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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 18, 2007**

**Members Present:**

Kathleen Beehler, LSW  
Anthony Bibus, III, LISW  
Robin Bode, LSW  
William Cullen, Secretary-Treasurer  
Roy Garza, LICSW  
David Hallman, LSW, Vice-Chair  
Rosemary Kassekert, Public Member  
Mary Casey Ladd, LICSW  
Peter Langseth, LSW  
Kenneth Middlebrooks, Public Member  
Anoma Mullegama, LICSW, Chair  
Beverly Ryan, LISW  
Antonia Wilcoxon, Public Member

**Staff Present:**

Louis Hoffman, Director of Compliance  
Brenda Mammenga, Compliance Coordinator  
Sheryl McNair, LICSW, Staff Social Worker  
Frank Merriman, Executive Director  
Connie Oberle, Office Manager

1. PROPOSED AGENDA

Chair Mullegama called the meeting to order at 10:05 a.m.; a quorum was present. Bibus asked if Merriman could report on the non-clinical licensure open dialog meeting. **A motion was made by Bibus, and seconded by Ryan, to approve the agenda. The motion carried unanimously.**

2. MINUTES FOR MARCH 16, 2007 MEETING [Attached]

Cullen noted that he did not second the motion to approve the March 16, 2007 Board Minutes because he arrived late to the meeting.

3. EXECUTIVE DIRECTOR'S REPORT [Attached]

Merriman made the following comments about the materials included in the Board packet:

- A. Board Member Appointments: The Governor's Office has not contacted us about new Board Appointments and they are due to be made by June 30, 2007.

*[Wilcoxon arrived at 10:14 a.m.]*

- B. Legislation: The Revisor combined our three bills, Clinical Standards, Provisional Licenses and Temporary Licenses, into one proposal.

- Clinical Standards: The section that received the most attention was the increased continuing education requirement for LSWs, but the clinical standards legislation was not very controversial. The Board has four years until enforcement to review and propose changes if needed.
- Provisional Licenses: There were two issues that arose: 1) whether the provisional license should be extended beyond FB/ESL applicants, and 2) whether the examination requirement should be eliminated. Senator Marty took these concerns to the House and Senate Conference Committee for discussion as he was concerned that there are not enough Social Workers to serve underserved communities and culturally and ethnically diverse communities. The Committee adopted a provision requiring the Board to conduct a study defining the underserved populations and explore alternative paths to licensure that do not include a standardized examination.
- Temporary Licenses: There was no controversy.
- Post Card: The Board has received 15-20 e-mails/phone calls regarding the card that was mailed to all licensees several weeks ago.
- Exception to Licensure Requirements: The legislature approved the exception allowing Sandra Korf to receive a license without taking the examination, but she will have to meet the other licensure requirements. The Board discussed whether a letter of concern should be written on this matter. Merriman said that a letter from this Board's Chair could be considered, however, it was decided not to do so.
- Macro Practice Meeting: This is a new association for those who practice non-clinically. This group feels that the Board has not adequately considered their perspectives. Merriman suggested to the Association that it ask for representation on the Advisory Committee.
- Appropriations: The legislature appropriated \$997,000 to the Board for FY 2008 and \$1,022,000 for FY 2009. The figures include \$100,000 designated for OMHP.
- Merriman noted that Doug Green from the Department of Finance was concerned with a decision the Conference Committee made giving the Attorney General authority to take appeals on disciplinary decisions made by the health licensing boards. Green was concerned about the cost involved in this change. Merriman said that Representative Abeler authored this change and Abeler agreed to move the effective date ahead two years in order to look at fiscal and policy concerns. Merriman said that the Executive Directors have a meeting scheduled with the Attorney General's Office on Tuesday on this matter.
- Transfer of Funds: Merriman is not aware of any provision passed that would transfer the Board's money from the Special Revenue Fund to the General Fund.

- Carry Forward: This proposal would enable the Board for the biennium ending June 30, 2007 to transfer any remaining nongrant operating balances, with the approval of the Commissioner of Finance, to a special revenue account. Funds in those accounts are appropriated for costs associated with one-time technology, infrastructure, and systems development projects. The Executive Directors have initiated discussions with the Office of Enterprise Technology, but discussions are on hold until after the session.
- Enterprise Technology: This is a "one stop" licensing proposal by the Governor in his Drive to Excellence which appropriates \$2 million for the first phase of an electronic licensing system.
- SMART: This bill appropriates \$500,000 to establish a small agency resource team to consolidate and streamline the human resources and financial management activities for small state agencies, boards and councils. Merriman noted that the Health Licensing Boards have ASU for these purposes and that we could be a model for other small agencies on this matter.

C. Statistics: See attachment A (Compliance Statistics)

Merriman distributed online application and renewal statistics and noted that they are approximately 68% and 58% respectively. He noted that Board staff is pleased with people using online services and that the computer system continues to be updated.

D. Biennial Report: See Attachment B

Merriman noted that statute requires all Boards to submit a biennial report every two years. The information is also available on our web site.

E. Conferences: There are four conferences available and sign-up sheets were passed. They include CLEAR in Atlanta, Georgia, September 6-8, 2007; CAC in Seattle, Washington, October 29-31, 2007; ASWB Annual Meeting in San Antonio, Texas, November 9-11, 2007; and FARB in Sante Fe, New Mexico, January 25-27, 2008. Attendees to the conferences will be decided at a later date.

F. 20<sup>th</sup> Anniversary of Board's Creation: There was discussion about having an anniversary celebration. There was also discussion about whether Board members would like to have a strategic planning retreat with Susan Senko who conducted an organizational assessment of the Board and reported her results at the November Board meeting. **A motion was made by Garza, and seconded by Hallman, to forego the July Board Meeting scheduled for July 20, 2007, and have a strategic planning workshop on Saturday, July 21, 2007.** After discussion, the following motion was made: **A motion amending the motion above was made by Wilcoxon, and seconded by Ladd, changing the strategic planning workshop from Saturday July 21, 2007 to Friday, July 20, 2007. An anniversary celebration will be planned for September 21, 2007. The amended motion carried unanimously.** Board Staff and the Executive Committee will work with Senko on planning the strategic planning workshop. Wilcoxon, Bode, the Executive Committee, and Staff members will plan the anniversary celebration.

G. Work Plan: See Attachment C

- Item 2: Merriman distributed "Strategic Plan Proposal" regarding the setting up of a workshop to be conducted by Susan Senko from the Management Analysis & Development Division noted above.
- Items 5 and 6: A compliance brochure and video will be developed for applicants, licensees and the public.
- Item 14: Merriman completed management training classes which was an Executive Committee directive.
- Items 15-20: A reminder that legislation will be implemented as soon as it passes.
- Item 26: The website continues to be updated and Jennifer Thuente is the staff member assigned as the primary web master.
- Item 27: In the future, the jurisprudence and licensee orientation work group will meet to make recommendations to the Board regarding a jurisprudence examination and an orientation for new licensees.
- Item 28: Merriman said that the new supervision requirements are difficult and that a brochure is being developed for supervisors and employers on how they can meet supervision requirements.

4. COMMITTEE & LIAISON REPORTS

A. Advisory Committee: Tony Bibus

Bibus reported that the meeting was cancelled.

B. ASWB: Kathy Beehler

Beehler reported that she, Ryan, and Zacher-Pate attended the ASWB spring educational conference in Mobile, Alabama April 25-29 and she distributed a handout from the session entitled, "The Role of the Regulatory Boards in the Supervisory Process." Beehler said that the theme of the conference was that we should look at ourselves as regulators. Beehler said she enjoyed the ethics and online therapy workshops and that California is considering joining ASWB.

C. Compliance Committee: Anoma Mullegama, David Hallman, Ken Middlebrooks

Mullegama reported that there were no compliance matters to be heard before the Board today.

D. Compliance Education Outreach Committee: Antonia Wilcoxon

Wilcoxon reported that the Board will be represented at the Age and Disabilities Odyssey conference in Duluth in August. McNair noted that our presentation is "A Framework for Ethical Dilemmas". Board Members who have agreed to participate are Ladd, Hallman, Ryan and Wilcoxon. Hallman will do a poster session on "The Compliance Process" and McNair will host a vendor booth. The new compliance brochure will be available as a handout.

Hoffman reported that he, Alan Ingram and Pam Luinenburg will present at the Circle of Life Aging Session on June 21 in Eagan. They will discuss compliance standards and the new legislation. Hoffman will also present at the St. Peter Regional Treatment Center in St. Peter for one day this fall. Arrangements are being made by Bode.

E. Council of Health Boards: Rosemary Kassekert

Kassekert reported that there was no meeting.

F. Finance Committee: Bill Cullen

Cullen reported that there was a meeting last night. The budget is on target with expenditures and below budget. He said that the Committee will begin long-term financial planning.

G. HPSP: Rosemary Kassekert

Kassekert reported that HPSP is within its budget and that it is moving to Energy Park July 1. There have been 342 people discharged from the program this year, 98 have completed the program, 22 withdrew, and 101 were discharged because they were not complying with monitoring. Also, HPSP has hired a new case manager and hopes to hire another.

H. Legislation & Rules Committee: Mary Casey Ladd

Ladd reported that there was no meeting, but that the Committee consults online. She commended staff for the work they have done at the legislative level.

I. Legislative Task Force: Tony Bibus

Bibus reported that the Task Force reviewed what it has learned this past year regarding possible allies and modifying exemptions for county social work practice. He said that they are preparing to meet with those that are not the Board's allies in this matter and those who could benefit from the information that it has gathered so far. An executive summary will be prepared by Luinenburg, Merriman and Langseth for round table discussions with DHS, County contacts, unions, etc. The next Committee meeting will be August 3.

J. OMHP: Tony Bibus

Bibus reported that he meets monthly with Gina Green, the new half-time Program Manager of OMHP, to review cases. He thanked Hoffman for his assistance with OMHP through the transition between the two Program Managers. A report to the Legislature on whether the Board will continue to exist is due in 2009. Bode and Garza will mentor Green as Bibus will be leaving this Board in 2008.

*(Garza left the meeting at noon)*

5. ED Performance Review: Executive Committee

*(Closed Session 12:05 – 12:15 p.m.)*

6. PUBLIC COMMENT

Alan Ingram, Executive Director, National Association of Social Workers, Minnesota Chapter, said he was pleased to work with Merriman, Zacher-Pate, and Pam Luinenburg, Coordinator of the Minnesota Coalition of Licensed Social Workers, at the Legislature. He said that the work accomplished was an historic effort for clinical practice, but that licensure will not be complete until exemptions are eliminated.

Luinenburg also said that it was a pleasure to work with this group on the Board's legislative proposal. She noted that the Board's anniversary celebration would be an opportunity to reach out to consumers so that they could learn how to utilize and interact with the Board. The new compliance brochure could also be used to educate people.

7. OTHER BUSINESS

There was no other business.

8. Roundtable

- McNair said that the Board will have a booth at the NASW Annual Conference in June.
- Luinenburg said that perhaps the Board could evaluate the disproportion of social workers in Greater Minnesota as part of the Legislative study.
- Beehler said that she did not receive the card the Board sent to licensees, and she has not changed her address.
- Bibus spoke about the importance of studies and collaborating with private and non-profits to tap into medical assistance in social work and case management services (Rule 79). Greater Minnesota is in need of practitioners that have a holistic social work perspective and who know case management in medical settings. Funding is available for this work, but programs do not exist in the outlying areas. Bibus said that removing county social work exemptions and expanding licensure throughout the state would help in this regard.
- Ryan thanked the Board for sending her and other Board members to the ASWB Conference, and said that it was an excellent learning opportunity.
- Merriman announced that he was getting married over the weekend.
- Middlebrooks proposed a future agenda item that the Board consider having the Executive Committee serve for two years instead of one year.

9. ADJOURN

--- Lunch

The meeting adjourned at 12:31 p.m. and lunch was available.

Respectfully submitted,



William Cullen  
Secretary-Treasurer