

**Minutes of the Meeting of the
Louisiana State Board of Social Work Examiners
March 22, 2013**

Lisa Lipsey, LCSW, Chairperson, called the meeting to order at 8:30 a.m. on Friday, March 22, 2013, in the conference room at the Board office located at 18550 Highland Road, Suite B, Baton Rouge, Louisiana. Emily Efferson, Administrator, and Regina Breaux, Administrative Assistant, were present for the entire meeting. Other individuals present for a portion of the meeting included Naomi Gates, Bradley Allison, Kellie Fuselier, Leigh Mansell, Crystal Brown, Angela Chelette, Marilyn Corona, Joycelyn Edwards, Rita Davis and Patricia Spears.

Carla Moore, LMSW, conducted roll call. Board members present at the time of roll call included John McBride, LCSW, Judith Haspel, LCSW, Michael Hickerson, RSW, Carla Moore, LMSW, and Lisa Lipsey, LCSW. Parker Sternbergh, LCSW, was absent from the meeting.

AGENDA

Motion was made by Michael Hickerson, seconded by John McBride and unanimously carried, to accept the agenda with the following revision: remove item 3b from the agenda.

PUBLIC COMMENTS

There were no comments from the public.

COMPLIANCE HEARINGS

Tiffany Williams

Ms. Williams requested a compliance hearing because her application was denied due to her affirmative answer on her RSW application. It also appeared from her the professional experience portion of her application that she has been practicing social work without a credential. Ms. Williams testified that the "fugitive" charge was the result of a moving traffic violation. She further testified that she has been completing comprehensive plans of care at Easter Seals. She also stated that she completed the same job duties while employed at St. Mary's.

Kim Ferguson

Ms. Ferguson requested a compliance hearing because she was offered a Consent Agreement and Order for practicing social work without a credential. Ms. Ferguson testified that she did not practice social work, she further stated that she was getting paid to read the policies and procedures for a Child Welfare Specialist 1 position with DCFS.

MINUTES of the meeting held February 15, 2013

Motion was made by John McBride, seconded by Carla Moore and unanimously carried, to accept the minutes of the meeting held February 15, 2013 as presented.

CORRESPONDENCE

LACSW

Motion was made by John McBride, seconded by Michael Hickerson and unanimously carried, to deny the request submitted by the LACSW to retroactively approve workshops that the LACSW approved during the time that their status as a preapproval organization expired.

Motion was made by Judith Haspel, seconded by John McBride and carried by majority vote, to approve the LACSW as a preapproval continuing education organization once they have provided the board office with evidence that they have sent the providers letters informing them that the LACSW had allowed their preapproval status lapse during the time that they approved their workshops. This motion was opposed by Michael Hickerson.

Mark Nienaber, LCSW

Mr. Nienaber asked the board if a supervisee dies with unsigned electronic progress notes, can her supervisor sign the notes for billing purposes. Members of the board advised Mr. Nienaber to review 111G (1),(2),(3), of the Rules, Standards and Procedures. He was also advised to contact the reimbursor to determine what they will accept.

Krishna Bailey, LMSW

Motion was made by John McBride, seconded by Carla Moore and carried by majority vote, to deny the request to waive the 90 day waiting period between taking an approved ASWB Examination. Michael Hickerson opposed the vote, and Judith Haspel abstained from the vote.

Jacqueline Whitmore, LMSW

Ms. Whitmore asked the board if it would be a violation for her to sign burial policies for residents at the nursing home which she is currently employed with as their Director of Social Services. Members of the board agreed that they were not given enough information to determine if this would be a violation. Ms. Whitmore was advised to avoid this practice and contact the agency's legal counsel. She was also advised to review 2717 A(10) and 2718 of the Louisiana Social Work Practice Act and 113A of the Rules, Standards and Procedures.

Gina Zulli, LCSW

Ms. Zulli asked the board if a LCSW can provide psychological testing, interpret the data, and compile written reports with the findings from the data. Ms. Zulli was referred to the scope of practice of a LCSW which is 2717A(5) of the Louisiana Social Work Practice Act and Rule 109A(2), 109C, and 109A(1), of the Rules, Standards and Procedures.

Emily Wicker, LMSW

Ms. Wicker asked the board if she is required to report an incident where she has a 16 year old female client that has informed her that when she was in 6th or 7th grade a friend of her brothers that was 16 or 17 at the time inappropriately touched her. Ms. Wicker was advised that the Louisiana Social Work Practice Act does not have a time limit to when an incident cannot be reported. She was further advised to review the Louisiana Children's Code, Healthcare Provider Law, 2718B(2) of the Louisiana Social Work Practice Act, as well as 107B and 115B(1,2) of the Rules, Standards and Procedures.

Shelly Johnson, LMW

Motion was made by Judith Haspel, seconded by John McBride and carried by majority vote, to deny Ms. Johnson's request to accept two hours of supervision for every 40 hours of practice. Michael Hickerson opposed the vote. Ms. Johnson was referred to LA R.S. 2708 that refers to supervision and 503(n) of the Rules, Standards and Procedures.

Giles Gilliam, LCSW

Mr. Gilliam submitted a letter to the Board expressing his concerns with CSWE approving totally "on-line" MSW programs. Members of the board expressed their concern with Mr. Gilliam and explained that they do not have any authority over the CSWE.

Aveline Lewis, LMSW

Ms. Lewis submitted a letter to the board asking if it would be a violation for her to provide services to a coworker. Ms. Lewis expressed that she did not feel that this practice would be in the best interest of her coworker. Members of the board agreed with Ms. Lewis and referred her to Rule 113B(6,9), of the Rules, Standards and Procedures.

Linda Phillips, LCSW

Ms. Phillips submitted correspondence to the board expressing her concern that CSWE now approves online social work programs, but the LABSWE does not allow all CEU's to be completed online. Members of the board explained that they do not have any authority over CSWE.

FINANCIAL

Motion was made by John McBride, seconded by Michael Hickerson and unanimously carried, to accept the financial report submitted by Susan Sevario, CPA, for the period ending December 31, 2012.

Motion was made by Judith Haspel, seconded by Michael Hickerson and unanimously carried, to accept the financial report submitted by Susan Sevario, CPA, for the period ending January 31, 2013.

Motion was made by Michael Hickerson, seconded by John McBride and unanimously carried, to accept the proposed budget for the fiscal year July 1, 2013 – June 30, 2014 as follows:

**Louisiana State Board of Social Work Examiners
Budget
July 1, 2013 – June 30, 2014**

Revenues		
LCSW	155 * \$100.00	15,500.00
LMSW	405 * \$75.00	30,375.00
RSW	205 * \$50.00	10,250.00
Retake Applications	400 * \$50.00	20,000.00
LCSW Renewals	3795 * \$75.00	284,625.00
LMSW/CSW Renewals	2465 * \$50.00	123,250.00
RSW Renewals	1225 * \$25.00	30,625.00
Enforcement Actions		20,000.00
Interest		2,000.00
Miscellaneous		8,000.00
Total		544,625.00

Total Revenues \$543,050.00

Other Assets

Cash in Checking	500,000.00	
Invested Funds	937,600.00	
Total		1,437,600.00

Total Other Assets \$1,437,600.00

TOTAL FUNDS \$1,982,225.00

EXPENSES

Salaries Total 141,000.00

Breaux 100%, Jones 100%, Efferson 65%,
Hoover 60%

Related Employee Benefits

Retirement (29.1% ER contribution)	41,031.00
Medicare Tax	2044.50
Er portion of life insurance (Pevey)	300.00
Health Ins (Efferson, Breaux, Jones, Hoover)	22,488.00

Other Postemployment Benefits	30,000.00	
Total		95,863.50

Total Salaries & Benefits \$236,863.50

Expenses/ Travel

Administrative (in-state mileage)	1,500.00	
Administrative (in-state other)	500.00	
Conference Regis. Fees (in-state)	2,500.00	
Board (in-state mileage)	8,000.00	
Board (in-state other)	1,000.00	
Administrative (out-state mileage)	500.00	
Administrative (out-state other)	5,000.00	
Conference Regis. Fees (out-state)	5,000.00	
Board (out-state mileage)	1,000.00	
Board (out-state other)	15,000.00	
Board Meeting Expense	10,000.00	
Total		50,000.00

Total Travel Expenses \$50,000.00

Expenses/ Operating

Advertising/Public Relations/CE	20,000.00	
Offerings		
Supplies	10,000.00	
Rent	44,274.00	
Printing	10,000.00	
Postage & Delivery	30,000.00	
Dues & Subscriptions	3,500.00	
Maintenance	3,000.00	
Insurance	1,000.00	
Bank Charges/Fees	20,000.00	
Telephone	3,000.00	
Security	1,000.00	
Equipment Rental	6,500.00	
Miscellaneous	1,500.00	
Total		153,774.00

Total Operating Expenses \$153,774.00

Professional Services

Accounting	2,400.00	
AG Representation	30,000.00	

Auditor	3,000.00	
ASWB	8,000.00	
Calligrapher	1,500.00	
Complaint Consultant	10,000.00	
Computer Consultants	20,000.00	
Continuing Education Consultant	10,000.00	
Impaired Professional Program	36,000.00	
Supervision Consultant	10,000.00	
Court Reporter	5,000.00	
Investigators	40,000.00	
Legal Counsel	30,000.00	
Newsletter	1,500.00	
Payroll	2,500.00	
Total		209,900.00

Total Professional Services \$209,900.00

Acquisitions

Computer Equipment	6,000.00	
Scanning Equipment/License Renewal	10,000.00	
Office Equipment/Other	15,000.00	
Total		31,000.00

Total Acquisitions \$31,000.00

TOTAL EXPENDITURES \$681,537.50

Total Available Funds over Expenditures \$1,300,687.50

Professional Service Contracts for fiscal year July 1, 2013 – June 30, 2014

Motion was made by Judith Haspel, seconded by John McBride and unanimously carried, to offer ASWB a contract for auditing continuing education at a rate of \$10.00 per audit and a maximum contract amount of \$8,000.00.

Motion was made by John McBride, seconded by Michael Hickerson and unanimously carried, to offer Corporate Security Consultants of LA d/b/a Investigations Unlimited a contract for investigating complaints at a rate of \$50.00 per hour plus expenses in accordance with the state's travel policy PPM73 and a maximum contract amount of \$25,000.00.

Motion was made by John McBride, seconded by Michael Hickerson and unanimously carried, to pay Tim Dyeson \$1500.00 to maintain the board's online open book examination.

Motion was made by John McBride, seconded by Judith Haspel and unanimously carried, to offer Jacqueline Shellington a contract to consult regarding complaints at a rate of \$80.00 per hour for professional services, \$20.00 per hour for travel, and maximum contract amount of \$10,000.00.

Motion was made by John McBride, seconded by Judith Haspel and unanimously carried, to offer Gina Orihuela a contract to consult regarding supervision at a rate of \$80.00 per hour for professional services, \$20.00 per hour for travel, and maximum contract amount of \$15,000.00.

Motion was made by John McBride, seconded by Judith Haspel and unanimously carried, to pay SMBgraphics \$30.00 per page and a maximum of \$1,500.00 for newsletter layout.

Motion was made by Michael Hickerson, seconded by John McBride and unanimously carried, to pay the Department of Justice \$125.00 per hour and a maximum of \$30,000.00 for legal services.

Motion was made by Michael Hickerson, seconded by Carla Moore and unanimously carried, to offer a contract to George M. Papale to serve a legal counsel at a rate of \$195.00 per hour and a maximum contract amount of \$30,000.00.

Motion was made by Judith Haspel, seconded by Michael Hickerson and unanimously carried, to use Computer Heaven to make the necessary website changes in preparation of the 2013-2014 renewal period which will begin June 1, 2013.

BOARD/STAFF ISSUES

FBI Audit Report

Regina Breaux reported to the board that the FBI audit for background checks was favorable. The LABSWE was not cited for any violations.

ASWB- Lisa Lipsey offered an appointment for committee

Lisa Lipsey was offered and accepted a position on the Regulation and Standards Committee for the ASWB.

ASWB- Carla Moore offered an appointment for committee

Carla Moore was offered and accepted a position on the Bylaws and Resolutions Committee for the ASWB.

Summary Report of Lapsed Licenses

Members of the board were provided with current statistics reflecting renewals for 2012-2013.

Behavioral Analysis Update

Emily Efferson informed board members that the bill to license Behavior Analysts will name the Psychology Board of Examiners as the regulatory board to oversee the licensing of BAs.

EXECUTIVE SESSION

Motion was made by John McBride, seconded by Michael Hickerson and unanimously carried, to go into Executive Session at 11:55 a.m. for the following reasons:

to discuss the character, professional competence, or physical or mental health of a person, provided that such person is notified in writing at least twenty-four hours before the meeting, and

to discuss prospective litigation.

Votes for going into Executive Session: John McBride, yes; Michael Hickerson, yes; Carla Moore, yes; and Judith Haspel, yes.

Motion was made by John McBride, seconded by Michael Hickerson and unanimously carried, to come out of Executive Session at 6:45 p.m. to make the following motions:

Contract Personnel Issue

Motion was made by Michael Hickerson, seconded by John McBride and unanimously carried, to terminate the private investigator contract with Reginald Bryant.

Motion was made by John McBride, seconded by Michael Hickerson and unanimously carried, to amend the contract with Investigations Unlimited to increase their contract limit to \$28,000.00.

Disciplinary Monitoring Report

Motion was made by Michael Hickerson, seconded by Judith Haspel and unanimously carried, to approve the disciplinary monitoring report as presented.

Motion was made by Michael Hickerson, seconded by Carla Moore and unanimously carried, to grant Lesa Sharkey, LCSW, a 90-day extension to submit payment of her fine.

Motion was made by Michael Hickerson, seconded by Carla Moore and unanimously carried, to send Alecia Ybos, LCSW, certified notification that she has ten days to submit evidence that she is in compliance with her Consent Agreement and Order.

Motion was made by John McBride, seconded by Michael Hickerson and unanimously carried, to grant Greta Brooks-Sorrell, RSW, an extension to submit payment of her fine. She will be required to make monthly payments of \$100.00 for ten months beginning May 1, 2013.

New Complaints

Motion was made by Michael Hickerson, seconded by Carla Moore and unanimously carried, to accept **Complaint #2013-112** and send to investigation for possible violation of Rule 117A and LA R.S. 2717A (2),(7),(11).

Motion was made by Michael Hickerson, seconded by Carla Moore and unanimously carried, to accept **Complaint #2013-113** and to request a written response from the respondent addressing the allegations along with copy of their contract regarding billing practices.

Motion was made by Michael Hickerson, seconded by John McBride and unanimously carried, to accept **Complaint #2013-114** and send to investigation for possible violation of Rule 113B(3) and LA R.S. 2717A (4),(5),(11).

Motion was made by Michael Hickerson, seconded by John McBride and unanimously carried, to accept **Complaint #2013-115** and to request a written response from the respondent addressing the allegations.

Motion was made by Michael Hickerson, seconded by John McBride and unanimously carried, to accept **Complaint #2013-116** and send to investigation for possible violation of Rule 117A and LA R.S. 2717A (7).

IPP Monitoring Report

Motion was made by John McBride, seconded by Carla Moore and unanimously carried, to accept the IPP Monitoring Report as presented.

Motion was made by Judith Haspel, seconded by John McBride and unanimously carried, to deny the request submitted by **AH-11** to return all therapy notes. Members of the board have requested that legal counsel draft and send the response.

Motion was made by John McBride, seconded by Michael Hickerson and unanimously carried, to send certified notification to **JD-09** informing him that he will no longer be monitored by the IPP because he has allowed his license to lapse.

Pending Complaints

Motion was made by Judith Haspel, seconded by Carla Moore and unanimously carried, to set a hearing for **Administrative Complaint #2012-112** for June 14, 2013.

Motion was made by Judith Haspel, seconded by John McBride and unanimously carried, to dismiss **Complaint #2013-02** for failure to rise to a level of a violation of the Rules, Standards and Procedures and the Louisiana Social Work Practice Act.

Motion was made by John McBride, seconded by Judith Haspel and unanimously carried, to dismiss **Complaint #2013-12** for failure to rise to a level of a violation of the Rules, Standards and Procedures and the Louisiana Social Work Practice Act.

Motion was made by John McBride, seconded by Michael Hickerson and unanimously carried, to dismiss **Complaint #2013-17** for failure to rise to a level of a violation of the Rules, Standards and Procedures and the Louisiana Social Work Practice Act.

Motion was made by Michael Hickerson, seconded by John McBride and unanimously carried, to dismiss **Complaint #2013-18** for failure to rise to a level of a violation of the Rules, Standards and Procedures and the Louisiana Social Work Practice Act.

Motion was made by Michael Hickerson, seconded by John McBride and unanimously carried, to dismiss **Complaint #2013-19** for failure to rise to a level of a violation of the Rules, Standards and Procedures and the Louisiana Social Work Practice Act.

Members of the board received an update from the respondent in **Complaint #2013-27** and have requested that she submit official documentation upon completion of her program.

Motion was made by Michael Hickerson, seconded by Carla Moore and unanimously carried, to send the respondent in **Complaint #2013-38** a letter recommending that he apply for a license to avoid an injunction suit. Respondent will be offered a Consent Agreement and Order once the application has been submitted for working without a credential.

Motion was made by Michael Hickerson, seconded by Carla Moore and unanimously carried, to send the respondent in **Complaint #2013-39** a letter recommending that she apply for a license to avoid an injunction suit. Respondent will be offered a Consent Agreement and Order once the application has been submitted for working without a credential.

Motion was made by John McBride, seconded by Carla Moore and unanimously carried, to dismiss **Complaint #2013-46** because there is no evidence of a violation of the Rules, Standards and Procedures and the Louisiana Social Work Practice Act.

Motion was made by Michael Hickerson, seconded by Carla Moore and unanimously carried, to send the respondent in **Complaint #2013-46(b)** a letter recommending that she apply for a license to avoid an injunction suit. Respondent will be offered a Consent Agreement and Order once the application has been submitted for working without a credential.

Motion was made by John McBride, seconded by Judith Haspel and unanimously carried, to dismiss **Complaint #2013-50** for failure to rise to a level of a violation of the Rules, Standards and Procedures and the Louisiana Social Work Practice Act.

Motion was made by Judith Haspel, seconded by John McBride and unanimously carried, to dismiss **Complaint #2013-61** for failure to rise to a level of a violation of the Rules, Standards and Procedures and the Louisiana Social Work Practice Act.

Motion was made by Judith Haspel, seconded by John McBride and unanimously carried, to dismiss **Complaint #2013-67** for failure to rise to a level of a violation of the Rules, Standards and Procedures and the Louisiana Social Work Practice Act.

Motion was made by Judith Haspel, seconded by John McBride and unanimously carried, to dismiss **Complaint #2013-68** for failure to rise to a level of a violation of the Rules, Standards and Procedures and the Louisiana Social Work Practice Act.

Motion was made by Judith Haspel, seconded by John McBride and unanimously carried, to dismiss **Complaint #2013-74** for failure to rise to a level of a violation of the Rules, Standards and Procedures and the Louisiana Social Work Practice Act.

Motion was made by John McBride, seconded by Michael Hickerson and unanimously carried, to dismiss **Complaint #2013-76** for failure to rise to a level of a violation of the Rules, Standards and Procedures and the Louisiana Social Work Practice Act.

Motion was made by John McBride, seconded by Michael Hickerson and unanimously carried, to dismiss **Complaint #2013-83** for failure to rise to a level of a violation of the Rules, Standards and Procedures and the Louisiana Social Work Practice Act.

Motion was made by John McBride, seconded by Michael Hickerson and unanimously carried, to close **Complaint #2013-84** because there is no evidence that respondent is currently practicing social work and to flag respondent's file to address violations of the Rules, Standards and Procedures and the Louisiana Social Work Practice Act should she reapply.

Motion was made by John McBride, seconded by Michael Hickerson and unanimously carried, to dismiss **Complaint #2013-89** for failure to rise to a level of a violation of the Rules, Standards and Procedures and the Louisiana Social Work Practice Act.

Motion was made by John McBride, seconded by Michael Hickerson and unanimously carried, to dismiss **Complaint #2013-94** for failure to rise to a level of a violation of the Rules, Standards and Procedures and the Louisiana Social Work Practice Act.

Renewal Applications

Motion was made by John McBride, seconded by Judith Haspel and carried by majority vote, to deny the renewal application for **Claude Montegut, LMSW**. Mr. Montegut has been offered a Compliance Hearing. Michael Hickerson was recused from the vote.

Motion was made by John McBride, seconded by Michael Hickerson and unanimously carried, to approve the renewal application submitted by **Brian Applewhite, LMSW**.

Motion was made by John McBride, seconded by Michael Hickerson and unanimously carried, to deny the renewal application for **Brandi Coulter, MSW**. Ms. Coulter has been offered a Compliance Hearing.

Applications

Motion was made by Michael Hickerson, seconded by Carla Moore and unanimously carried, to deny the application submitted by **Deloris Cole**. Ms. Cole has been offered a Level 4 Consent Agreement and Order for working without an active credential.

Motion was made by John McBride, seconded by Carla Moore and unanimously carried, to deny **Michaleen Delapp**. Ms. Delapp has been offered a Level 2 Consent Agreement and Order for working without a credential.

Motion was made by John McBride, seconded by Michael Hickerson and unanimously carried, to deny the application submitted by **Antoinette Enclarde**. Ms. Enclarde has been offered a Level 4 Consent Agreement and Order for working without a credential.

Motion was made by John McBride, seconded by Michael Hickerson and unanimously carried, to deny the application submitted by **Leah Jenkins**. Ms. Jenkins has been offered a Level 4 Consent Agreement and Order for working without a credential

Motion was made by Michael Hickerson, seconded by John McBride and unanimously carried, to deny the application submitted by **Adrienne Magee**. Ms. Magee has been offered a Level 4 Consent Agreement and Order for working without a credential.

Motion was made by John McBride, seconded by Judith Haspel and unanimously carried, to deny the application submitted by **Jessica Strange**. Ms. Strange's application will be reconsidered once she has submitted corrected employment dates on her application.

Motion was made by John McBride, seconded by Judith Haspel and unanimously carried, to deny the application submitted by **Jennifer Trawick**. Ms. Trawick's application will be reconsidered once she has submitted corrected employment dates on her application.

Motion was made by John McBride, seconded by Judith Haspel and unanimously carried, to deny the application submitted by **Eugene Waddis, Jr.** Mr. Waddis' application will be reconsidered once he has submitted the completed employment section on his application to include addresses of his former employers.

Motion was made by John McBride, seconded by Judith Haspel and unanimously carried, to deny the application submitted by **Chavontaa Murray**. Ms. Murray has been offered a Level 1 Consent Agreement and Order for working without a credential.

Motion was made by Michael Hickerson, seconded by John McBride and unanimously carried, to deny the application submitted by **Lynn Chandler-Bolden**. Ms. Chandler-Bolden has been offered a Level 3 Consent Agreement and Order for working without a credential.

Motion was made by Judith Haspel, seconded by John McBride and unanimously carried, to deny the application submitted by **Eileen Winston**. Ms. Winston has been offered a Level 4 Consent Agreement for working without a credential.

Motion was made by Michael Hickerson, seconded by John McBride and unanimously carried, to deny the application submitted by **Miriam Vincent**. Ms. Vincent's application will be reconsidered once she has submitted corrected employment dates on her application.

Motion was made by John McBride, seconded by Michael Hickerson and unanimously carried, to approve the following applicants for registration as a **Registered Social Worker**:

Bridges-Mitchell, Desiree	Coleman, Leslie
Darby, Jerome	Duckworth, Erica
Gandy, Gale	Reynolds-Ivery, Tammy
Rodriguez, Gilberto	Justin-Alcindor, Fredora
Lee-Howell, Veronica	Meinke, Virginia
Smith, Krystle	

Motion was made by Judith Haspel, seconded by John McBride and unanimously carried, to approve the following applicants for the **Certified Social Worker** certification and to grant approval for the applicants to sit for the ASWB Masters examination for licensing as a **Licensed Master Social Worker**:

Baker, Chad	Cooper-Stanphill, Joni
Hamilton, Rebecca	Illarmo, Christina
Laugand, Cheroger	Matthews, Erica
Posey, Evan	Radcliff, Michael
Tarnowsky, Alixzandra	Verlander, N. Ann

Motion was made by John McBride, seconded by Michael Hickerson and unanimously carried, to approve the following applicants to sit for the ASWB Clinical exam for licensing as a **Licensed Clinical Social Worker**:

Bellazaire, Tammi	Bernard, Carroll
Bottoms, Leah	Glasscock, Jennifer
Hall, Monique	Hall, II, Olin
Melton, Kimberly	Nelson-Dooley-Swartz, Kate
Roussell, Laure	Tyson, Vanessa
Walker, Telley	

Motion was made by Michael Hickerson, seconded by Carla Moore and unanimously carried, to adjourn the meeting at 7:05 p.m.

Lisa Lipsey, LCSW
Chairperson

Carla Moore, LMSW
Secretary-Treasurer