

# MINUTES

SOUTH CAROLINA BOARD OF SOCIAL WORK EXAMINERS

Monday, August 19, 2024 – 10:00 a.m.

Synergy Business Park - Kingtree Building

Pee Dee Conference Room

110 Centerview Drive, Columbia, SC 29210

## **Board Members Present**

Lynn Melton, Chairperson  
D. Scott Stephens, Vice-Chair  
Jacqueline S. Lowe  
Dell Lancaster  
Jefferey Cameron

## **Absent Member**

None

## **SCLLR Staff Members Present**

Megan Flannery, Esq., Office of Advice Counsel  
Pam Dunkin, Board Executive  
Sherrie Butterbaugh, Office of Disciplinary Counsel  
Amelia Leeks, Office of Investigations  
Renee Dash, Office of Investigations  
Roxanne Tran, Office of Investigations  
April Howe, Office of Investigations  
Shaun Strother, Program Coordinator

## **Present**

Creel Court Reporter  
Craig Bleak

Public Notice of this meeting was properly posted at the office of the South Carolina Board of Examiners for the Licensure of Social Work, Synergy Business Park, Kingtree Building, 110 Centerview Drive in Columbia, SC, was posted on the Board website and provided to any requesting persons, organizations, and news media in compliance with Section 30-4-80 of the 1976 South Carolina Code, as amended, relating to the Freedom of Information Act. A quorum is noted as *present*. All votes referenced herein were unanimous unless otherwise indicated.

*NOTE: These Minutes are a record of the motions and official actions taken by the Board and a brief summary of the meeting.*

## **Meeting Called to Order**

Ms. Melton, Chairperson, called the meeting to order at 10:00 a.m.

## **Approval of the Agenda**

## **MOTION**

On the motion of Mr. Cameron, seconded by Ms. Lancaster, the board voted unanimously to approve the agenda. The motion passed.

**Approval/Disapproval of Absent Members** - There were no absent members.

**Approval of the Minutes – May 20, 2024**

**MOTION**

On the motion of Ms. Lowe, seconded by Ms. Lancaster, the board voted unanimously in favor to approve the May 20, 2024 meeting minutes. The motion passed.

**Chairperson's Remarks** – Lynn Melton

Ms. Melton, addressed the board and welcomed the newest board member “Alicia Nix” expressing her excitement. Ms. Nix will attend the next upcoming scheduled board meeting.

**Application Hearing**

**Craig Bleak – Closed Session:** The purpose of this hearing was to determine if Craig Bleak should be allowed to proceed in the licensure process as a Licensed Independent Social Worker (LISW-CP) in South Carolina. Mr. Bleak was present and not represented by legal counsel.

**MOTION**

On the motion of Mr. Stephens, seconded by Ms. Lowe, the board voted unanimously in favor to go into closed session to protect Craig Bleak’s personal information. The motion passed.

**MOTION**

On the motion of Ms. Lancaster, seconded by Ms. Lowe, the board voted unanimously in favor to go into Executive Session to receive legal counsel regarding Mr. Bleak’s application. The motion passed.

**MOTION**

On the motion of Ms. Lancaster, seconded by Mr. Stephens, the board voted unanimously in favor to come out of Executive Session. The motion passed.

**MOTION**

On the motion of Mr. Cameron, seconded by Ms. Lowe, the board voted unanimously in favor to hold/pause advancement on Mr. Bleak’s LISWCP application process with conditions. The motion passed.

**The board remained in closed session.**

**Administrative Reports**

**a. Office of Investigations and Enforcement (OIE) Report – Amelia Leeks**

Ms. Leeks, presented the OIE report to the board for informational purposes only.

**b. Investigative Review Conference (IRC) Report – Amelia Leeks**

Ms. Leeks, presented the board with eight (8) dismissals, seven (7) formal complaints, and two (2) letters of caution.

**Dismissals**

**MOTION**

On the motion of Ms. Lowe, seconded by Ms. Lancaster, the board voted unanimously in favor to approve the IRC recommendations for the eight (8) dismissals. The motion passed.

**Formal Complaints**

**MOTION**

On the motion of Mr. Cameron, seconded by Ms. Lancaster, the board voted unanimously in favor to approve the IRC recommendations for the seven (7) Formal Complaints. The motion passed.

**Letters of Caution**

**MOTION**

On the motion of Mr. Cameron, seconded by Ms. Lowe, the board voted unanimously in favor to approve the IRC recommendations for the two (2) Letters of Caution. The motion passed.

**c. Office of Disciplinary Counsel (ODC) Report – Sherrie Butterbaugh**

Ms. Butterbaugh provided the ODC Report to the board for informational purposes only.

**MOTION**

On the motion of Ms. Lancaster, seconded by Mr. Cameron, the board voted unanimously in favor to come out of closed session and return to open session. The motion passed.

**d. Board Executive Reports/Remarks – Pam Dunkin**

Mrs. Dunkin addressed the board and provided the following for informational purposes only:

- Finance Report
- CE Broker Report

**New Business**

**a. Review List of New Licensees (4/17/2024 – 7/23/2024)**

The board reviewed the list of New Licensees for informational purposes only.

**b. Review Report of All S.C. Licensees by County (In-State and Out-of-State)**

The board reviewed the list of New Licensees for informational purposes only.

**c. Ratification and Continuing Education Sponsorships Approved (4/17/2024 – 7/23/2024)**

The board reviewed the Continuing Education Sponsorships Approved for Information purposes only.

Ms. Lowe notated that only one (1) Continuing Education (CE) Sponsor application is pending review.

**Ms. Melton, Chair addressed the board regarding Agenda item placement adjustments as follows below. This is due to item #8d that will be discussed in executive session.**

- Item #8e: Discussion and Vote: Proposed Regulation Change to Include New CE Requirement on Suicide Assessment, Treatment and Management Treatment changed/moved to #8d.
  - Item #8d: Discussion: Expert Reviewers changed/moved to #8e.
- d. Discussion and Vote: Proposed Regulation Change to Include New CE Requirement on Suicide Assessment, Treatment and Management Treatment – Megan Flannery**

**MOTION**

On the motion of Ms. Lancaster, seconded by Mr. Cameron, the board voted unanimously in favor to accept the amendment to the Regulations that includes the “New Continuing Education (CE) Requirement on Suicide Assessment, Treatment and Management Treatment”. The motion passed.

- e. Discussion: Expert Reviewers – Amelia Leeks, OIE Health and Medical Program Manager**

**MOTION**

On the motion of Ms. Lowe, seconded by Ms. Lancaster, the board voted unanimously in favor to go into Executive Session to receive legal counsel regarding substandard cases for social workers. The motion passed.

**MOTION**

On the motion of Ms. Lowe, seconded by Ms. Lancaster, the board voted unanimously in favor to come out of Executive Session. The motion passed.

**MOTION**

On the motion of Mr. Stephens, seconded by Mr. Cameron, the board voted unanimously in favor that a “E-Blast” will be sent to all licensees interested in serving as a “Expert Reviewer” with a deadline to submit to the board.

Licensees interested will need to meet the following criteria’s: currently practicing, in good standing, and has been licensed with the S.C. Board of Social Work Examiners for ten (10) years.

Once all responses have been received by the board, a list will be created then provided for board review and selection at the next scheduled board meeting. Amelia Leeks in the Office of Investigations will also be provided a list of selected expert reviewers as well once finalized. The motion passed.

**f. Discussion and Vote: 2025 Board Meeting Dates**

- Monday, February 24, 2025
- Monday, May 19, 2025
- Monday, August 18, 2025
- Monday, November 17, 2025

**MOTION**

On the motion of Mr. Stephens, seconded by Mr. Cameron, the board voted unanimously in favor to accept the 2025 Board meeting dates. The motion passed.

**Old Business**

**a. Discussion and Vote: Additional Investigative Review Conference (IRC) Members – Pam Dunkin**

**MOTION**

On the motion of Mr. Stephens, seconded by Mr. Cameron, the board voted unanimously in favor to select and accept the following four (4) additional Investigation Review Conference (IRC) members. This list will also be provided to the Office of Investigations. The motion passed.

- Jennifer Butler, LISWCP5599
- Jennifer Dollar, LISWCP4848
- Susan Gentry, LISWCP6196
- Kimberly Perry, LISWCP8667

**Lunch (Time of Lunch will be at the discretion of the Board Chair): No lunch was needed.**

**Public Comments: There were no public comments presented.**

**Adjournment:**

**MOTION**

Ms. Lancaster moved to adjourn. The motion was seconded by Mr. Stephens and Ms. Lowe. All were in favor and the motion passed. There being no other business, the meeting was adjourned at 12:45 p.m.