, people will start reading it again.

Dr. Smith asked if it would increase psychologists' fees to insurance companies.

Dr. Look said if a complaint is brought to the board, it would already have been reported.

Dr. Cahn said that every year people sign an attestation.

Ms. Miller said the call center receives calls from insurance companies requesting information.

Dr. Cahn said when publishing the disciplinary information, it's not to embarrass anyone; it's to bring knowledge to the public.

Ms. Roberts said the board is very caring and mindful of whom it decides to investigate.

Mr. Bucknell said nursing and medical list the disciplinary numbers in their newsletters.

Dr. Cahn said he trusts Ms. Roberts to do the newsletter.

8. Sub-committee reports – Timothy Cahn, Ph.D., Chair – The sub-committee reports were reported as item seven.

9. Consent Agenda – Timothy Cahn, Ph.D., Chair

The items listed under the consent agenda (informational items) are considered routine matters and were approved without discussion upon approval of the agenda.

10. Management Reports

10.1 Office of Customer Service/Credentialing update – Ms. Miller said applicants were very excited about the jurisprudence exam (JP) being online.

Ms. Miller said all psychologist licenses have been issued within 14 days, so they are at 100 percent. She said the average length is five days.

Ms. Miller said her office is at 99 percent with issuing temporary permits within 14 days.

10.2 Credentialing statistics- Ms. Miller shared statistics.

At the end of April, there were 204 pending files, which mean there's a 25-day holding time. There are about 30 applicants to whom they are getting ready to send out letters asking them to make contact with the department.

10.3 Presentation of interim operating report – Ms. Shadduck went over the operating report. The current balance is \$1,294,643. Ms. Shadduck said there is about \$7,000 in the training budget. We want to spend as much of it as we can, or it could be reduced next biennium.

10.4 Present upcoming training CAC and FARB – Ms. Shadduck shared information on two different trainings, the 23rd Annual Federation of Associations of Regulatory Boards (FARB) Regulatory Law Seminar and the Citizen Advocacy Center, "Who's Smiling Now" training. She said to let her know if anyone is interested in attending either or both of the trainings.

Dr. Cahn, Dr. Scholtz, Ms. Roberts and Mr. Bucknell said they would look into attending the FARB training.

- 10.5 Business plan for the 2013-2015 biennium** – Ms. Shadduck said fees have been decreased.

Dr. Cahn said the board would prefer to hire someone to develop test questions.

- 10.6 Sexual misconduct rules update** – Ms. Tyson said there was nothing to report at this time.

- 10.7 Allowable coursework taken outside the doctoral degree granting program** – Ms. Shadduck said she is still learning the program and tabled this until the next meeting.

Ms. Shadduck did say she had one applicant who attended school in Mexico, but is licensed in the United Kingdom (UK).

- 10.8 Legislative update – Kim-Boi Shadduck, Program Manager**

Ms. Shadduck handed out a spreadsheet with all departments' bills on them. She said the bills are either active or dead.

Ms. Shadduck said she would email the telehealth bill 5175 to board members.

Ms. Tyson said the budget has not been resolved. There will be a second session. She received an email from Secretary John Weisman and he is actively working on a contingency plan. If there is no budget, something will be happening; possibly furlough days. Our department will be affected. Ms. Tyson said there will be more to come.

The applied behavior analyst (ABA) has passed; the department will be hiring a full time employee (FTE). The new position will be in our unit. With this passing, there will be three new credentials.

There will be a new board member orientation on Monday, June 22, 2015 and a BCC leadership meeting on Monday, July 20, 2015.

Ms. Marlee O'Neill sends her regrets for not being able to attend the meeting today. She would like some time on the agenda for the meeting in July.

- 11. Request for List and Labels – Timothy Cahn, Ph.D., Chair**

The board members reviewed and disapproved list and labels for Senior Connections.

12. Continuing Education (CE) Requests – Timothy Cahn, Ph.D., Chair

12.1 Board members approved a request for an indefinite waiver of the CE requirements giving applicant six months and suggesting they explore the retired active status.

12.2 Board members reviewed and approved a request for extension.

13. Future Agenda Items – Timothy Cahn, Ph.D., Chair

- Disciplinary training with Marlee O’Neill
- Application review training
- New RCW for telehealth

Dr. Cahn and Mr. Gidner said they will not be at the meeting in September.

Dr. Cahn suggested changing locations for the meeting in July. It was voted to change the meeting location to Tumwater for the July meeting.

Dr. Look presented a mock case.

14. Adjournment

2:39 p.m.

Submitted by:

Approved by:

Signature on file

Signature on file

Kim-Boi Shadduck, MBA, Program Manager
Examining Board of Psychology

Timothy Cahn, Ph.D., Chair
Examining Board of Psychology