

STATE BOARD OF PSYCHOLOGY OF OHIO

APPROVED SPECIAL MEETING MINUTES

BOARD RETREAT

MARCH 10-11, 2014

RIFFE CENTER, ROOM 31 WEST B&C

COLUMBUS

BOARD MEMBERS

President*: Victor McCarley, Psy.D., Licensee Member, 2015

Secretary: Alice Randolph, Ed.D., Licensee Member, 2015

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

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

Charles Hoffman, Consumer Advocate Organization Rep. Member, 2017

Douglas Cole, Ph.D., Licensee Member, 2018

Steven Keller, J.D., Consumer Advocate Member, 2018

Denise Rabold, Ph.D., Licensee Member, 2018

Vacant, Consumer Advocate Member, 2016

STAFF PRESENT

Ronald Ross, Ph.D., Executive Director

10:10 AM MEETING CALLED TO ORDER BY DR. MCCARLEY

DR. RANDOLPH CALLED THE ROLL

Dr. McCarley	Present
Dr. Randolph	Present
Dr. Harmon	Present
Dr. Drude	Present
Mr. Hoffman	Absent (planned)
Dr. Cole	Present
Mr. Keller	Present
Dr. Rabold	Present

There was consensus to defer review and approval of the draft minutes of the February 6, 2014 meeting until the Board's next scheduled business meeting on May 1, 2014.

Agenda Topics:

2013-15 Strategic Plan Review

The Board began by reviewing the 2012-2014 strategic plan, starting with a discussion of the mission, vision, and core values statements. After some discussion there were no motions to make amendments to the mission, vision, and core values statements.

A review and discussion of the goals and objectives followed. An edited draft of the strategic plan for review and approval at the May 1, 2014 meeting of the Board, is included at the end of these minutes. In a separate file serving as an appendix to these minutes is a draft of the strategic plan with tracked changes to evidence the proposed changes to the plan based on discussion during this meeting.

Excerpted Goals and Objectives from the 2013-15 Strategic Plan:

- 1) Goal: Review the use of an oral examination as a test of new licensees' understanding of Ohio laws and rules.***

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

An opportunity is present to re-evaluate the use of an oral examination as part of the licensing requirements. To be sure, some states still use the oral and face the same problem faced by the Board--there are no data to rely on in re fairness, reliability and validity. In addition, there are questions about whether there is any "added value" from the oral jurisprudence examination process that serves to protect the public.

- a. *Objective: Review the current examination for applicability and change or add questions as needed.*
- b. *Hold formal public dialogue on the pros and cons of continuing to require the orally administered jurisprudence examination and make a determination as to whether the current process shall be retained or replaced by a different process for exposing license candidates to the laws and rules governing psychology.*

Outcome: By consensus, objective (a) has been met, with the development and implementation of a new oral examination beginning in January 2014 ; objective (b) is ongoing, and there was not consensus relative to the use of an oral examination, written examination, or another model of assessing an applicant's understanding of the laws and rules governing psychologists. The target date was reset for Spring 2015.

- 2) **Goal: Update the outdated Board Member Orientation Manual, a process that is in progress under the direction and leadership of Drs. Drude and McCarley, with consultation and editing being performed by Dr. Ross.**

Timeline; October 2013

Responsible: Drs. Drude and McCarley will present a final draft to the Board for approval at the October 2013 meeting of the Board.

Outcome: By consensus, this goal has been completed.

- 3) **Goal: Promote an accurate and broad understanding for license holders of the telepsychology rules in 4732-17-01 (I) in a proactive manner.**

- a. *Objective: Board will discuss the establishment of a Telecommunications Committee of the Board at the October, 2013 meeting of the Board. This Committee would be responsible for developing recommendations for the Board relative to issues involving, but not limited to, telepsychology and the use of social media by psychologists.*
- b. *Objective: Amend Board Policy Manual to include the Telecommunications Committee*

Outcome: Objectives met, but discussion resulted in consensus that there is a need for additional discussion and policy-making relative to the Board's role in providing education; policy will help guide the work of the committee; change name to "Communications and Technology Committee."

- 4) **Goal: Conduct a comprehensive review and update of Board policies and procedures, given that the most recent comprehensive update was in 2003.**

- a. *Objective: Complete a revision to all Board policies and procedures*
- b. *Objective: Disseminate the manual to each member of the Board and staff.*

Timeline: The initial round of policy updates were approved in January 2013 and April 2013. I.T. policies and any other remaining policies shall be approved by the Board during the July 2013 meeting and at subsequent meetings in response to recommendations of the Executive Director and/or a committee assigned to determine Board compliance with statewide policy implementation.

Outcome: Objectives met.

- 5) Goal: As part of this review, the Enforcement Handbook will be updated, translating policy into the specific steps and procedures followed during an investigation.**

Timeline: A draft will be presented to the Board early in 2014.

Responsible: Executive Director, selected staff, and a Board member volunteer.

Outcome: This goal has not been met. It was agreed by consensus that this goal should remain a priority, and that a reasonable new timeline is to have a draft to the Board by early 2015.

- 6) Goal: Development of 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.**

- a. Objective: Review policies of other Boards, receive consultation from the Office of Information Technology, review state requirements*
- b. Draft initial guidelines*
- c. Conduct public discussion as a Board, leading to the development of policy.*

Responsible: Telecommunications Committee; Executive Director;

Timelines: Initial draft guidelines by spring 2014. Have policy ready for approval during spring 2014 or the subsequent meeting.

Outcome: Goal and objectives not met; update timeline to have draft completed by fall 2014 and Board approval by spring 2015; update committee name to Communications and Technology Committee.

- 7) Goal: As a continuation of the progress from the previous strategic plan, passage of HB83 will require the review and amendment of current rules.**

The timeline for this goal will depend on passage of the bill.

Outcome: Board reached consensus that this goal was no longer needed as part of the strategic plan.

- 8) Goal: Development of rules implementing the certification of Ohio Certified Behavior Analysts, as directed by the amendments passed with the Budget Bill.**

- a. Objective: Convene interested stakeholders in July of 2012*

- b. *Objective: Present a draft to the Board and following their approval submit the rules for review by the Governor's office and JCARR.*
- c. *Objective: Rules should be ready to implement by January 1, 2014*

Responsible: ABA rule-writing workgroup; Board

Timeline: This timeline is urgent, due to the Governor's identification of ABA as an essential health benefit.

Outcome: Goal and objectives met.

11:55 AM A BRIEF RECESS WAS TAKEN AND THE MEETING RESUMED WITH A WORKING LUNCH

DR. RANDOLPH CALLED THE ROLL

Dr. McCarley	Present
Dr. Randolph	Present
Dr. Harmon	Present
Dr. Drude	Present
Mr. Hoffman	Absent (planned)
Dr. Cole	Present
Mr. Keller	Present
Dr. Rabold	Present

Investigation Process

There was discussion led by Dr. McCarley relative to clarifying what the investigative staff desires and benefits from regarding input on investigations from members supervising investigations. The New Member Orientation Handbook contains information about this process and the appendix contains an example of a written Board member case conceptualization. Dr. McCarley asked for investigator input on other possible formats of written feedback and two other examples of helpful written replies from supervising members. In addition, there was a request made to get feedback from the investigators about whether there is anything particularly disruptive to them relative to Board member supervision of cases.

Oral Exam Process

There was a discussion about the examination procedures currently in use and about other prospective methods of assessing mastery of the material. Dr. McCarley asked that a post-examination process be developed to keep the candidates from re-entering the waiting room to minimize distractions.

Rules Committee

It was agreed that Dr. Drude would chair the rules committee, with the first meeting scheduled for April 4, 2014. Dr. Ross emphasized that there are major categories of rules to be filed: Rules setting forth the Board's efforts to recognize applicants who are military veterans and active duty members of the armed forces (and spouses), and to streamline licensure and examination processes; 5-year review rules requiring no changes; 5-year review rules that will be amended secondary to the new law (HB83); and, new rules to be written in response to the new law (HB83).

Executive Director Workload; 2014 license registration/renewal process

Dr. Ross briefly explained the license registration process, and its impact on staff resources and the daily workflow in the office. Renewal will be online again, and notifications will be sent by mail in early July (by law notice must be sent by August 1 of the registration year).

He also reported that he anticipates that the Auditor of State's Office will soon contact him to begin the Board's biennial audit. This process typically involves one or more auditors being in the office full-time for approximately 4-5 weeks. He is hopeful that the audit will be concluded prior to the beginning of license renewal. Rule-writing and collaboration on those processes will require considerable time during the summer of 2014.

Workforce Analysis—Additions to license renewal application?

A comprehensive, detailed set of variables is being developed by the Governor's Office of Workforce Transformation and external stakeholders, with an apparent plan to publish a standardized set of questions that will be disseminated to each occupational professional with an Ohio license or certification. Details about the timeline and mode of dissemination are not clear according to Dr. Ross, but certainly it will not be ready for 2014 license registration. Therefore, if there are workforce variables that the Board wants to add to the online license registration form, they must be identified and selected during the May 1, 2014 meeting of the Board.

Dr. Ross reported that the database contains license holders' dates of birth and clinical populations served. He reported that he would do some research into whether or not age can be calculated inside the database. There was general consensus that other variables of interest are: county of primary workplace; type of work setting; languages spoken; and, average weekly client/patient contact hours.

4:00PM DR. MCCARLEY CALLED A RECESS UNTIL 9:00AM

TUESDAY MARCH 11, 2014

9:00AM DR. MCCARLEY CALLED TO MEETING TO ORDER

DR. RABOLD CALLED THE ROLL

Dr. McCarley	Present
Dr. Randolph	Absent (planned)
Dr. Harmon	Absent (planned)
Dr. Drude	Present
Mr. Hoffman	Absent (planned)
Dr. Cole	Present
Mr. Keller	Present
Dr. Rabold	Present

STAFF PRESENT

Ronald Ross, Ph.D., Executive Director

PRESENTATION AND DISCUSSION

The Board warmly welcomed Alex M. Siegel, Ph.D., JD, Director of Professional Affairs, The Association of State and Provincial Psychology Boards (ASPPB).

Dr. Siegel provided an overview of the major roles and activities of ASPPB. A presentation and discussion followed on Ohio's Open Meetings Act and the roles of Board members. A brief overview of the ASPPB universal licensing application ("PLUS") was heard, and ASPPB will follow up by sending additional representatives to conduct a formal orientation in person. Dr. Ross agreed to research whether or not the May 1, 2014 meeting of the Board would work for the ASPPB representatives, Ms. Janet Orwig and Dr. Joe Rallo.

11:50AM A BRIEF RECESS WAS CALLED SO THAT LUNCH COULD BE PURCHASED AND BROUGHT BACK TO THE MEETING.

12:15PM DR. RABOLD CALLED THE ROLL

Dr. McCarley	Present
Dr. Randolph	Absent (planned)
Dr. Harmon	Absent (planned)
Dr. Drude	Present
Mr. Hoffman	Absent (planned)
Dr. Cole	Present
Mr. Keller	Present
Dr. Rabold	Present

Dr. Siegel resumed his presentation. He provided overviews and led discussion on several topics, including adjudications, rule-making, and record retention. He noted that the Ohio Board's problem with license holders not having a written plan for the handling of professional records in the event of incapacitation or death is a significant problem across the ASPPB jurisdictions. Finally, Dr. Siegel suggested that certain individuals classified as "student" should be added to the multiple relationship rule. The first step would be to define "student" so that there is clarity as to the prohibitions put on license holders.

Dr. McCarley suggested, and consensus was reached, that the agenda item relative to Board discussion, review of today's presentation, a review of the draft strategic plan updates, including 2014 goal setting and measurement/tracking be held until the next business meeting of the Board on May 1, 2014.

ADJOURN

In response to a request by Dr. McCarley, the meeting was adjourned by consensus.

The meeting was adjourned at 2:25PM.

SIGNED COPY ON FILE IN BOARD OFFICE

Ronald Ross, Ph.D.
Executive Director

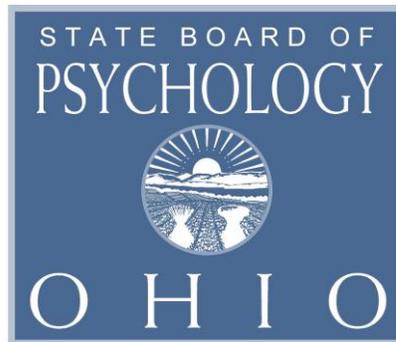
Victor McCarley, Psy.D.
President

Scheduled meetings:

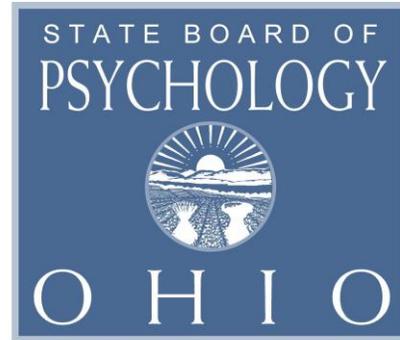
Rules Committee Meeting:	April 4, 2014, 10:00AM Columbus, Riffe Center Room 31 West B&C
Board Business Meeting:	May 1, 2014 10:30AM Columbus, Riffe Center Room 31 West B&C
Board Business Meeting:	July 31, 2014 10:30AM Columbus, Riffe Center
Board Business Meeting:	October 2, 2014 10:30AM Columbus, Riffe Center

APPENDIX TO MINUTES OF SPECIAL MEETING/RETREAT
HELD MARCH 10-11, 2014

**STRATEGIC PLAN DRAFT
STATE BOARD OF PSYCHOLOGY
2014-2016**



APPROVED BY THE BOARD ON MAY 1, 2014 (PENDING)



Strategic Plan

MISSION

The State Board of Psychology ensures Ohioans' access to safe and competent psychological services through examination, licensing, education, and enforcement.

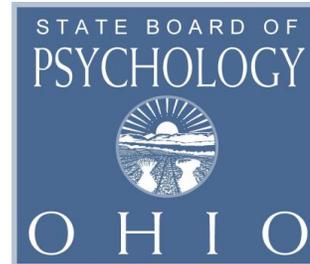
VISION

The State Board of Psychology represents excellence and common sense in occupational regulation in the State of Ohio and is a leader among the members of the Association of State and Provincial Psychology Boards.

CORE VALUES

The State Board of Psychology and its employees share a set of core values, which are reflected in investigations, licensing, public relations, and policy-making:

- Accountability
- Responsiveness
- Transparency
- Diversity
- Fairness



2-Year Strategic Plan

Introduction

This update serves to establish the initiatives for the next iteration of State Board of Psychology's strategic plan. The members of Board and its administrative staff are committed to responsibly administering ORC 4732 and OAC 4732 by maintaining accountability among applicants and licensees and promoting a sense of responsibility, consistency, and fairness in its activities. Among its critical responsibilities as a public agency are: to adapt to changes in the profession of psychology through administrative rule updates and statutory updates; and, to always strive to improve organizational management, interactions with stakeholders, and customer service.

This 2-year plan is intended to present to the reader those values that guide the Board and its staff, brief statements of mission and vision, and, most importantly, to identify current internal and external forces, opportunities, and goals broadly related to:

- Examination procedures for psychology and school psychology license applicants
- Communications and Telepsychology
- Education
- Email retention

Current Forces and Opportunities

The initiatives and goals set for herein are the product of the Board's work at its retreats in November 2012 and March 2014, when consensus was reached on the components of this version of its strategic plan. They build upon the goals from the previous strategic plan.

1) Goal: Review the use of an oral examination as a test of new licensees' understanding of Ohio laws and rules.

An opportunity is present to re-evaluate the use of an oral examination as part of the licensing requirements. To be sure, some states still use the oral and face the same problem faced by the Board--there are no data to rely on in re fairness, reliability and validity. In addition, there are questions about whether there is any "added value" from the oral jurisprudence examination process that serves to *protect the public*.

Objective: Hold formal public dialogue on the pros and cons of continuing to require the orally administered jurisprudence examination and make a determination as to whether the current process shall be retained or replaced by a different process for exposing license candidates to the laws and rules governing psychology.

Timeline: Spring 2015

Responsible: Board Members and Executive Director

2) Goal: Promote an accurate and broad understanding for license holders of the telepsychology rules in 4732-17-01 (I) in a proactive manner.

a) Objective: Board will discuss the establishment of a Telecommunications Committee of the Board at the October, 2013 meeting of the Board. This Committee would be responsible for developing recommendations for the Board relative to issues involving, but not limited to, telepsychology and the use of social media by psychologists.

b) Objective: Amend Board Policy Manual to include the Telecommunications Committee

Timeline: Public discussion during the October 2013 meeting of the Board.

3) Goal: As part of this review, the Enforcement Handbook will be updated, translating policy into the specific steps and procedures followed during an investigation.

Timeline: A draft will be presented to the Board early in 2015.

Responsible: Executive Director, selected staff, and a Board member volunteer

4) Goal: Development of 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.

- a) Objective: Review policies of other Boards, receive consultation from the Office of Information Technology, review state requirements
- b) Draft initial guidelines
- c) Conduct public discussion as a Board, leading to the development of policy.

Responsible: Communications and Technology Committee

Timelines: Initial draft guidelines by fall 2014. Have policy ready for approval during spring 2015 or the subsequent meeting.

5) Goal: In recognition of the Board's mission to provide education, the Board will explore and determine recommendations for educational activities the public and Ohio's professional psychology community.

- a) Objective: Form an education committee responsible to the Board and comprised of Board and staff members, including a consumer advocate member.
- b) Objective: Preliminary recommendations presented to the Board.
- c) Objective: Pending Board approval of recommendations, the Board Education Committee will be established as a standing committee responsible for making recommendations regarding education topics/curricula, target audiences, and mode of delivery of information (e.g. website, workshops).

Responsible: Board and Executive Director

Timelines: Formation of Education Committee during spring 2014; preliminary recommendations to Board during fall 2014 (October meeting).