



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

Minutes

November 16, 2012

Members Present: Christine Black-Hughes, LICSW, Chair
David Hallman, LSW
Jacqueline Johnson, LICSW
Janna Kovach, LSW
Kenneth Middlebrooks, Public Member
Carol Payne, LSW, Secretary Treasurer
Ruth Richardson, Public Member, Vice Chair
Nicole Roiger, LSW
Tamerlee Ruebke, LSW
Beverly Ryan, LISW
Angie Stratig, LICSW

Members Absent: James Gaylord, LICSW
Rosemary Kassekert, Public Member
David Sandry, Public Member
Antonia Wilcoxon, Public Member

Staff Present: Louis Hoffman, Director of Compliance
Michelle Kramer-Prevost, LISW, Staff Social Worker
Sheryl McNair, LICSW, Assistant Director
Brenda Mammenga, Recording Secretary
Connie Oberle, Office Manager
Kate Zacher-Pate, LSW, Executive Director

1. PROPOSED AGENDA [Attached]

Chair Black-Hughes called the meeting to order at 9:05 a.m. A quorum was present and the Board unanimously approved the agenda.

2. MINUTES FOR SEPTEMBER 21, 2012 BOARD MEETING [Attached]

The Board of Social Work (BOSW) reviewed the September 21, 2012 minutes.

A motion was made by Johnson, and seconded by Roiger, to approve the September 21, 2012 minutes. The motion carried unanimously.

3. EXECUTIVE DIRECTOR'S REPORT: Zacher-Pate [Attached]

Zacher-Pate welcomed the guests to the meeting and commented on the following:

- **2013-2014 Grandfathering for City, State and Private Nonprofit Nontribal Agencies**
 - Approximately 1500 notices are estimated to be sent to City, State and Private Nonprofit Nontribal Agencies regarding the 2013-2014 Grandfathering provision that will go into effect on January 1, 2013. Also, a designated grandfathering e-mail address will be developed to manage and count inquiries, and a grandfathering icon containing pertinent information will be developed for the website, including a new online grandfathering application.
- **Compliance with Sunset Legislation**
 - Effective August 1, 2012, the Sunset Legislation requires that the Health Licensing Boards (HLBs) notify complainants and subjects of complaints of the status of their case every 120 days until the complaint is resolved.
 - Effective January 15, 2013, the Sunset Legislation charged the HLBs to submit or collaborate on the following reports:
 - Minnesota Management and Budget (MMB) will collaborate with the HLBs and consult with MN.IT Services to identify the best IT solution for a back end licensing data base and a front end gateway (internet) IT system for the HLBs.
 - The HLBs will prepare a report to the Legislature on criminal background checks. Zacher-Pate is a member of the group preparing the report which will propose legislation for a public safety standard that will move to a FBI fingerprint background check. A majority of the health professional boards in other states have such standards.
 - The HLBs and the Attorney General's Office (AG) will prepare a report to determine their respective roles of conducting investigations of licensees.
- There has been a significant change to the Legislature, following the election, as both bodies now have Democratic majorities. Many of the Legislators who have been supportive of the HLBs were re-elected including Representative Mary Kiffmeyer who is now a Senator, Representatives Jim Abeler and Erin Murphy, and Senators Tony Lourey, John Marty, and Julie Rosen. Senator Richard Cohen is Chair of the Finance Committee, Senator Lourey is the Senate Committee Chair for Health and Human Services Division-Finance, Senator Kathy Sheran is the Chair of the Policy Committee on Health Human Services and Housing, Representative Paul Thissen is the Speaker of the House-Elect, Representative Erin Murphy is the House Majority Leader, and Senator David Hann is the Senate Minority Leader.

- **Budget Information**

- The Biennial Budget narratives will be posted to the MMB website on November 16. Fiscal data in the Governor's budget will remain non-public until the Governor's budget is published on January 22, 2013.

- Positive feedback has been received regarding the Board and staff, including commending Hoffman's work in compliance and the compliance process. The Board and staff were complemented for its "integrity, commitment,...dignity, and respect in working through the [compliance] process". Zacher-Pate is appreciative of the positive comments received from the public and said it reaffirms that the Board's work is essential and demonstrates the commitment the Board has to public safety.

4. HEALTH PROFESSIONAL SERVICES PROGRAM (HPSP) ANNUAL REPORT:

Mary Olympia, LSW, Case Manager [Attached]

Black Hughes welcomed Mary Olympia from HPSP. Olympia said she is one of the five case workers at HPSP and reviewed the Annual Report with the following comments:

- HPSP was enacted by statute 17 years ago as a monitoring agency to serve public protection when licensed health professionals have illnesses such as chemical dependency, mental health, or health issues that may impact their ability to practice safely. The agency is a single source to self-report, be reported by third parties, or be referred formally or informally by the HLBs. HPSP determines whether there is a major illness that should be monitored (usually an Axis 1 diagnosis) and, if so, the licensee is asked to participate with HPSP for extended monitoring to ensure that they are following their treatment plan contract.
- Olympia noted some states do not require self-reporting of an illness or third party reporting, but Minnesota statute requires licensees to either report directly to HPSP or the HLB.
- The HLBs are not notified of a licensee's enrollment in HPSP unless there is a substantial violation of the contract, in which case Hoffman would be notified of the noncompliance for investigation and resolution. It is important to intervene early before the licensee's practice is impacted and to ensure the licensee is safe to practice.
- Olympia responded to questions from the Board about the effects on both Boards and HPSP participants should there be any changes to the interpretation of the level of confidentiality provided to participants. Olympia said the lack of confidentiality on self-reports and third-party reports would have a chilling effect on the program as other states have encountered a decrease in self-reports when the Board is obligated to report the self-reporting licensee to the licensing Board. Since FY 2009, this Board's self-reports have been 18 or 41% and third-party reports have been 10 or 23%. Also, many of the self-reports are received from licensees in treatment programs, such as Hazelden or Fairview; and many third-party reports are received from work places, mental health professionals, or physician health programs.
- Olympia responded to a question about whether the Board would be in conflict with the federal law and breaching the licensee's confidentiality during chemical dependency treatment if the Board took action from a self-report. Olympia said

federal law already trumps state law and that federal and state laws work together. Zacher-Pate said she serves on the Executive Director's (ED) Policy Committee and reported the confidentiality issue regarding self-reporting licensees to the Board in September in order to be proactive rather than reactive in case the issue is referred to the Legislature.

- Olympia responded to a question on recidivism and said that approximately 50% of licensees who self-report to HPSP decide to be monitored. However, since substance abuse is a relapsing illness, approximately 10% return to the program by re-referral from the Board as a licensee may not self-report a second time.

5. LICENSING UNIT REPORT & TRAINING TOPIC-TEMPORARY LICENSES:

McNair, Kramer-Prevost

McNair reported the following information on statutory changes regarding licensees who need supervision and licensing supervisors:

- On August 1, 2012 the law changed to allow 25% of a licensee's supervision to be provided by an alternate supervisor who is a mental health professional. However, since that time only 4 mental health professionals have been submitted and approved as alternate supervisors.
- Currently, there are 11,695 licensees with 5,249 being LSWs and 1,333 (or 25%) of LSWs still needing supervision. Newly licensed LSWs must complete a one-time requirement of 100 hours of supervision during their first 4,000 hours of practice.
- There are 1,720 LGSWs and 1,142 (or 66%) still need supervision. LGSWs who are engaged in non-clinical social work practice must complete a one-time requirement of 100 hours of supervision during their first 4,000 hours of non-clinical practice. LGSWs who are engaged in clinical practice must complete 200 hours of clinical supervision in no less than 4,000 hours, and no more than 8,000 hours, of clinical practice to be eligible to apply for the LICSW license and must maintain supervision until they hold the LICSW license.
- Overall, there are 2,475 licensees that need supervision or about 21% of all licensees.
- There are currently 1,137 supervisors, of which 666 are LICSWs who can provide clinical or nonclinical licensing supervision, who have attested to meeting the new licensing supervisor requirements that went into effect on August 1, 2011. Therefore, there is approximately 1 supervisor for every 2 licensees who need supervision.
- Ninety-six of these licensing supervisors attested to meeting the supervisor requirements by using the Board's new on-line supervisor attestation service, which has been available at the Board's website since August 1, 2012.
- Kramer-Prevost will provide a brief training today on temporary licenses. The Board has issued a total of 76 temporary licenses this year. This number has risen dramatically over the previous year, which is probably related to stronger enforcement of unlicensed practice.

Kramer-Prevost reported the following information on Temporary Licenses in Minnesota Statutes section 148E.060:

- There are four types of applicants who meet statutory requirements for a temporary license. All applicants must submit a temporary license application and

BCA authorization, must attest to completing academic degree requirements (CSWE baccalaureate or graduate degree in social work), and must not be in violation of the standards of practice in statute. Other requirements, specific to the type of applicant, are:

- Students and others who are not currently licensed in another jurisdiction
 - Must have applied for permanent license
 - Must not be practicing social work
 - Must have passed ASWB exam
 - Supervision required and will apply to permanent license requirement
 - Temporary license expires in 6 months or when permanent license is issued
- Emergency situations and currently licensed in another jurisdiction
 - Permanent license application not required
 - Must be currently licensed and submit a License Verification from the other jurisdiction
 - Supervision is not required
 - Temporary license expires in 6 months
- Programs in Candidacy Status
 - Must have applied for permanent license
 - Must have passed ASWB exam
 - Academic program must be in good standing with CSWE
 - Supervision required and will apply to permanent license requirement
 - Temporary license expires in 12 months (may be extended) or when permanent license is issued. License will be revoked if program is not in good standing or accreditation is not granted.
- Teachers
 - Permanent residence must be outside of Minnesota
 - Must be teaching social work in an academic institution in Minnesota
 - Permanent license application not required
 - Supervision required if not currently licensed in another jurisdiction
 - Temporary license is not to exceed 12 months

6. BOARD & COMMITTEE MEETING DATES FOR 2013 & 2014: Black-Hughes [Attached]

A motion was made by Roiger, and seconded by Stratig, to approve the Board & Committee Meeting Dates for 2013 and 2014. The motion carried unanimously.

7. COMMITTEE & LIAISON REPORTS:

A. Advisory Committee (AC): Wilcoxon, Kovach [Attached]

In Wilcoxon's absence, McNair said the committee member orientation took place with each member receiving a binder of information prepared by Zacher-Pate. McNair delivered a Power Point presentation summarizing functions of the Board, licensing, compliance, and the role of an AC member. Also, there was a summary of the last Board meeting and an overview of the budget.

Kay Hansen, LISW, Chair of the Advisory Committee, thanked McNair for the excellent comprehensive orientation and Zacher-Pate for her work on the project. Also, the committee has one new member representing NASW-MN Chapter.

B. Application Review Committee (ARC): Black-Hughes, Stratig, McNair

Black-Hughes deferred to McNair who said there was one application referred to the committee since the last Board meeting.

C. Association of Social Work Boards (ASWB): Middlebrooks, Johnson, Zacher-Pate
*November 1 -3, 2012 Delegate Assembly Report

Middlebrooks distributed ASWBs Social Media Policy and reported the following:

- There were 50 jurisdictions present representing the U.S., Canada, and the Virgin Islands. Johnson attended as Chair of the Regulations and Standards Committee, Zacher-Pate as Chair of the Administrator's Forum, and Middlebrooks as a delegate representing the Board. ASWB invited Paula Tracey, LICSW, from the University of Minnesota-Duluth, to present her research related to "Increasing Clinical Supervision Opportunities in Rural Minnesota".
- In 2011 there was a net gain of \$923,000 in the budget which, in part, was put into reserves and are restricted for operating expenses for emergencies such as for the examination or legal defense. From January 1, 2012 – September 30, 2012 there was a net gain of \$1.2 million.
- Over 32,000 exams were administered by Pearson Vue in 2011, and from January through September 30, 2012, over 26,000 have been given. Pearson Vue has given ASWB access to 26 international sites, and the California Board of Behavioral Sciences will begin using the exam in January 2014.
- ASWB continues to expand its outreach efforts which include an electronic newsletter that now has over 1,500 subscribers, the ASWB website, administrator's e-mail group, Facebook and Twitter, and the attendance of the Board and staff at national and international social work and regulatory meetings and conferences.
- Donna DeAngelis, ASWB Executive Director, is retiring at the end of the year and Mary Jo Monahan from Florida will take her place. DeAngelis made the following remarks on issues she thought ASWB should be thinking about in the future:
 - Creation of a national social work license
 - Possible elimination of the Advanced Generalist examination as only 200-300 candidates apply for the test yearly
 - Authority for fee adjustments being made exclusively by ASWBs Board of Directors and not by the member jurisdictions as it is today
- The following are the election of officer results:
 - Dorinda, Noble, PhD, LICSW, President-Elect, Texas
 - Jenise Comer, LCSW, Secretary, Missouri
 - John McBride, Director-at-Large, Professional, Louisiana
 - Richard Silver, Director-at-Large, Quebec Attorney and Social Worker

- Nominating Committee: Emma Lucas-Darlby, Pennsylvania; Glenda McDonald, Ontario; and Kristopher Walton, Idaho
- The Bylaws and Resolutions Committee met and reported on the two items it was charged to address:
 - 1) Reviewing the ASWB policy manual for inconsistencies with current bylaws or association practices. The Board added a new Social Media Policy and the following was discussed and not acted upon due to time constraints:
 - Developing a formal policy for external periodic security reviews of the examination program
 - Considering ways to include staff input in the ED evaluation
 - Developing a Board candidate forum where candidates would respond to questions
 - 2) Responding to a letter from the Finance Committee recommending bylaw changes to give the Board of Directors the power to establish the fees charged for the association's examination. The recommendation was not acted upon and the Bylaws Committee recommended that the Finance Committee have a more compelling rationale before the change would be considered. Both the Finance Committee and the Board agreed.
- The planned fifth edition of the "DSM-V Manual" is due for publication in May 2013, and ASWB will review and evaluate the manual related to the licensing examination. There will be no changes to the exam before January 2015. Also, there is a new book which may be of interest, Contemporary Clinical Social Work Supervision: A Mentoring and Monitoring Model by Carlton E. Munson, PhD.
- The 2013 Spring Education Meeting will be in Austin, Texas from April 11-14, and the 2013 Annual Meeting will be held in Nashville, Tennessee on November 7-9.

Johnson reported the following:

- Johnson attended as Chair of the Regulations and Standards Committee and the Committee had two charges to bring forward:
 - 1) Developing and considering proposals for additions or changes to the ASWB Model Social Work Practice Act in reference to limiting the number of supervisees a supervisor may have at any given time. After reviewing research provided by the staff with information that 10 member Boards already have statutory or regulatory language addressing this issue, the Committee recommended that no changes be made limiting the number of supervisees that one supervisor may have. The committee offered the following guidance to the Boards for consideration:
 - The context where supervision takes place
 - Whether the supervisor/supervisee are in the same agency
 - Geographic distance
 - Job responsibilities and work load of the supervisor
 - Whether the goal of supervision is for professional growth and development

Reference: Comments Section: Section 306-Independent Practice-Regulations: page 29 and Practice of Clinical Social Work, page 31. The delegates from member boards voted to approve the proposal that no changes be taken at this time and agreed with the comments offered by the committee.

2) Consider making recommendations for changes to the ASWB Model Social Work Practice Act based on findings contained in the ASWB resource document "An Analysis of Supervision for Social Work Licensure". The delegates voted and approved not to make changes in supervision in the Model Act at this time.

The following action items were addressed:

- Possible changes to the Model Act relating to digital practice or e-communication was recommended to include a word change from "social worker" to "practitioner" for generic purposes to be more inclusive (i.e., Marriage and Family Therapists and counselors who are licensed social workers but do not use the title "social worker"). Reference: Comments Section, 107. Electronic Practice (page 7). ASWB adopted the position that social work practice through electronic means takes place in both the jurisdiction where the client is receiving such services (irrespective of the location of the practitioner) and in the jurisdiction where the practitioner is located at the time of providing such services (irrespective of the location of the client). Board's mission is to protect the public in its jurisdiction and the Act is intended to provide services to clients within its borders as well as practitioners providing services from within its borders (regardless of the location of the clients).
- Section 501. Part 4. Practice Requirements. Subpart 6 Records pg. 6 added the language in bold:
 - "Social worker shall make and maintain records provided to clients - records shall contain **documentation verifying the identity of the client.**"
The records must contain:
 - Assessment/diagnosis plan
 - Revision of assessment/diagnosis
 - Fees charged/other billing information
 - Copies of authorizations of release of information
 - Maintained securely for not less than 7 years
- Review of the list of positions in the comments section on page 5, Section 104.
 - The list of positions requiring a social worker was reviewed.
 - A recommendation to change the language was approved by the Delegate Assembly: "Social work services in government" was changed to "social workers in government services".
- There was a recommendation to the Board of Directors to establish a joint task force to review/revise the NASW and ASWB Standards for Technology and Social Work Practice which was published in 2005. A report may be published in several years.
- Dan Sheehan, IT Manager at ASWB who works with the Public Protection Database (PPD), reported there were 6,871 disciplinary actions against 4,865 social workers reported by 52 member boards. All member boards except

Wyoming were in compliance with HIPDB/NPD reporting requirements. The report was approved by the Delegate Assembly.

- Johnson received positive comments about Zacher-Pate conducting the Administrator's Forum.

Zacher-Pate was elected Chair of the Administrator's Forum and reported the following:

- The member board administrators meet the day before the conference to share information, collaborate across jurisdictions, and discuss procedural, operational, policy, and legislative issues. During the Administrator's Forum ASWB reports on the examination, the PPD, and the organization, and the member boards have the opportunity to report on events in their jurisdictions.
- The following were topics of discussion:
 - Criminal background checks and FBI fingerprint checks: a majority of the jurisdictions are doing full national FBI checks. The process does not increase time to process applications, unless there is a positive hit which causes an investigation, and the average cost is \$30, compared to the Minnesota BCA charge of \$15 which is the BOSW's requirement.
 - Substantial equivalency standards: a majority of the jurisdictions accept substantial equivalency standards in some form in the grandparenting and endorsement licensing process. Accommodating increasing professional mobility is driving substantial equivalency standards, and many jurisdictions have found no correlation in the increase of complaints in substantial equivalency standard based license approvals. Relevant standards related to regulation are important to address the needs of the profession and public safety.
 - Jurisprudence exams were a hot topic with many boards creating and implementing these exams.
 - The utilization of electronic services in operations and online services was discussed; the BOSW is ahead of the curve in this area.
 - Many state laws require regulatory entities to expedite licenses for members of the military and their families.
 - Regulatory entities are being scrutinized for more outcomes.
 - A dramatic increase in overall complaints was noted.
- There were two action items as a result of the Administrator's Forum:
 - There will be a new Administrator's training offered by ASWB.
 - Four administrators will begin working on a standardized supervised practice reporting instrument that can be used across jurisdictions.

LUNCH [11:15 – 11:45]

- 8. EXECUTIVE SESSION**-Closed to the Public (11:45-12:20) [Attached Non-Public Documents-Board Members Only]

A motion was made by Compliance Panel B to approve the Findings of Fact, Conclusions and Final Order in the Matter of Patricia A. Thacker, LICSW # 17199. The motion carried unanimously.

A motion was made by Compliance Panel B to approve the Stipulation and Order in the Matter of Terry M. Tauger, LICSW #19643. The motion carried unanimously.

7. COMMITTEE & LIAISON REPORTS: [Continued]

D. Communication Education Outreach Committee (CEOC): Wilcoxon

In Wilcoxon's absence, Zacher-Pate reported there was no meeting and she distributed a new leaflet, "You Have the Right to Competent Social Work Services", which was distributed at the National Association of Mental Illness (NAMI) Conference. Also, CEOC has a formal quarterly meeting schedule for 2013.

9. COMPLIANCE COMMITTEE: Hallman, Hoffman [Attached]

Hoffman reported the following:

- Progress is being made with the unlicensed practice cases. These cases are taking more time than was anticipated because of the need for additional data.
- There is a "Public Protection Database Summary of Actions 10/12/2012" which Johnson already reported on from the ASWB meeting and is included under the Compliance Report. This summary reflects the jurisdictions that have reported to the database since its inception. Minnesota's statistics are accurate and current and report taking approximately 15 disciplinary actions per year. A list of every disciplinary action taken by the BOSW since the inception of the Board may be generated at the BOSW's website by clicking on "Board Action Search" under "Online Services" and clicking on "Search".

7. COMMITTEE & LIAISON REPORTS: [Continued]

E. Council of Health Boards: Kassekert

In Kassekert's absence, Zacher-Pate reported there was no meeting.

F. Executive Committee (EC): Black-Hughes, Richardson, Payne
*Attendance at Federation of Regulatory Boards (FARB) [Attached]

Black-Hughes (CBH) reported the following:

- Information regarding Zacher-Pate's evaluation:
 - Zacher-Pate's report on her evaluation is due to Black-Hughes by December 7.
 - Black-Hughes will forward the report to Board members and ask for comments and a rating by December 15.
 - Black-Hughes will send her response with Board member comments to the Executive Committee for their comments by December 19.
 - Executive Committee responses are due to Black-Hughes by January 3.
 - Executive Committee will send its comments to the Board by January 7.
 - The Board has until January 13 to send its final comments to Black-Hughes.
 - The Board will discuss the evaluation at the next Board meeting on January 18.

- The Executive Committee will begin discussing topics of interest quarterly at future Board meetings. Topics of include ethics, IT, the compliance process, diversity, and others. Hoffman will present on the compliance process on January 18.
- The annual FARB Forum meeting will be held in San Diego, CA on January 25-27, 2013.

A motion was made by Middlebrooks, and seconded by Stratig, to approve sending Hallman to the FARB Forum meeting being held in San Diego, California, on January 25-27, 2013. The motion carried unanimously.

G. Finance Committee: Payne [Attached]

Payne made the following Finance Committee report:

- According to the October 2012 budget report and through 33% of fiscal year 2013, the direct operational expenses paid through October 31 are at 17.81% of the budgeted amount, indirect operational expenses are at 25.55% of the budgeted amount, and AG expenses are at 32.55%. There is a number in the total expenses for the third quarter which is an error, as the budget is only at the end of the first quarter. The MN.IT budget is within budget. Information on the MN.IT Service Level Agreements and FY 2014 - 2105 are not yet available.
- The actual receipt report reflects total revenue at 41%.
- More information regarding the proposed FY 2014 – 2015 BOSW budget will be available on January 22, 2013 when the Governor's Budget is released to the public.
- The Board's current IT system is aging and MN.IT may recommend updating the system in the near future. Zacher-Pate commented that the Board's current GLS database is a custom-based system built in 1998, and the HLBs back-end database system and front-end e-licensing system must be migrated to the new Enterprise system by 2015.

H. HPSP: Kassekert

In Kassekert's absence, Zacher-Pate reported the Program Committee has not met.

I. Legislation & Rules Committee: Hallman

Hallman reported there was no meeting.

J. Legislative Task Force: Middlebrooks, Wilcoxon

In Wilcoxon's absence, Middlebrooks reported there was no meeting.

K. Nominating Committee: Sandry

In Sandry's absence, Zacher-Pate reported the following:

- The terms of six Board members will expire in January and one Board member has just resigned unexpectedly. Three applications have been received and confirmed by the Secretary of State and the Governor's Office and the

deadline to apply is November 27. The Advisory Committee has been asked to publicize the vacancies and information is available at the Board website.

- The following were distributed:
 - A press release dated November 16, 2012, "Opportunity to Serve as a Board Member for the Minnesota Board of Social Work".
 - "Six Board of Social Work Member Vacancies Effective January 7, 2013 & One Immediate Board Vacancy" which is for the LGSW seat on the Board.

10. PUBLIC COMMENT

Alan Ingram, President of NASW-Minnesota Chapter, commented that NASW sponsored Dr. Frederic Reamer on November 9 for training on "The Challenges of Social Work Practice in the Digital Age and the Ethical Implications". In terms of licensing issues, there is the challenge of multi-jurisdictional licensing in certain service sectors and the issue of mobility which may result in state compacts. As a result of the digital age, changes may need to be made to the NASW Code of Ethics which has not been revised since 1996 and the Legislative Task Force may want to discuss updating the BOSW standards of practice to address these implications on practice in the near future. The next NASW Delegate Assembly is in August 2014 and there may be some action on the Code by that time.

11. OTHER BUSINESS

Middlebrooks suggested that the Executive Committee write letters of appreciation to the Minnesota volunteers who served on the ASWB 2012 Examination Committee and the Item Writers Committee.

12. ROUNDTABLE

Ruebke thanked Kramer-Prevost and McNair for their valuable licensure reports and training at the Board meetings.

13. ADJOURN

The meeting adjourned at 1:55 p.m.

Respectfully submitted,



Carol Payne, LSW
Secretary-Treasurer