

STATE OF MINNESOTA

# BOARD OF SOCIAL WORK

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**REGULAR BOARD MEETING**  
**University Park Plaza**  
**University Conference Room A – 4th Floor**  
**2829 University Avenue S. E.**  
**Minneapolis, Minnesota 55414**

**May 20, 2005**

**Members Present:** Kathleen Beehler, LSW  
Miriam Bergmark, Public Member  
Anthony Bibus, III, LISW, Chair  
Paul Gaston, LSW  
David Hallman, LSW, Secretary-Treasurer  
Margaret Sebring Khali, LSW  
Mary Casey Ladd-Bowman, LICSW  
Peter Langseth, LSW  
Kenneth Middlebrooks, Public Member  
Anoma Mullegama, LICSW  
Antonia Wilcoxon, Public Member, Vice Chair

**Members Absent:** Roy Garza, LGSW  
Marilyn Kiloran, LICSW  
Timothy Schmidt, Public Member

**Staff Present:** Louis Hoffman, Compliance Director  
Brenda Mammenga, Compliance Coordinator  
Sheryl McNair, LICSW, Staff Social Worker  
Frank Merriman, Executive Director  
Connie Oberle, Office Manager  
Kate Zacher-Pate, LSW, Assistant Director

## 1. PROPOSED AGENDA

Chair Bibus called the meeting to order at 10:00 a.m.; a quorum was present. The agenda was approved.

## 2. MINUTES FOR MARCH 18, 2005 MEETING

A motion was made by Langseth, and seconded by Beehler, to correct typographical errors and approve the March 18, 2005 minutes. The motion carried unanimously.

**3. EXECUTIVE DIRECTOR'S REPORT: Frank Merriman**

- John Berns, the Governor's Appointment Secretary, recently interviewed Langseth for reappointment to the Board. Similarly, Wilcoxon will be interviewed this afternoon. A final decision will be made by June 30 when some Board Member's terms expire.

*[Ladd-Bowman arrived at 10:06 a.m.]*

- Merriman reported that there has been little discussion and changes to the Board's proposed revisions to the Practice Act, and he is optimistic that the revisions will be enacted in this session.
- The Department of Finance previously opposed the Board's fee reduction proposal. However, Bibus' letter to the Governor's Office changed the proposal's direction as a staff member of the Governor began working with the Department to change its position. Representative Jim Abeler's endorsement and leadership has also been crucial to the bill's progress.
- The status of the bill's four main provisions remains uncertain: 1) revisions to the Practice Act, 2) the fee reduction proposal, 3) acceptance of language giving the Board access to surplus funds, and 4) transferring the administration of the Office of Mental Health Practitioners to the Health Related Boards.
- There are two pieces of the Governor's Drive to Excellence which remain uncertain: 1) the possibility of a \$5 surcharge per licensee to support the consolidation of licensing functions statewide, and 2) a proposal to centralize technical services into one office. The Executive Directors have requested a meeting with the Governor's top Drive to Excellence staff person.
- Conference sign-up sheets will be available at the July Board meeting upon the reappointment of new Board Members. See the attachment, "Board of Social Work Proposed Out-of State Travel Policy 2006-2007 Biennium."
- Merriman thanked the retiring Board Members for their service to the Board, and said that we have all enjoyed working with them. Also, we will be making arrangements to honor the retiring Board Members.
- Bibus also expressed a special thank you to the departing Board Members Beehler, Bergmark, Kiloran and Schmidt and said they will be missed.

**4. ASSISTANT DIRECTOR'S REPORT: Kate Zacher-Pate**

**A. Online Services**

- Zacher-Pate acknowledged the excellent work of Chris Luhman, Project Manager and Mark Stensgaard, Program Manager.
- Online renewals became available in February 2004, and in November renewing online became available for licensees that have supervision requirements for licensure. Statistics show that 16% of licensees renew online.
- In order to promote online services, licensees renewing in June were notified by post card (see copy attached) that they may either renew online or contact the Board for paper copies of renewal forms.
- The Board sends out approximately 400 renewal packets per month at a cost of \$618. Due to the reduction in paper, copying, postage and staff time, it only cost \$230 to mail the post cards. Other Boards have had success using this system.
- Comments on the post card: Langseth suggested including the Board's toll free telephone number, Mullegama suggested changing the color from bright blue to green, and Khali suggested rewording the last sentence on the card.

- Licensees may also change their address, phone number and e-mail address online.
- There has been good feedback about license verifications.
- The target date to complete online applications is June 30, 2005. Implementation will take place after testing and training.
- The GLS database will be enhanced to maintain all supervised practice records which will provide better record retention.
- GLS will be enhanced to enable processing letters and reports from the database.

**B. ASWB Conference**

- In April Zacher-Pate attended the ASWB Spring Conference in Boston. The theme was "Best Practices for Boards."
- Zacher-Pate also attended the Administrator's Forum which promoted use of the ASWB Board Member list serve, discussed board configurations, and provided an opportunity to share issues and resources.
- ASWB has signed a contract to process state board applications, and it is testing the process with Massachusetts.
- ASWB's law and regulation comparison guide will soon be available online and will be periodically updated.
- In the near future, ASWB will have a fully-simulated practice test online for a fee in addition to paper study guides.
- In regard to the conference, Zacher-Pate reported that our Board is doing very well in its practices related to Board Member training, disciplinary processes, licensing, and Board/staff coordination.
- It was stressed that Board goals should be evaluated periodically by using the "SWOT" method (Strength, Weaknesses, Opportunities, Threats) in a retreat setting and being very clear about roles, the delegation of duties, and the importance of clear communication.

NOTE: Merriman added that ASWB has volunteered to provide new member training locally for our new Board Members.

**5. COMMITTEE REPORTS**

**A. Compliance Committee: Margaret Sebring Khali**

Khali reported that the Compliance Panel has been meeting with more licensees recently. Between yesterday afternoon and this morning there were three educational meetings and one investigative conference.

Hoffman distributed "Complaint Status Report, March 1, 2005 – April 30, 2005." He noted that 19 cases have been opened, 31 closed and 39 are pending, and that most cases have a time line of 60-120 days.

Executive Session: 10:50 – 11:00 a.m.

**In the Matter of Michael D. Wilson, LICSW, License Number 8886. A motion was made by Khali, and seconded by Middlebrooks, to accept the Compliance Panel's recommendation to grant Michael D. Wilson, LICSW, an unconditional license. The motion passed unanimously.**

**B. Finance Committee: David Hallman**

- The "Finance Committee Minutes, Thursday, May 19, 2005" was distributed.
- Hallman reported that as of April 2005 the Board's direct costs are at 53% for the FY 2005 budget. Receipts are coming in at 86%. The indirect expenses of the Attorney General are at 16%.
- The Office of Mental Health Practice's cost allocation for each health licensing board was also discussed. If approved by the Legislature, Social Work would pay 46.3%. If the Legislature does not pass this bill the OMHP would dissipate.

**C. ESL Committee: Peter Langseth**

- The "ESL Committee Minutes, Thursday, May 19, 2005" was distributed.
- Langseth reported that the Committee will meet the Thursday before the Board meetings.
- The Committee will disseminate Dr. Holcomb's report upon the approval of the alternative licensure method for ESL/foreign-born applicants by the Legislature. If the Legislature delays the bill to 2006, the Committee will still disseminate the report.
- It was discussed that the report could be disseminated by list serve, through the Board's online services, or by easily identified groups. Since it would be difficult to disseminate it to out state groups, it was suggested that it be sent to universities and schools.
- There was discussion about the evaluation process and how to standardize the test. Input would be sought from our consultant, Colleen McDonald, who could contact other states, such as Texas, about their use of alternates beyond ASWB's examination.
- Since there were two new participants at the meeting, cultural competency versus the ESL language issue was discussed. Langseth believes the focus should be on ESL issues as directed by the Legislature. However, the committee could intertwine these two issues.
- The Committee also discussed the exemption for private non-profits with a "primary service focus" serving ethnic minorities. Zacher-Pate noted that the Board has taken a narrow interpretation of this exemption.
- Bibus said that the Board uses broad interpretation of ESL when a person or applicant declares ESL.
- Wilcoxon thanked the Committee for its work and extended her congratulations for the participation of the two new attendees at the meeting as they are very influential members of the community.
- Wilcoxon also invited Board Members to come to the ESL meetings as education in this area is very important for the community.
- It was suggested that cultural competence training opportunities be included in new Board Member orientation.

**D. Legislation & Rules Committee: Tony Bibus**

- Bibus reported that the Committee may disband if the legislation passes. However, if it doesn't pass, the Committee may need to continue.
- If our bill does not pass, it was suggested that the alternative licensure method for ESL/foreign-born applicants be placed into rule rather than waiting

for the next legislative session. To accomplish this, the Committee could collaborate with members of the Coalition of Licensed Social Workers and NASW.

**E. Executive Committee: Tony Bibus**

- Bibus stated that the Executive Committee recommends that the Board establish a new ad hoc committee, the Compliance Education Outreach Committee.
- Wilcoxon will convene at the first Compliance Education Outreach Committee meeting, and it will include Hoffman, McNair, Mullegama and Ladd-Bowman. They will develop a charge and scope as a follow-up to the successful ethics presentation at the MSSA Conference for licensees, the public and other constituents. (See the attached proposal from Louis Hoffman and Sheryl McNair.)
- The Committee will recommend to the Board if it should continue with public outreach events.
- Jurisprudence would not be handled by this committee.

**A motion was made by Hallman, and seconded by Wilcoxon, to approve the Executive Committee's recommendation to establish the Compliance Education Outreach Committee. The motion carried unanimously.**

*Closed Session: Executive Director Evaluation – 11:40-12:00 p.m.*

**A motion was made by Hallman, and seconded by Wilcoxon, to accept the Executive Committee's recommendation to approve Frank Merriman's performance appraisal. The motion carried with one abstention.**

**A motion was made by Mullegama, and seconded by Langseth, which asks the Executive Director to develop a work plan for the next year beginning at the July 15, 2005 Board meeting. The work plan will include at least four goals and also the following: 1) time lines, 2) definitive and measurable outcome indicators, etc., 3) a process for evaluation of the work plan's success, and 4) feedback on the work plan from the Board, staff and other constituencies. The motion carried unanimously.**

6. [LUNCH 12-12:30 p.m.]

7. **OTHER REPORTS**

**A. Advisory Committee: Tony Bibus**

- There was an update on our statute's progress and the continuation of work on jurisprudence education.

**B. Council of Health Boards: Paul Gaston**

- Gaston reported that the committee did not meet, but it may convene after the legislative session.

**C. HPSP: Casey Ladd-Bowman**

- Ladd-Bowman reported that the committee met May 17.
- Monica Feider reported on HPSP's security breach of their computer system which was caused by hackers. Two new firewalls and a new server have been installed.
- All past and present participants have been notified of the breach.

**8. PUBLIC COMMENT**

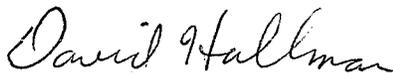
- Pam Luinenberg spoke on behalf of the Minnesota Coalition of Licensed Social Workers. She thanked retiring Board members and expressed her appreciation for their participation and time spent serving the Board.
- Luinenberg noted that the Coalition is very grateful for the incredible work Merriman did to reduce licensure fees. She said it took a lot of skill and persistence and his skill helped turn around the outcome to our advantage.
- Luinenberg will attend the Jurisprudence Committee meeting next week. She asked how this committee was different from the Compliance Education Outreach Committee.
- Bibus said that the Compliance Education Outreach Committee does not include jurisprudence.
- McNair said that the Compliance Education Outreach Committee will decide which conferences to attend.
- Luinenberg stated that she attended the Chiropractic Board's three hour orientation for new licensees. She asked the Executive Director, Larry Spicer, about the Board's online take home test on licensure statutes. Spicer said that there are questions to take the applicant through the statute and the compliance process.
- Luinenberg said the Advisory Committee would take a look at this procedure.

**9. OTHER BUSINESS**

**10. ADJOURN**

The meeting adjourned at 12:50 p.m.

Respectfully submitted,



David Hallman, LSW  
Secretary-Treasurer