

STATE BOARD OF PSYCHOLOGY OF OHIO

APPROVED SPECIAL MEETING/RETREAT MINUTES

NOVEMBER 3, 2012

MOHICAN STATE PARK LODGE, SOLARIUM A
PERRYSVILLE, OHIO

BOARD MEMBERS

President*: Suzanne LeSure, Ph.D., Licensee Member 2013

Secretary: Julie A. Harmon, Ph.D., Licensee Member 2014

Pam Mattson, Consumer Advocate Organization Representative Member 2012

Kathryn R. Shroder, Ph.D., Licensee Member 2013

Steven Keller, Consumer Advocate Member 2013

Victor McCarley, Psy.D., Licensee Member 2015

Alice Randolph, Ed.D., Licensee Member 2015

Kenneth Drude, Ph.D., Licensee Member, 2016

Vacant Consumer Advocate Member, 2016

STAFF/BOARD LEGAL COUNSEL PRESENT

Ronald R. Ross, Ph.D., Executive Director; Roger F. Carroll, Board Counsel

9:05AM MEETING CALLED TO ORDER BY DR. LESURE

DR. HARMON CALLED ROLL:

Dr. Harmon	Present
Mrs. Mattson	Absent (personal illness)
Dr. Shroder	Absent (family emergency)
Dr. LeSure	Present
Mr. Keller	Present
Dr. McCarley	Present
Dr. Randolph	Present
Dr. Drude	Present

APPROVAL OF SEPTEMBER 28, 2012 BUSINESS MEETING MINUTES

Dr. LeSure invited comments about the September 28, 2012 draft minutes distributed with the agenda. Other than the correction of one typographical error, the minutes were not subject to comment or changes. Dr. McCarley made a motion to approve the minutes as corrected; Mr. Keller second.

A vote was taken:*

Aye: Dr. Drude; Dr. McCarley; Dr. Randolph; Mr. Keller; Dr. Harmon

Nay: None

Abstain: None

The motion carried.

Dr. LeSure provided an overview of the agenda, highlighting a need to reserve substantial time for Executive Session to discuss in detail the oral examination items and responses.

- 1) **Topic Generation for Updated Strategic Plan.** The current/outdated strategic plan was distributed for the meeting and reviewed. By consensus, relative to putting together a new strategic plan, decisions were made to:
 - a. Retain the study of the jurisprudence examination paradigm from page 6 of the strategic plan.

¹ Year Board Member term ends (terms expire October 5 or December 4 if not re-appointed or replaced)

* President votes only to break a tie

- b. Update or re-write the New Board Member Orientation Manual, a process that Dr. Drude agreed to spearhead along with Dr. McCarley and Dr. Ross. Dr. McCarley strongly suggested that the manual contain specifics relative to the roles and responsibilities of Board members (e.g., time commitments, roles and responsibilities in the conduct of investigations, the process for the scheduling of oral examinations), and clear protocol for the conduct of meetings of the Board, including officer elections.
 - c. Promote an accurate and broad understanding for license holders of the telepsychology rules in 4732-17-01 (I) in a proactive manner. Ideas on how to best accomplish this were discussed and included using an online newsletter on the Board's homepage and/or conducting workshops for ethics and professional conduct MCE credit. Dr. Drude distributed copies of materials from a recent CE workshop he conducted on Telepsychology.
 - d. Examine new uses of technology to foster efficiency during meetings of the Board, including the prospect of outlining meeting minutes "live," and projecting critical documents via overhead projector.
 - e. Conduct a comprehensive review and update of Board policies and procedures, given that the most recent comprehensive update was in 2003. This will include an update of the Enforcement Handbook or breaking the policy statements into specific policies and procedures. In addition, there was agreement that policies governing the selection of members to attend meetings of the ASPPB and the Board officer nomination process should be added to the policy and procedure manual. Finally, ensuring dissemination of the policy and procedure manual to members of the Board was deemed critical.
 - f. Development of policy and procedure on Board member communication and a policy relative to the retention and destruction of emails between staff and members, with consideration being given to a categorization system to foster clarity about email retention and destruction.
- 2) **Investigation Processes.** There was discussion relative to clarifying and updating in writing the processes to be undertaken during an investigation, including delineation of staff member, Board member, and AAG roles. Dr. Ross suggested that this could be accomplished by updating the Enforcement Handbook or breaking the Handbook into specific policies and procedures to assist in fostering transparency and clarity. This process was deemed critical because of the addition of a recent new member, anticipation of two (2) new appointments, and the impending addition of a new Board investigator. This process was, by consensus, agreed to dovetail with the New Member Orientation Handbook.
- 3) **New Board Member Orientation Manual Topic Generation.** In addition to the material discussed above, Dr. Drude shared that he just learned at the Annual Meeting of the Association of State and Provincial Psychology Boards that the Executive Officer and Director of Professional Affairs offered to come to Columbus to provide a 3-hour orientation to serving on a board and strongly suggested that the Board take advantage of such a great opportunity at no cost to the Board. It was agreed by consensus that the critical areas to be included in the Manual had been discussed. There was discussion as to whether the work of the Board could be accomplished in four (4) annual meetings, and there was general consensus that recommendations to the full Board from various topic-specific workgroups and committees were essential to fostering efficiency by delegating critical work to sub-groups in lieu of having the full Board devote additional hours or days to the development of policy and Board positions.

4) **Oral jurisprudence examination items, item generation, and response scoring.**

Dr. LeSure made a motion to enter EXECUTIVE SESSION "to discuss the Board's oral examination questions, which are trade secrets and matters that federal law, rules, or state statutes require that the Board keep confidential"; Dr. McCarley second;

DR. HARMON CONDUCTED A ROLL CALL VOTE TO ENTER EXECUTIVE SESSION:

Dr. Harmon	Yes
Dr. LeSure	Yes
Mr. Keller	Yes
Dr. McCarley	Yes
Dr. Randolph	Yes
Dr. Drude	Yes

Executive Session began at 10:35AM

12:00PM Lunch Recess. Mr. Carroll excused himself from the meeting to attend to a prescheduled commitment.

Dr. LeSure again moved that the Board enter EXECUTIVE SESSION "to discuss the Board's oral examination questions, which are trade secrets and matters that federal law, rules, or state statutes require that the Board keep confidential"; Mr. Keller second;

DR. HARMON CONDUCTED A ROLL CALL VOTE TO ENTER EXECUTIVE SESSION:

Dr. Harmon	Yes
Dr. LeSure	Yes
Mr. Keller	Yes
Dr. McCarley	Yes
Dr. Randolph	Yes
Dr. Drude	Yes

Executive Session resumed at 1:00PM.

Executive Session ended at 3:45PM.

DR. HARMON CALLED ROLL:

Dr. Harmon	Present
Mrs. Mattson	Absent (personal illness)
Dr. Shroder	Absent (family emergency)
Dr. LeSure	Present
Mr. Keller	Present
Dr. McCarley	Present
Dr. Randolph	Present
Dr. Drude	Present

Back in public session there was discussion about the processes to be followed in order to efficiently address the issues raised in Executive Session, when the specific items on the examination were read and examined. It was agreed that Dr. Ross would update the Oral Examination Preparation Manual to include the most recent rule amendments and to update the examination to reflect amendments made during Executive Session, and that various members would draft new items for consideration at the January 18, 2013 meeting of the Board. There was discussion about eliminating the "Other Laws and Rules" category and replacing it with a new process whereby the candidate would still be required to pass four (4) questions, with at least one (1) question from the Rules of Professional Conduct, at least one (1) question from the Supervision Rules, and one (1) question from the related statutes. Policy was not yet made in this realm, as no motions were heard to change the current structure of the examination at present.

Dr. McCarley raised an issue as to whether Dr. Ross should continue to conduct oral examinations, given his role as Board-Appointed Entrance Examiner. There was no formal action taken in this regard. In addition, Dr. McCarley offered to update the standardized administration instructions, and Dr. Ross offered to assist in this process.

ADJOURNMENT

At the behest of Dr. LeSure, the members of the State Board of Psychology agreed to adjourn the meeting by consensus.

The meeting adjourned at 4:05PM.

[Signed copy on file in Board office]

Ronald R. Ross, Ph.D.
Executive Director

Suzanne LeSure, Ph.D.
President

Next scheduled business meeting: January 18, 2013 10:30AM, Riffe 31st floor