

GUAM BOARD OF SOCIAL WORK

Thursday July 11, 2024, 11:00 A.M. (Reconvened on Thursday July 18, 2024, 11:00 A.M.)

Join Zoom Meeting: <https://us06web.zoom.us/j/89047700145?pwd=g4cZmz6A36QeMc1Mr4pATWIA9PNSui.1>

Meeting ID: 890 4770 0145; Passcode: 852115

MINUTES

Item		Discussion	Responsible Party	Reporting Timeframe	Status
I	Call to Order	Meeting Chaired by A. Lape. A. Confirmation of Public Notice posted on the HPLO website, Guam Daily Post: 7/03/2024; 7/08/2024	Chair	1113	Confirmed
II	Determination of Quorum	GBSW: <i>Present Virtually at Remote location</i> Angelina-Marie C. Lape, LMSW, Chair Diana Calvo, Vice-Chair Jesse Baleto, Treasurer	Others Present: <i>Present at HPLO Conference Room:</i> Baltazar Hattori III, HPLO <i>Present Virtually at Remote location:</i>	1114	Quorum Confirmed
III	Adoption of Agenda		GBSW	1113	
IV	Review and Approval of Minutes	June 06, 2024. <i>Motion to approve: D. Calvo; 2nd: J. Baleto.</i>	GBSW	1114	Unanimously Approved
V	HPLO Administrator's Report	B. Hattori stated that a memo regarding the issuance of official certificates and licenses was sent out last week. This memo, effective as of its issuance date, states that anyone approved for an initial license renewal will now receive the official documentation instead of the traditional physical letter and card.	HPLO	1115	Noted
VI	Chairperson's Report	A. Lape stated that HPLO transitioned to digital certificates and license cards to expedite issuance and reduce administrative overhead costs. Effective 11 July, approved applications will result in a digital certificate and license card in PDF format sent to the applicant. She also reported on the recent Commission On the Healing Arts COHA meeting held on 12 July, where it was announced that the policy and procedure had been revised to include a flow chart for complaints and investigations, which will be shared with the Boards. Additionally, COHA is seeking to have a permanent legal counsel assigned to HPLO and its Boards. A proposal has also been made to increase HPLO's budget for the upcoming fiscal year, as the current request of just over \$300,000 is deemed insufficient. COHA intends to advocate for additional funding through a resolution to ensure the legislature is aware of this need. The ASWB Social Work Census has concluded, and the data is being compiled to be shared with all members as soon as it is ready. Additionally, this year's ASWB delegate assembly will include funding for Board administrators, allowing Ms. Z. Pecina to attend the meeting with funding provided by ASWB.	A. Lape	1115	Noted
VII	Committee Reports	A. Finance & Budget. No report	J. Baleto	1118	No Report
		B. Statutes, Rules, and Forms 1. Update on Rules and Regulations. The committee continues to meet regarding the rules and regulations, with recent discussions focusing on budget and fee structures to align more closely with those of other Boards. Progress is being made,	A. Lape	1118	Noted

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	and it is hoped that the updates will be completed soon. Individuals who have not yet applied for licensure are encouraged to do so promptly, as there is a formal process for public hearing and legislative approval once the rules and regulations are submitted. Following approval, there will be a six-month period after promulgation during which applicants can submit their applications, but it is advised not to wait until the end of this period.			
VIII	<p>Old Business</p> <p>A. Consideration of Applications for Renewal of Licensure</p> <p>1. Josephine Nakamura – LBSWE Pending five hours of ethics training.</p> <p>2. Eileen J. Dador – LBSWE <i>Motion To Approve: A. Lape; 2nd: J. Baletto</i></p> <p>3. Christopher J. Francisco – LCSWE <i>Motion to approve: D. Calvo; 2nd: J. Baletto</i></p>	GBSW	1120	<p>Tabled</p> <p>Pending Ethics Training</p> <p>Unanimously Approved</p> <p>Unanimously Approved</p>
IX	<p>New Business</p> <p>A. Complaint: GBSW-CO-2024-001</p> <p>B. Hattori addressed complaint GBSW-CO-2024-001, noting it was an anonymous complaint submitted in May but not included in the June agenda, hence its addition to the July agenda. A letter and accompanying photo documents related to the complaint will be received in the mail, and the complaint is currently pending assignment to a Board member for investigation.</p> <p>A. Lape interjected, explaining that the Board's current process does not accommodate anonymous complaints because it is necessary to communicate with the complainant to clarify matters. Consequently, there is no pathway for anonymous complaints, which was reiterated at last month's meeting when the public was advised to follow the established process and contact HPLO for guidance when submitting a complaint against a licensee. Although the anonymous complaint cannot be investigated, it will be reviewed to determine the next steps within the Board's purview. Legal counsel was consulted and provided the same recommendation, though further investigation into potential alternatives is being conducted. However, assigning and investigating an anonymous complaint is not possible.</p> <p>A. Lape clarified that while the Board cannot investigate anonymous complaints, they will review such complaints to determine possible actions. She urged the person who submitted the anonymous complaint to contact HPLO to update and discuss the matter further. B. Hattori reported that the complaint process should be but is currently not posted on the website; however, he would check the main HPLO website. A. Lape emphasized the importance of having a clear and accessible link to the complaint process, especially since the policy and procedure have been revised to include a more understandable flow chart. B. Hattori stated that he would ensure the information is posted on the website.</p> <p>B. Consideration of Applications for Initial Licensure:</p> <p>1. Barbara Pulgar – LCSWE Pending Review</p>	GBSW	1130	<p>Complaint Anonymous; therefore, No Action by the GBSW</p> <p>Post Complaint Process on the Website</p> <p>Tabled</p>

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	C. Consideration of Applications for Renewal of Licensure:			
	1. Michele D. Arriola – LBSWE <i>Motion to Approve: J. Baleto; 2nd: A. Lape</i>			Unanimously Approved
	2. Kaylee Ann M. Terlaje – LMSWE <i>Motion to approve: J. Baleto; 2nd D. Calvo</i>			Unanimously Approved
	3. Lynnette M. Arriola – LCSWE Pending Review.			Tabled
	4. Evelyn S. Alicante –LCSWE <i>Motion to Approve: J. Baleto; 2nd: A. Lape</i>			Unanimously Approved
	D. Discipline and Investigation Process NOTE: Reference discussion in Chairperson’s Report. B. Hattori reported copies of the process will be sent to the Board for review. A. Lape emphasized the importance of referencing the existing policy in the rules and regulations to avoid any conflicts.			Noted
X	Announcements Next Meeting: The Guam Board of Social Work next regularly scheduled Board meeting will be on August 08, 2024 at 11:00AM.	GBSW	1131	Set Meeting date
XI	Adjournment <i>Motion to Adjourn: J. Baleto; 2nd: D. Calvo</i>	GBSW	1132	Adjourned

Minutes Drafted by: FLAME TREE Freedom Center, Inc.

Date Submitted: 7/28/2024

Submitted by the GBSW Secretary:

Date:

Approved by the GBSW with or without changes:

Angela Mani C. Liza

Date:

8-26-2024

Certified by or Attested by the Chairperson:

Angela Mani C. Liza

Date:

8-26-2024