



**Examining Board of Psychology  
Meeting Minutes**

**September 25, 2015**

**Location:**

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

**Board members present:**

Janet Look, Ed.D., Vice-Chair  
Rachaud Smith, Psy.D.  
Brendon Scholtz, Ph.D.  
Ruby Takushi, Ph.D.

**Board members absent:**

Timothy Cahn, Ph.D., Chair  
Shari Roberts, Public Member  
Leslie Cohn, Ph.D.  
Elizabeth Kunchandy, 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  
Taylor Linke, Business Practice and Productivity

**AAG present:**

Jack Bucknell, Assistant Attorney General

On September 25, 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 – Janet Look, Ed.D., Vice - Chair**

Dr. Janet Look was unable to call the meeting to order. There was no quorum.

Mr. Jack Bucknell from the Office of the Attorney General office advised that no action could be taken except to call the meeting to order, to attempt to contact board members to obtain a quorum, to call a recess, or to adjourn the meeting because there was no quorum.

**2. Citrix Project – Taylor Linke**

Ms. Taylor Linke was presented some more information on Citrix.

Ms. Linke said she was brought on board to assist with Citrix. She said 30 days from today all correspondence to board members would be through Citrix. Ms. Kim-Boi Shadduck will send email reminders to board members to check their Citrix accounts.

Ms. Linke said in early October there will be frequently asked questions (FAQ) available and a call center available from 8 a.m. to 5 p.m. No action was taken by the board.

**3. Sub-committee break-out**

Attending members broke out into their sub-committees. No action was taken by the board.

**4. Adjournment**

**10:46 a.m.**

Submitted by:

Approved by:

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

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Janet Look, Ed.D., Vice-Chair  
Examining Board of Psychology