



**Examining Board of Psychology  
Meeting Minutes**

**July 24, 2015**

**Location:**

Department of Health  
243 Israel Road S.E.  
Town Center 3, Room 224  
Tumwater, WA 98501

**Board members present:**

Timothy Cahn, Ph.D., Chair  
Leslie Cohn, Ph.D.  
Rachaud Smith, Psy.D.  
Brendon Scholtz, Ph.D.  
Elizabeth Kunchandy, Ph.D.  
Janet Look, Ed.D.

**Board members absent:**

Dick Gidner, Public Member  
Shari Roberts, Public Member  
Ruby Takushi, 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  
Debra Mendoza, Program Manager, OHPF  
Marlee O'Neill, Legal Services  
Nicole Kelly, Legal Services  
Don Fernandes, Special Projects, OHPF  
Kathy Schmitt, Deputy Director, OHPF  
Jennifer Herbrand, Deputy Credentialing Manager

**AAG present:**

Jack Bucknell, Assistant Attorney General

On July 24, 2015, the Examining Board of Psychology (board) met at the Department of Health, 243 Israel Road S.E., Town Center 3, Room 224, Tumwater, WA 98501. Notice of the meeting was published on the psychology profession [website](#). Notice was sent to the psychology Listserv.

**Open session – 9 a.m.**

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

Dr. Cahn called the meeting to order at 9:07 a.m.

**1.1 Approval of agenda**

The agenda was approved and accepted as written.

**1.2 Staff Updates**

Ms. Nancy Tyson said she was close to hiring for the health services consultant 4 (HSC4) position. The department would also be hiring another administrative assistant 3 to help fill in.

**1.3 Approval of the May 29, 2015 meeting minutes**

Board members reviewed and approved the May 29, 2015 meeting minutes as presented.

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

Ms. Kim-Boi Shadduck said it was her understanding that the board was approved to use \$75,000 to contract for a consultant to write the jurisprudence (JP) exam.

Dr. Cahn said a sub-committee should be formed to hire someone. The sub-committee members are Dr. Rachaud Smith, Dr. Cohn and Dr. Janet Look.

**3. Disciplinary Training – Marlee O'Neill, Legal Services**

Ms. Marlee O'Neill presented on the department's disciplinary process.

Ms. O'Neill said that a staff attorney is available to the board with disciplinary cases at any time.

Ms. O'Neill said the office uses the term complaint, but when it initially comes in it is a report. It doesn't turn into a complaint until the board says so. The report will go to complaint intake, then to case management team (panel). The board will assess the report to see if it needs to be moved forward. It has 21 days to do this.

If the report moves forward, investigators will put their plan together and go out to investigate. Sometimes the department will work with outside agencies to do this such as Labor and Industries (L & I), local law enforcement and Department of Social and Health Services.

Any new information the investigators gather will be brought back to the board.

Ms. O'Neill said that the case is not settled, there will be a settlement conference or hearing.

AAG Jack Bucknell is the board's legal advisor. AAG Kristin Brewer prosecutes Uniform Disciplinary Act cases against licensed psychologists. Marlee O'Neill, Nicole Kelly and

Michael Weisman are staff attorneys who assist the board with case review, document preparation, and settlement of Uniform Disciplinary Act cases.

If the board decides to suspend someone, it must use a statement of charges.

**4. Citrix Rollout – Don Fernandes**

Mr. Don Fernandes handed out packets to members. The packet included their tokens. The packets also contain the members' user name and password for Citrix.

Mr. Fernandes said his job is to take care of any issues that may arise with Citrix for the members. He said that Citrix allows the members access to the department's network through a secure firewall. Mr. Fernandes demonstrated how to log in Citrix using the token. He said when they first login, there will be an email from him. Mr. Fernandes asked if the members would email him back so he knows they received his email.

Mr. Fernandes said that members can use their token on any computer.

The reason to change to Citrix is for the department to go paperless and to ensure public records are retained on the agency network. Packets and any other information will now be emailed to members via Citrix.

**5. Public Comment**

There was no public comment.

**6. Sub-Committee Work**

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

Dr. Cahn said things were looking good for the ethics training coming up in November.

**Examination Sub-Committee**

- First request – applicant took the jurisprudence (JP) looking for six-month reconsideration; the applicant failed the exam twice. The board voted that the applicant needs to wait until October to retake the JP exam.
- Second request – applicant took EPPP and failed by four points. The board voted that the applicant could retake the test at the applicant's convenience, because it has been more than a year ago.

**Telehealth Sub-Committee**

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

Dr. Smith said they were still debating on how much is needed for guidelines. He said they don't want to get too specific. Dr. Smith said that the state of Ohio shows some points on what to do. He wondered if they should go by the board's ethical guidelines or take Ohio's and supplement on what is already there.

Dr. Smith said that American teleguide has recommendations, but it's more than he'd like to have.

Mr. Bucknell said the board has the authority to develop rules or amend existing rules to address telepsychology explicitly.

Dr. Cahn said the board wanted to wait to see what other states or the APA would do; the board didn't want to be the trailblazer. He said Ohio has created guidelines, not WACs or RCWs.

Dr. Smith said he would like the board to do something to ensure everything is going smoothly

#### **Application Review Sub-Committee**

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

The board determined that the following state is equivalent: vote 6-0

- North Dakota

The board determined that the following countries are not equivalent: vote 6-0

- Mexico
- United Kingdom (UK)

#### **Communications Sub-Committee**

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

Mr. Bucknell said he was asked to submit an article regarding mandatory HIV-AIDs reporting for the newsletter. He briefly addressed the substance of the article during the meeting, and noted that the information in the article was not legal advice and the readers would need to use their own legal counsel regarding specific issues or cases. He noted that local health departments are generally to whom reports should be made, and they do pre- and post-diagnosis and counseling.

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

8. **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.

**9. Management Reports**

**9.1 Office of Customer Service-Credentialing update** – Ms. Jennifer Herbrand said as of July 13, 2015 they had issued 105 pending files; they are at 99 percent of issuing within 14 days.

**9.2 Presentation of interim operating report** – Ms. Shadduck went over the operating report. The current balance is \$1,336,782. She said there will be fee reduction in January 2016.

**9.3 Update on FARB training and other trainings -**  
Dr. Cahn attended the Board-Commission/Committee Leadership meeting and talked about the first presentation from Dr. T. Gallagher.

Dr. Cahn, Dr. Brendon Scholtz and Mr. Bucknell will attend FARB.

Dr. Elizabeth Kunchandy said she would like to attend ASPPB in October.

**9.4 Sexual misconduct rules update** – CR 103 hearing will be November 20, 2015.

**9.5 Delegation of decision-making update forms** – Ms. Shadduck had updated forms for Dr. Cahn to sign.

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

The board members reviewed and approved list and labels request for Suncrest Counseling and Praxis Continuing Education and Training.

- Board member voted and approved indefinite waiver of CE with applicant signing affidavit stating they're not seeing patients and they are inactive.
- Board members reviewed and approved a request for extension.

**11. Future Agenda Items – Timothy Cahn, Ph.D., Chair**

Licensure application – Dr. Cahn

**12. Adjournment**

**3:30 p.m.**

Submitted by:

Approved by:

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

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