

MINUTES

**UTAH
PRIVATE PROBATION PROVIDER LICENSING BOARD
MEETING**

June 19, 2008

**Room 402 – 4th Floor – 10:00 a.m.
Heber Wells Building
Salt Lake City, UT 84111**

CONVENED: 10:09 a.m.

ADJOURNED: 11:09 a.m.

Bureau Manager:

Clyde Ormond

Board Secretary:

Jacky Adams

Board Members Present:

Sylvester Daniels
Larry Chatterton
Sandra Thackery
Ann Taylor

Board Members Absent:

Guests:

DOPL Staff Present:

F David Stanley

TOPICS FOR DISCUSSION

DECISIONS AND RECOMMENDATIONS

ADMINISTRATIVE BUSINESS:

Swear In New Board Members

Mr. Ormond swore in Mr. Chatterton and Ms. Taylor, explained the duties and responsibilities of Board Members, and welcomed them to the Board.

Re-elect Chairperson

The Division determined to table this issue until the next meeting on December 18, 2008, due to half of the current board will be replaced on July 1, 2008.

It was then determined that Mr. Daniels will act as Chairperson for this meeting only.

Minutes from the December 16, 2005

Ms. Thackery seconded by Mr. Chatterton made a motion to approve the minutes from the December 16, 2005 Board Meeting, the motion carried unanimously.

DISCUSSION ITEMS:

Rule on Supervisor and Supervising

Mr. Ormond addressed the Board explaining that the Legislative Review Committee felt that there was little conformity in how the Divisions professions define "Supervision". Mr. Ormond explained that the Division added a section to R156-1-102a which will primarily define three levels of Supervision; Direct Supervision, Indirect Supervision, and General Supervision.

Skabelund, Celeste

Mr. Ormond explained that Ms. Skabelund's original application for licensure as a Private Probation Provider was denied on December 20, 2005, due to her lack of appropriate education and experience.

Ms. Skabelund submitted an additional application for licensure, on April 25, 2008, documenting proof of approximately 7,816 hours of experience in the Private Probation field.

After a detailed discussion it was determined that additional information is needed to verify all of Ms. Skabelund's experience.

A recommendation was made to require Ms. Skabelund to submit proof of all hours:

1. In one-on-one contact with probationers; and
 2. As an Instructor, of Private Probation related courses.
- The Board further questioned if Ms. Skabelund has completed any recent Criminal Justice courses.

A letter will be sent to Ms. Skabelund requesting the above stated information; Ms. Taylor will review the information to determine if Ms. Skabelund's experience meets the education and equivalent training requirements of R156-50-302.

ADJOURN:

11:09 a.m.

Note: These minutes are not intended to be a verbatim transcript but are intended to record the significant features of the business conducted in this meeting. Discussed items are not necessarily shown in the chronological order they occurred.

12/18/2008

Date Approved

(ss) Ann Taylor

Chairperson, Private Probation Provider Licensing Board

12/22/2008

Date Approved

(ss) Clyde Ormond

Bureau Manager, Division of Occupational & Professional Licensing