

FINAL MINUTES
DIVISION 18 EXECUTIVE BOARD MEETING
Washington Hilton Hotel, Washington, D.C.
January 20, 2006
Submitted by Michael S. Neale, Ph.D., Secretary-Treasurer

Present: Dolly Sadow, Bob Goldberg, Kathy McNamara, Walter Penk, Pat Alexander, Scott Allen, Bob Morgan, Bob Zeiss, Monica Roy, Tim Lawler, Mike Neale.

President-Elect Kathy Harowski attended portions of the meeting and the Division Leadership Conference.

Absent: Connie Hunt.

Guests: Randy Phelps and Elizabeth Winkelman (Practice Directorate), former Presidents Bob Ax and Randy Taylor (RxP Training Initiative), Morgan Sammons (Psychological Services Journal).

1. **President Dolly Sadow** welcomed everyone in attendance and called the meeting to order promptly at 8:00am.
2. **Secretary-Treasurer Mike Neale** reviewed progress toward greater utilization of electronic systems for communication, distribution and voting as discussed at the August 2005 APA Convention Executive Committee (EC) meeting.
 - a. **PUBSERVDIRECT**: The Division has established an “announce-only” APA listserv for messages from the Executive Committee to all Division members, affiliates, associates, and students. PUBSERVDIRECT will be used to deliver announcements about important events, elections and by-laws changes, and the electronic Division newsletter. PUBSERVDIRECT messages from the Executive Committee will be limited to about one per month. PUBSERV will continue as the primary venue for Division member dialogue. Mike is listserv “owner” for PUBSERVDIRECT and Bill Safarjan for PUBSERV. They are working together with APA to assure accuracy and consistency of listserv email addresses. Members are asked to forward a current email address to michael.neale@va.gov to be added in PUBSERVDIRECT. At the time of the meeting, PUBSERVDIRECT included 720 Division members. The EC set targets of sending the first message in February and enlisting 2/3 of members by April 1st, and agreed to contact members who are not in PUBSERVDIRECT to solicit email addresses and maximize listserv access. The EC also plans to provide a means for updating email addresses through its APA webpage (<http://www.apa.org/divisions/div18/>).
 - b. **SECTION LISTSERVS**: Section Chairs are involved in a related effort to create a listserv for each section. Section members are asked to contact their Chair for more information or to assist with developing and managing those lists.
 - c. **E-NEWSLETTER**: With Division Newsletter Co-editor Tim Lawler present, the EC discussed transition to an electronic newsletter during 2006. EC members in attendance voted unanimously to offer both print and electronic versions for the next two issues, then go exclusively to an electronic version. The newsletter will be reformatted to an 8½” by 11” letter-sized document that can be more easily read and/or printed by computer.
 - d. **E-VOTING**: Mike reported on contacts with VOTENET (<http://www.votenet.com>) an on-line voting service that offers secure “one person, one vote” elections for small organizations through the internet. The cost for an election of Division and Section officers with a by-laws change vote was estimated at about \$600.00, less than the cost of postage alone for last year’s election. At least five other APA Divisions are already exploring this option. EC members in attendance voted unanimously in support of electronic voting. Members who do not belong to PUBSERVDIRECT will receive a paper ballot.
3. **Proposed By-Laws Changes**: President Sadow discussed two proposals for Division By-Laws changes:
 - a. **AFFILIATE VOTING**: Affiliate member Jason Doll has proposed a change in Division by-laws to allow Division Affiliate members the opportunity to vote in Division elections and hold Division

office. EC members discussed the pros and cons of the proposed change and its implications for Association loyalty and membership.

- b. **STUDENT REPRESENTATIVE TERM:** Current student representative Monica Roy has proposed changes in by-laws language to increase the student representative term to 2 years and allow student members to vote in Division elections. EC members in attendance voted unanimously to forward a by-laws change for a 2-year term to the membership and agreed to a procedural change whereby student members vote for a “student representative elect” one year ahead of the term to enhance experience and depth in student representation. As for student voting, EC members raised questions about non-student members voting for student representative that Monica will review with other students and in a newsletter article before proposing a by-laws change.
4. **Police and Public Safety Section** Chair Scott Allen summarized efforts to address a public statement by the APA President linking military actions at Abu Ghraib and Guantanamo with actions by police psychologists in domestic hostage situations. Scott reported that the statement was not well received by psychologists in the International Association of Chiefs of Police. He expressed Section interest in a greater role in conference planning and proposal review. Board members agreed that each section should be represented in the planning and review process. Board members discussed the idea of a Division Pre-Conference meeting with CE focused on “Practice and Ethics in Disaster and Crisis”.
5. **Advanced Psychopharmacology (RxP) Training Project:** Former Division 18 Presidents Randy Taylor and Bob Ax reviewed the history and progress of the Division RxP initiative. The project goal is to provide scholarships and training in advanced psychopharmacology for 100 public service psychologists to prescribe psychoactive medications for underserved populations and underserved areas. At least 75 candidates are ready to participate in training through Alliance International University. Alliant has established an independent scholarship fund for tuition to support the training and they are working with Division members to procure Foundation support. The Trauber Family Foundation has donated \$25,000 to the Fund and promised to provide another \$25,000 if it is matched through individuals and group contributions. Randy and Bob asked Board members to inform other advocacy organizations and agencies about the project, to solicit endorsement letters and contributions that will enhance foundation applications, and to contribute directly to the Alliant Scholarship Fund.
6. **Practice Directorate:** Newly promoted Deputy Executive Director for Practice Directorate Randy Phelps introduced his replacement, Special Assistant Elizabeth Winkelman JD PhD (202.336.6171). Scott Allen reviewed Police section concerns regarding ethics questions (see above) and recent Council endorsement of the Psychological Ethics and National Security (PENS) Task Force Report. Randy briefed the EC on Practice developments, including Council approval of a statement on Evidence-Based Practices and efforts on behalf of hurricane victims and returning veterans. He lauded Division success in sustaining membership and encouraged the Division to identify a representative for the CAPP Integration group.
7. **Criminal Justice Section** Chair Bob Morgan described section efforts to enhance membership and communication. The section has appointed an Ad Hoc committee on graduate student recruitment and involvement and is developing a Criminal Justice Section web page. They are working to increase CEU opportunities for criminal justice psychologists and collaborating with the Criminal Justice Section of the Canadian Psychological Association on plans for a joint North American Criminal Justice Conference in Ottawa for 2007. To raise awareness about that effort, they plan a reception for Criminal Justice Psychologists at the 2006 meeting of the American Association of Correctional and Forensic Psychologists. Bob asked for a Division contribution of \$300 toward the reception. EC members in attendance voted unanimously to provide it.
8. **Community and State Hospital Section** Chair Pat Alexander reviewed section efforts to develop a listserv and website to improve communication among section members and entice new members. They are surveying hospitals on scope of practice and privileges for psychologists and general status of psychological practice. Pat described support for Psychology Shield advocacy in California from state hospital psychologists in Mississippi prompted by limits placed on their practice in that state. The Section has defined establishing as a section listserv as a goal for May of 2006.
9. **Veterans Affairs Section** Chair Bob Zeiss reported on section efforts to generate a listserv through a synthesis of VA, APA and Division lists. The Section has defined establishing as a section listserv as a goal

for May of 2006. Some members want to utilize their home email addresses for Section and Division business. The section is continuing its emphasis on psychosocial rehabilitation services as represented by VA's Mental Health Strategic Plan and the President's New Freedom Commission. Section members are drafting functional statements for psychology positions under the new Hybrid 38 hiring authority. These are targeted to be ready for the VA Leadership meeting in Dallas (Dallas-Ft. Worth Airport Marriott, April 28-30, 2006), co-sponsored by APA, the Association of VA Psychology Leaders and Division 18. Bob will work with Elizabeth Winkelman to plan Hill visits for the 2007 mid-winter meeting.

10. Psychologists in Indian Country Chair Connie Hunt was unable to attend the Mid-Winter meeting but forwarded a Section report. Section activities focused on prescription privileges for psychologists including: a presentation to the Sovereign Nations on behalf of the Psychopharmacology training initiative at the National Indian Health Board in October and efforts to establish prescriptive training fellowships at Indian Health Service (IHS) and tribal sites. The Section is working on a change in by-laws to address leadership and succession.

Nominations and Awards: Past President Bob Goldberg reviewed the list of APA Board and Committee positions available and solicited additional nominations from the Executive Board. At the time of the meeting, Bob was working with Dolly and Kathy to finalize the slate of candidates for Division President-Elect. The 2006 election will be the first to utilize electronic voting now that APA Counsel has approved the use of on-line voting systems for Division and Section elections and by-laws changes. Paper ballots will be available for all members who prefer that option. Members will be asked through the listserv and newsletter to submit award nominations to Bob.

APAGS Student Representative Monica Roy reported on the progress of the Diversity Task Force appointed by Dr. Sadow. Members include: Jeanne Bennett (Chair), Mary Lu Bushnell, Kim Cornish, Jason Doll, Sherri Edwards, Richard Greenblatt, Kathy Harowski, Samantha Kettle, Tom Miller, Pam Morris, Susan Ohlde, Monica Roy, Dolly Sadow, Katina Shine, Jarrod Steffan. Objectives of the Task Force are to increase activity among students and early career psychologists. A Task Force survey of student affiliates identified the need for career mentoring so a mentoring program is in development. An application for mentors and mentees has been circulated and efforts are underway to generate participants and support. Plans are also underway to evaluate the initiative. To increase student members and participation at the APA Convention, students are considering a social hour in the Division Hospitality Suite and a mentoring breakfast.

11. Secretary-Treasurer Mike Neale reviewed the Budget report (see attached table):

- a. Division 18 operated at a loss of \$5,571 for 2005, exclusive of \$6,175 disbursed to cover Journal subscriptions for new and student members. Including subscription coverage, the total deficit for 2005 was **\$11,746**. Some 2005 expenses were paid in 2006, limiting the loss to \$3,855. Membership dues (\$20,640) and other sources (~\$1,860) amounted to \$22,500 in Income versus \$34,246 in Expenses, including \$13,221 for Travel and \$3,871 for Convention / Meeting costs.
- b. The deficit continued a negative trend related to Journal start-up in 2003 that was anticipated by the Board and is expected to continue until the Journal generates revenue. A portion of member dues that used to go to the Division now covers member Journal subscriptions. Travel and meeting expenses declined in 2005, but income from advertising, continuing education and contributions remained low.
- c. On the positive side, doubling subscription coverage from \$3,175 to \$6,175 means Division 18 is growing, one of few APA Divisions that can make that claim. **As the journal moves to quarterly publication, it will be important for every Division member to do what they can to generate additional article submissions and to request a Journal subscription for their agency library.**
- d. Mike urged EC members to examine all means to reduce costs and develop alternate revenue until the Journal begins to generate income for the Division. Depending on institutional subscriptions, advertising and royalties, it could take five years for the Journal to generate revenue for the Division. In the interim, opportunities for additional revenue include delivery of CE workshops, soliciting advertisements for the Newsletter, and use of an available funding mechanism enabling Indian Health Service to pay for Division activities that support recruitment and retention of members in Psychologists in Indian Country.

- e. Opportunities for economy include efforts underway to utilize new electronic technologies more effectively for communication and information exchange (see Section 2 above). **Making these changes will depend on member contributions of valid email addresses to maintain a secure, up-to-date email list.**
12. **APA Council Representatives** Kathy McNamara and Walter Penk reported on Council:
- a. APA has agreed to assume the cost of travel expenses for members of the Council of Representatives to attend Council meetings. This should save the Division \$2,000 to \$3,000 in 2006.
 - b. **Board members and Section Chairs are asked to contact Kathy and Walter with specific issues to present to APA Council and follow-up with listserv discussions.**
13. **Psychological Services Journal Associate Editor** Morgan Sammons reported on the Journal:
- a. Journal Editorial Board has been restructured to improve the review process and speed turnaround. New Associate Editors: Sheila M. Brandt (*Federal Bureau of Prisons*), Leon Green (*VA New Jersey Health Care System*), Jill M. Oliveira-Berry (*Na Pu`uwai Native Hawaiian Health Care System, Tripler Army Medical Center*), Morgan T. Sammons (*U.S. Navy Bureau of Medicine and Surgery*).
 - b. Editors are looking for submissions of clinical trials, literature reviews and descriptions of clinical programs from Division and APA members as well as students and non-members. Journal submission and review process is now fully automated. Special sections are already in development on geropsychology and Hurricane Katrina response and other ideas are welcomed. VA Leadership conference presenters are encouraged to submit papers based on talks and posters. The Journal will require many submissions to get 28-32 per year for publication. For information about the Journal, see: <http://www.apa.org/journals/ser/>.
 - c. Journal is moving from semi-annual to quarterly publication which should facilitate purchase of subscriptions by institutions and libraries. **Members are asked to request subscriptions for their institution / library.**
 - d. Morgan agreed to provide a description for members encouraging their submissions.
14. At Large Member and Committee Reports:
- a. **Fellowship** (Asher Pacht)
 - i. Five current APA Fellows submitted appropriate documentation and were approved as Fellows of Division 18: Drs. Patrick Flynn, Ray Hanbury, Katherine McNamara, Patrick Tolan, and Antonette Zeiss.
 - ii. Three members submitted complete, quality applications with endorsements that were submitted to the APA Membership Committee well before the February deadline. Final confirmation will be determined in August, 2006.
 - iii. Ed Nightingale has assumed the position of Committee Chair and Rod Baker has joined the Committee. Dr. Carol Mowbray was a Committee member until her untimely death.
 - iv. The EC thanks the Committee and Dr. Pacht for a timely job well done.
 - b. **Newsletter** (Jacqueline Remondet-Wall, Tim Lawler)
 - i. Under the new Co-Editors, the Newsletter will transition to a new format with greater electronic portability.
 - c. **Webmaster** (Kellie Condon)
 - i. Kellie continues to expand the web page which will be a more important venue for Division members: <http://www.apa.org/divisions/div18/>.
 - d. **Continuing Education** (Scott Allen)
 - i. The Division obtained probationary approval as an APA Sponsor of continuing education activities in 2005 and awarded xx hours of CE credit (Scott?) for sessions at the APA and Association of Chiefs of Police Conventions. The latter resulted in fees of \$325 for the Division. When its re-application for 2006 is approved, the Division will have full CE approval for up to five years.
 - e. **Advertising** (Melisa Rempfer)
 - i. Please contact Melisa with all ideas about potential Newsletter advertisers.
15. The meeting was adjourned at 5:00pm by Dolly Sadow.

DIVISION 18 INCOME AND EXPENSES SUMMARY -- January, 2006

	2001	2002	2003	2004	2005 Est. 1/19/06	2006 to date
TOTAL ASSETS/ LIABILITIES	\$51,631	\$56,702	\$50,474	\$40,665	\$37,534	na
ASSETS - Beginning	\$30,611	\$34,691	\$39,579	\$38,972	\$28,560	na
INCOME						
Membership Dues	\$21,202	\$22,463	\$22,333	\$18,012	\$20,640	\$1,800
Other Income	\$18,800	\$1,816	\$1,848	\$1,228	\$1,860	\$325
TOTAL INCOME	\$40,002	\$24,279	\$24,181	\$19,240	\$22,500	\$2,125
EXPENSES						
Publication/Postage	\$6,591	\$5,210	\$8,751	\$5,706	\$6,044	\$1,084
Travel/Convention	\$15,713	\$10,913	\$15,257	\$20,602	\$14,941	\$706
Awards/Contributions	\$2,526	\$2,318	\$780	\$3,050	\$1,776	\$203
Dues/Fees	\$1,267	\$950	\$0	\$293	\$420	\$180
Other Expenses					\$3,175	\$6,175
TOTAL EXPENSES	\$35,921	\$19,391	\$24,788	\$29,652	\$26,356	\$8,348
BALANCE						
INCOME-EXPENSES	\$4,080	\$4,888	(\$607)	(\$10,412)	(\$3,855)	(\$6,223)

Psychological Services Journal Wants Your Articles!

Division 18 announces the re-launch of Psychological Services in a new format. The division journal, heretofore published on a twice yearly basis, has been reformatted and expanded under the direction of Interim Editor Gary VandenBos and Incoming Editor Pat DeLeon to a **quarterly** journal. Associate Editors: Sheila M. Brandt (*Federal Bureau of Prisons*), Leon Green (*VA New Jersey Health Care System*), Jill M. Oliveira-Berry (*Na Pu`uwai Native Hawaiian Health Care System, Tripler Army Medical Center*), Morgan T. Sammons (*U.S. Navy Bureau of Medicine and Surgery*).

Psychological Services is devoted to publishing high quality empirical articles on the outcome and process of psychological services delivery provided in the full range of organized public service delivery setting.

Psychological Services encourages submissions of papers that focus on psychotherapy outcome studies, program evaluations of clinical programs, and public policy analyses. The Journal also publishes literature reviews that make a contribution to service delivery in public service settings, as well as unique model program descriptions for psychological service programs. Analyses of policy issues related to the delivery of psychological services in organized care settings are also considered.

The Psychological Services Editorial Board understands that psychologists in public sector settings receive little in return for the effort involved in developing and publishing scholarly manuscripts. Tenure and or promotion are generally not linked to a history of successful publications, and little or no work time is allotted towards research for most clinicians in such settings. As a result, many public sector psychologists have not honed the skills often thought necessary to achieve success in a "publish or perish" environment.

Nevertheless, practitioner/scholar remains the ideal for many clinicians working in public service settings. Psychologists working in these settings often have rich resources, either in the form of program development or direct clinical service provision, upon which to base publications. It is, therefore, the commitment of the new Psychological Services editorial team, while maintaining the highest standards of scholarship, to work closely with authors for whom the realm of academic publication is unfamiliar in order to ensure appropriate dissemination of the valuable work performed by public sector psychologists.

Psychological Services is the official journal of APA Division 18. Division members and their colleagues are strongly encouraged to submit articles for review and to invite their institutions to subscribe to the improved quarterly Psychological Services Journal.

Journal web page: <http://www.apa.org/journals/ser/>

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