



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

Minutes

July 19, 2013

Members Present: Michael Aguirre, LGSW
Karen Arnold Truax, LISW
Christine Black-Hughes, LICSW, Chair
Donna Ennis, LSW
David Hallman, LSW
Jacqueline Johnson, LICSW
Rosemary Kassekert, Public Member
Kenneth Middlebrooks, Public Member
Carol Payne, LSW, Secretary Treasurer
Ruth Richardson, Public Member, Vice Chair
Nicole Roiger, LSW
Tamerlee Ruebke, LSW
Angie Stratig, LICSW

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

1. PROPOSED AGENDA [Attached]

Chair Black-Hughes called the meeting to order at 9:01 a.m. A quorum was present and the Board unanimously approved the proposed agenda with two exceptions. Number 2. on the July 19, 2013 agenda states “Minutes for March 15, 2013 Board Meeting” and the agenda should state “Minutes for May 17, 2013 Board Meeting”. Also, Number 8. on the agenda, “Consideration of MS 148E.035 Variance Requests”, was moved to Number 6, as the training session that was going to be presented by Glenda Rooney, LICSW, was postponed to a future date.

2. **MINUTES FOR MAY 17, 2013 BOARD MEETING** [Attached]

The Board of Social Work (BOSW) reviewed the May 17, 2013 minutes.

A motion was made by Hallman, and seconded by Payne, to approve the May 17, 2013 minutes. The motion carried unanimously with Black-Hughes abstaining as she was not present at the meeting.

3. **WELCOME NEW BOARD MEMBERS:** Michael Aguirre, LGSW; Karen Arnold Truax, LISW; Donna Ennis, LSW [Attached]

Black-Hughes welcomed the new Board members who introduced themselves.

- Aguirre stated he is a LGSW and works at the Metropolitan Area Agency on Aging, a private agency.
- Ennis stated she is an LSW, has worked for nonprofit private foster care agencies the past 20 years, recently became unemployed, and is a Fond du Lac tribal member.
- Arnold Truax stated she is a LISW and works in home care for Allina, a Medicare certified agency.

4. **EXECUTIVE DIRECTOR REPORT:** Zacher-Pate [Attached]

Zacher-Pate provided a short summary of the attached Executive Director report, including:

- Welcomed new board members, and highlighted the all-day orientation provided by Staff and the Board's General Counsel, Greg Schaefer, Assistant Attorney General, (AAG) on July 2.
- Reminded everyone of the two vacant public member positions following this meeting.
- Extended sincere gratitude to three members who will no longer serve on the Board, Janna Kovach, LSW; David Sandry, Public Member; and Beverly Ryan, LISW, for their volunteerism, dedication, and excellent service provided to the residents of Minnesota, the Board, and profession.
- Congratulated three current BOSW members who were reappointed Rosemary Kasserkert, Public Member; Ruth Richardson, Public Member; and Carol Payne, LSW.
- Welcomed a new employee, Ms. Colleen Vossen, as the new Licensing Application Coordinator, and congratulated Mammenga for 25 years of state service.
- AFSCME and MAPE contracts will be sent to a vote by their members by the end of July. Unions are recommending ratification. This is record time for a settlement. The tentative agreement includes, among other changes, a wage increase adjustment of 3% effective July 1, 2013 and again July 1, 2014; progression step increases based on satisfactory performance; insurance benefit changes; and expanded use of sick leave.
- Notices are being prepared and will be sent to Tribal Agencies to inform them of the 2012 legislative change regarding inclusion in the 2013-2014 licensure through the grandfathering provision.
- Announced the member remote access user training following the September Board meeting, on the changes from the current VPN access system to a SharePoint remote access system.

- Based on the Department of Administration report and recommendations regarding the best HLB licensing systems to the Legislature required by the 2011 Minnesota Sunset Commission, the BOSW is charged with implementing a new licensing data base system which will interface with its online services. The estimated project cost is approximately \$275,000 to be funded with the “E-Licensing” surcharge dollars which have been collected from licensees by MN.IT from July 1, 2009 through June 30, 2015. Target completion date is late 2014.
- The current HLB lease agreements with University Park Plaza have been extended from 2018 to 2021 at the current lease square footage cost. BOSW office space will expand by 571 square feet into the current Board of Marriage and Family Therapy office which is adjacent to the BOSW office. The additional space will better serve business needs with a larger, more secure lobby, additional work space, and a slightly larger conference room.

Zacher-Pate distributed the following: per diem sheet for those who wish to claim per diems; sign-in sheet with the public and private BOSW contact lists which may be updated as needed; and cards for Kovach, Ryan, and Sandry to thank them for their service on the BOSW. Also, Zacher-Pate thanked staff for the excellent level of customer service provided during the time when the office was short-staffed and had an incredibly high volume of applicants, and reminded Board members that receive questions or comments from licensees about Board processes to refer them to Board Staff or the Board website.

5. LICENSING REPORT: McNair, Kramer-Prevost

McNair reported the following:

- To date, the Board has received 1,151 applications for licensure. The number of applications received this year continues to be consistently higher than the number of applications received last year during the same time period.
- To date, the Board has received 119 applications for licensure through the grandfathering provision: 34 LSW, 32 LGSW, 17 LISW, and 36 LICSW. 47 of those applicants have finished off the process and been issued a license.
- Currently, the Board is receiving about 41 new applications each week compared to 32 applications received a year ago for an increase of 9 more applications each week. Of those 9 applications, about 4 are grandfathering applications.
- As of August 1, tribal agency employees will also be eligible to apply for licensure through the grandfathering provision.
- To date, 85 temporary licenses have been issued.
- McNair thanked staff, particularly Kramer-Prevost and Oberle, for the work they have done the past two months when the License Application Coordinator position was vacant. McNair welcomed Colleen Vossen as the new License Application Coordinator.
- At the last BOSW meeting Johnson requested data regarding the degrees the grandfathering applicants hold. A CSWE accredited Bachelor’s or Master’s degree in social work is not necessarily required to be eligible for licensure through the grandfathering provision. About half of the LSW grandfathering applicants have BSW degrees. Many of the LSW grandfathering applicants hold degrees in Psychology; several have degrees in Sociology, Human Services, and Alcohol and Drug Studies; and one had a degree in Speech Communication. About 55% of the LGSW grandfathering applicants have MSW degrees; the other applicants have degrees in Psychology, Counseling, Organizational Management,

Health and Human Services Administration, Public Affairs, Community and Family Education, Sociology, and Corrections. 64% of LISW grandfathering applicants have degrees in social work; the other applicants have degrees in Marriage and Family Therapy, Sociology, Human Service Planning and Administration, and Addiction Counseling. 76% of LICSW grandfathering applicants have a master or doctorate degree in social work; the other applicants have degrees in Marriage and Family Therapy, Psychology, and Counseling.

6. TRAINING SESSION: AFRICAN AMERICAN AND AFRICAN CULTURE:
Glenda Rooney, LICSW (Agenda Update: Training Session Postponed to Future Date)

Black-Hughes noted Glenda Rooney was going to do a training session on the African American and African Culture in relation to the Board, but she is unable to be here today. The training will be rescheduled in the future.

7. COMPLIANCE COMMITTEE: Hallman, Hoffman [Attached-some documents non-public]

8. CONSIDERATION OF MS 148E. 035 VARIANCE REQUESTS: Zacher-Pate [Attached] [This item was moved to this time slot and number 7. is below]

Zacher-Pate made the following comments:

- Variance requests received from applicants who do not meet the academic requirements for licensure are extremely rare. Two requests are before the BOSW today.
- The variances are received from 1) an individual who was determined to be ineligible for licensure as she obtained a bachelor of social work degree six years prior to the academic program's accreditation by the Council on Social Work (CSWE), and 2) an individual whose license, granted through grandfathering with a non-social work degree, has expired.
- Zacher-Pate consulted with Greg Schaefer, BOSW's General Counsel from the Attorney General's Office, on these two matters. Schaefer is here today to offer guidance to the Board as it makes determinations.

Schaefer said he is here to answer questions, and referred the Board to the variance statute, Minnesota Statutes, Section 148E.035, which specifically states that a variance must not be granted for core licensing standards such as substantive educational and examination requirements:

“If the effect of a requirement pursuant to this chapter is unreasonable, impossible to execute, absurd, or would impose an extreme hardship on a licensee, the board may grant a variance if the variance is consistent with promoting and protecting the public health, safety, and welfare. ***A variance must not be granted for core licensing standards such as substantive educational and examination requirements.***”[emphasis added]

Schaefer also referred to Minnesota Statutes, Sections 148E.055, subdivision 2. (a):

“To be licensed as a licensed social worker, an applicant for licensure by examination must provide evidence satisfactory to the board that the applicant: (1) has received a baccalaureate degree in social work from a program accredited by the Council on Social Work Education, the

Canadian Association of Schools of Social Work, or a similar accreditation body designated by the board, or a doctorate in social work from an accredited university;” Schaefer said under 148E.055 a school must be accredited and it therefore becomes a licensing standard of substantive education.

Members discussed the issues at length including:

- CSWE candidacy and accreditation process, which is generally a two year process
- The candidate appears to be qualified and experienced, and worked with the academic program to compare the curriculum pre and post accreditation
- The individual has been licensed for over 20 years in North Dakota and has a clean record
- This is an unfortunate situation and we understand there is something the individual could have done since October 2011 to obtain the additional coursework. However, there is a shortage of school social workers in rural Minnesota and if we don't grant this license, this is one less person to serve that community.
- The candidate was granted the geographical waiver by the BOSW two years ago and did not complete the academic work necessary to qualify for the permanent license as was stated in the geographic waiver request and approval
- The grandfathering provision is effective now and individuals without social work degrees will be licensed
- Based on the record, the applicant is not a worry to the public or to public safety and is a very big credit to the community as it's very difficult to get social workers in the rural areas
- This situation does set precedence as it opens it up for other folks who want to come in from other institutions that are not accredited. This is problematic as the Board should consider both the emotional and non-emotional piece of a situation, but sometimes the Board cannot consider the emotional side of a situation.
- The BOSW has rules and regulations for a reason and it must follow them even though we are in sympathy with the applicant
- CSWE accreditation began for BSW programs in the early 1970s in the US; someone going to a university that is not accredited is different now compared to someone going to one in the 1970s as there are more options available now.
- As a public agency or part of a governing body, it behooves us to follow the law and there are avenues to change the law; but following the law is first and foremost and it's not always comfortable. People that don't like the law can change the law, but as Board members we could contact legislators to make changes; but in our capacity as a Board, no one can fault us for following the law.
- From a public protection standpoint, will the BOSW be any better off if we deny this license.

Members inquired what would be the consequence if they voted against the law. Schaefer said if it is challenged, then any licensed social worker could challenge it, and defensibility may be an issue.

Stratig asked if these requests occur very often and Zacher-Pate said it is fairly rare that applicants do not meet degree requirements. Zacher-Pate said she is not advocating one way or

another, this is a Board decision, but it is an incredibly difficult situation and the different perspectives are on point. Missing the accreditation date by six years is a significant time period, and for every one of the issues identified, there are consequences. For example, other individuals in similar situations have clearly been denied licensure. If this were to be denied because of the authority that you have within the variance provision, there are consequences that can be identified. It is a complex case. In talking with the AGs Office, in case of a denial, the options include 1) earning a CSWE accredited degree, 2) meeting requirements for licensure by becoming employed within a state or city agency during grandfathering, or 3) appealing to the Minnesota Court of Appeals.

Schaefer again referred the Board to the statute and cautioned if the Board acts in violation of the statute it creates a precedent and the Board cannot operate in violation of the statutes. The Board may deny a variance because the Board operates under the authority granted by the Legislature. Even though a State Representative may try to advocate for his constituents and ask the Legislature to make a regulatory change on the constituent's behalf, it would be problematic for the BOSW to operate outside of the scope of the authority granted by the Legislature which is in direct conflict of the statute.

Zacher-Pate asked Schaefer if the word "substantive" in the variance language as in the substantive educational and examination requirements necessitate the CSWE accreditation.

Schaefer referred to the language in Statute which is "substantive educational" and the educational requirement in 148E.055 subd. 2 which specifies "a baccalaureate degree in social work from a program accredited by CSWE, the Canadian Association of Schools of Social Work, or a similar accreditation body designated by the board". And these are the primary operative words that would apply to substantive educational requirements. In his opinion, accreditation is a substantive educational standard in 148E.055.

A motion was made by Hallman, and seconded by Middlebrooks to approve the variance request in the matter of Kristi Heine. By raising hands, 5 approved the motion, 7 did not approve the motion, and 1 abstained. The motion failed.

Black-Hughes said there was a second request for a variance to take the licensing exam and Zacher-Pate said that it arrived at the Board on Tuesday afternoon. Copies of the request were distributed to those who did not receive the documentation online. Black-Hughes said this individual was initially grandfathered into licensure and was a practicing licensed social worker in an oncology unit. The individual failed to renew her license in February 2012 and her employer found this out during a credentialing check in personnel files. The individual was given a week to remedy the situation and was let go by her employer. Black-Hughes noted there is a grace period if you fail to renew your license.

Members discussed the following issues including:

- There is 60 days after expiration of a license to renew with a late fee and, if you don't renew, the license will expire. There is one year from the expiration date to reactivate a

license. If you don't reactivate during the year, you have to reapply and meet all requirements of the law.

- This person did not reactivate her license in the time period allowed and is requesting a variance to take the LSW exam. She has a BA in Sociology, was grandfathered into licensure years ago, practiced for years, and didn't renew her license.
- She doesn't meet the core requirements to take the exam, and is ineligible to take the exam because she does not meet the academic statutory license application requirements.

Members asked if the one year requirement could be varied and then it wouldn't be a substantive requirement. Could she be granted a 6 month extension on the reactivation so it would be about a reactivation date and not a substantive requirement? Schaefer again referred to the Statute and indicated he didn't believe the Board would be in direct violation of 148E.035 to grant this person a variance to have an extension of time to reactivate her expired license. Staff indicated this individual had not requested a variance related to the reactivation date. If this individual were granted extra time to reactivate her license, would she have to make this specific variance request to the Board? Schaefer referred to the variance request which is to allow an individual with a non-CSWE accredited degree the ability to qualify for licensure and take the ASWB examination.

A motion was made by Hallman to grant the variance request in the matter of Jeane-Marie Bakken until September 1, 2013 to reactivate her license. The motion failed.

There was additional discussion.

A motion was made by Johnson, and seconded by Kassekert, to deny the variance request in the matter of Jeane-Marie Bakken. The motion passed unanimously by raising hands.

Johnson said that as a social worker, in order to keep our jobs we have to be responsible and renew our licenses as there are some things that are very important and we need to follow through. There are also consequences to our actions if we don't follow through, and as a Board we need to be very mindful of these requests. By not updating her address, she was in violation of policy that address changes must be made within 30 days.

Black-Hughes thanked Schaefer for appearing today.

[Schaefer left the meeting at 10:45 a.m.]

7. COMPLIANCE COMMITTEE: Hallman, Hoffman [Attached - some documents non-public] [Executive Session – portion closed to the public]

- Hoffman reported the number of cases are basically the same and about 1/3 of the cases are in the 0-3 month age range and another 1/3 are in the 3-6 month age range which is where

we had been since we began keeping statistics prior to the unlicensed practice cases. The one thing that has not gone back to the old normal is the fact that there are 15 or 16 cases in the very old range and those are the original unlicensed practice cases that remained pending while the compliance panels and the Board struggled with the issue of how to deal with them. There are a large number of these cases that compliance panel C has authorized the issuance of stipulations and orders with civil penalties for people who have practiced and used the title without authorization or the unilateral orders of reprimand for people who practiced without necessarily using the title. In the coming months these documents will be drafted.

- There is an overlap between Compliance Panel B and C and to save expenses, they have begun meeting on the same day. Eventually Panel C may be disbanded if the number of cases continues to decrease and the cases will go to one of the other two panels.
- There are vacancies on Compliance Panels A and B and perhaps there is interest in them. Also, there will likely be vacancies on Compliance Panels A and B as the terms of 2 of the 3 current members on one panel will expire next year. Considering turnover, it is good to have 4 member panels.
- The asterisk on the report denotes 15 complaints against one licensee and it is not uncommon to have several complaints against the same person arising out of one circumstance.

Executive Session-Closed to the Public from 10:55 –11:30 a.m.

Zacher-Pate asked Hoffman to review protocol for the new Board members regarding closed sessions. Hoffman said anything that arises out of a compliance matter or complaint or a proposed corrective or disciplinary action is confidential data and confidential data can only be considered by Board members. Therefore, members of the public at a Board meeting have to leave the room.

A motion was made by Compliance Panel B to approve the Stipulation to Cease Practicing Social Work in the Matter of Todd E. Kneebone, LICSW, License No. 11628. The motion carried unanimously.

A motion was made by Compliance Panel B to approve the Stipulation and Consent Order in the Matter of Steven A. Gribas, LICSW, License No. 11987. The motion carried unanimously.

Lunch [11:40 a.m. – 12:10 p.m.]

9. COMMITTEE & LIAISON REPORTS:

A. Advisory Committee (AC): Zacher-Pate [Attached]

Zacher-Pate reported the following:

- The AC is an essential conduit between the BOSW and the professional associations that is unique to the HLBs and meets every other month. Kay Hansen, LICSW, is the AC chair and has been very active in her role and in attending every Board meeting in person. If the Board is considering policy, budget issues, fees, or issues that have key impact on the stakeholder groups, the Board reports to the AC. There is a

representative appointed from a professional organization to serve on the AC who provides a report on their organization and information on training opportunities, etc. AC minutes are provided to the Board. At the last meeting there was a request from the AC member representing the Association of Macro Practice Social Workers (AMPSW) who wanted to talk to the Board regarding issues that are occurring in macro practice and how it relates to licensing. That discussion will be planned.

- The American Indian Mental Health Advisory Council was granted a seat and welcomed Gertrude Buckanaga to represent them on the AC.
- Currently, the AC needs a Board member liaison to replace Jana Kovach and Antonia Wilcoxon who served in this capacity and are no longer on the Board. The AC meets at the Board office from 1:00 – 3:00 p.m. every other month, in the months opposite full Board meeting months. There is no preparation time needed for meetings.

Hansen commented that the AC is going to focus on training.

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

Stratig commented that the committee reviews educational requirements for the new standards beginning August 1, 2011.

Black-Hughes reported the following:

- The ARC reviews applications for licensure where there is no precedent for Board staff to follow. The ARC has most recently been reviewing applications for licensure through the grandfathering licensure provision and determining if applicants meet the statutory employment requirements. The committee gives McNair direction on their decisions.
- The ARC meets monthly after Board meetings and at 12:30 p.m. on the third Friday of the month opposite Board meeting months. The committee will be meeting today after the Board meeting.

C. Association of Social Work Boards (ASWB): Middlebrooks, Johnson

Middlebrooks reported the following:

- Stratig and Middlebrooks serve as the BOSW appointed Delegate and Alternate Delegate at ASWB meetings. Middlebrooks recently began chairing the By-laws Committee.
- Two new Board members, Aguirre and Ennis, will be attending new Board member training in August. All states are represented at ASWB except California, and the provinces of Canada, District of Columbia, Puerto Rico, and the Virgin Islands are also represented. ASWB creates and maintains examinations and has an annual meeting in November and an educational meeting in the spring.

Johnson chairs the Regulations and Standards Committee and reported the following:

- The committee met in June to review the Model Social Work Practice Act which was created in 1996 by an eight member panel and is reviewed every two years. The first three articles were reviewed and will be presented to ASWB in August to either

accept or deny the Committee's recommendations and will be presented to ASWB's Delegate Assembly in November in Nashville.

- Johnson said Zacher-Pate is the Chair of the Administrator's Forum and Stratig is an item writer.

D. Communication Education Outreach Committee (CEOC): Richardson

- Richardson said she just began chairing the committee as Wilcoxon is no longer on the Board. CEOC has not met and meets quarterly.
- Zacher-Pate said CEOC coordinates the educational efforts to reach appropriate audiences with a consistent BOSW message and branding to fulfill the Board's mission of public protection. Public education materials include brochures and flyers and power point presentations with a goal to strategically deliver public education to reach new audiences while balancing staff resources and having Board members assist in the process.

E. Council of Health Boards: Kassekert

Kassekert reported the Council is comprised of an Executive Director and a member from each HLB. The Council meets when there is a common problem, which has not occurred for several years.

Zacher-Pate said the Council was created by the Legislature as new and emerging professions approach the Legislature to be certified, licensed, or registered. The Council considers the profession, scope of practice issues, and whether there should be regulation. Several years ago the Legislature requested the Council to conduct an analysis on Massage Therapists and Body Artists, and report back.

F. Executive Committee (EC): Black-Hughes, Richardson, Payne *[Attached]*
Consideration of 1: Changes to Bylaws Board Officers-Elections; 2. Committee Assignments; 3. Attendance at CAC and Clear Conferences; 4. BOSW Strategic Map

Black-Hughes reported the following:

- At the May Board meeting it was decided to alter the BOSWs By-laws and the Nominating Committee recommended holding Board member elections in September instead of November in order to have newly elected officers in place before the January Board meeting.

The Executive Committee made a recommendation to make the following changes to the BOSW By-laws, parts 3 and 5, for consideration and action. Proposed changes are noted in red and underlined. The Board unanimously approved the changes.

Part 3. Board Officers

Section A. General

Minnesota Statutes, section 148E.025, subdivision 3, was amended in 2009, and states: “The board must biennially elect from its membership a chair, vice-chair, and secretary-treasurer”.

Section B. Elections

- 1) The officers shall be elected by majority vote of the members of the Board in each odd-numbered calendar year.
 - a) A slate of candidates shall be called for at the third to the last Board meeting in each odd-numbered calendar year.
 - b) Elections shall be held at the Board’s second to the last regular meeting in each odd-number calendar year. Nominations from the floor will be taken prior to the elections. Candidates will have an opportunity to address the board prior to elections.
 - c) The term of office is from January 1 to December 31, over two calendar years.
- 2) The Chair, whose term has ended, shall serve as an Ex-Officio Member of the Executive Committee for the next two year period, in a non-voting capacity.
- 3) A member may be re-elected for a second non-consecutive term. A member may not serve more than two non-consecutive terms in the same office.
- 4) Vacancies shall be filled by majority vote of the members of the Board for the balance of the two-year term. An election to fill a vacancy by majority vote does not prohibit the elected member from serving consecutive terms.

Part 5. Committees

Section A. General

Board committees, including ad hoc committees, consist of Board members and may include members of the Advisory Committee, and members of the public, as appointed by the chair of the Board. Advisory committees consist of Board members and appointed members of the public. Unless required by law, public members of advisory committees shall not be compensated, even for expenses.

Section B. Executive Committee

- 1) The Executive Committee is comprised of the Board chair, vice chair, and secretary-treasurer, and previous Board chair in a non-voting capacity. The chair of the Board is the chair of the Executive Committee.
- 2) The duties of the Executive Committee (EC) include but are not limited to the following:
 - a) At the request of the chair of the committee, the Executive Committee meets between meetings of the Board to address matters identified by the chair. As appropriate, the committee shall make recommendations to the Board.
 - b) Regularly reviewing and making recommendations to the Board on amendments to the By-laws.
 - c) Conducting annual performance reviews of the Executive Director.

Additional discussion included:

- A review of Board member expense reimbursement costs will occur in September including the per diem, mileage, and meal rates which are set by the State.

- There was discussion about eliminating committees that may not be needed any longer and there was a question about the Legislation & Rules Committee (L&RC) and the Legislative Task Force (LTF). Zacher-Pate explained the LTF was a subcommittee of the L&RC to look at modifying the exemptions and brought in professional representatives, stakeholders, and public members to make recommendations to the L&RC. This item will be reviewed in September.
- If new Board members would like to serve on committees, please let Black-Hughes know.
- There is a vacancy on the Nominating Committee, which consists of Johnson, Ruebke, and Black-Hughes. Sandry, who was the chair, resigned from the Board, and Johnson agreed to be the committee chair.
- There was discussion about sending one Board member or one Staff member to the CAC conference in Seattle, Washington October 29 and 30, 2013 or the CLEAR conference in St. Louis, Missouri October 3-5, 2013, and sign-up sheets were distributed. Contact Black-Hughes by e-mail to let her know if you want to attend one of the conferences.
- Zacher-Pate's job description is being revised.
- The BOSW Strategy Map was discussed as follows:
 - The identified "priority activities" are clearly underway, with many already accomplished. It is important to continue to review the Strategy Map to ensure the Board is meeting its priorities and to measure outcomes. Sometime in 2014 the Board may wish to re-evaluate the Strategy Map.

BOSW Strategy Map

Mission:

"To ensure to the residents of Minnesota quality social work services by establishing and enforcing professional standards."

Core Purpose

State Regulatory Agency

Public Protection

Establish and Enforce Entry Level Standards for Practice

Strategic Objectives

Expand Education & Outreach

Increase public and social worker understanding of BOSW role

Establish & Implement Licensing Requirements

Require entry level competencies for all social workers and promote a diverse social worker workforce

Enhance Board Effectiveness

Strengthen organizational structure and create opportunities for Board member development

Ensure Adherence to Ethical Standards of Practice

Protect consumers by receiving complaints and providing timely complaint resolution

2011-2014 Priorities

Priority Activities

Reconstitute and expand education outreach committee and develop comprehensive education, outreach and communication plan

Determine target audiences and tailor education/outreach and relationship building accordingly

Increase awareness of BOSW as a regulatory agency

Consider creative outreach, including online media

Priority Activities

Implement Minnesota Statutes 148E and provide ongoing education on licensing requirements

Implement modifications to exemptions (if passed), or if not, continue to pursue goal of modifying exemptions by meeting with stakeholder groups and the Legislature

Priority Activities

Develop and train Board members:
1) diversity; 2) legal responsibility and statutory requirements

Strengthen continuity between committees and the full Board

Engage in ongoing Board self-evaluation

Priority Activities

Continue to review compliance process

Coordinate between Compliance and Licensing units in processing unlicensed practice and deficiency cases

Explore ways to educate employers, social work students and the public about the Standards of Practice and when a social work license is required

G. Finance Committee: Payne [Attached]

Payne reported the following:

- As of June 30, 2013, the budget is at 100% of the fiscal year. Direct operational expenses paid through June 30 are at 69.5% of the budgeted amount but everything has not been paid as additional bills may be received and the final budget will be closed in August. The IT budget is at 90.08% and includes the new IT equipment. Indirect operational expenses are at 100.57% and there will also be additional expenses. The AG budgeted amount is at 121.18 % and paid through May 21, 2013. AG expenses have increased to ensure efficient compliance processes and additional legislative expenses. The total direct and indirect costs are at 74.05% of the budgeted amount.
- The "System Projection-Encumbered" column includes items purchased and may not have been paid at this time.
- Although the number of licensees has grown, there has not been an increase in office space. New space will be developed at a cost of approximately \$26,000.

The Finance Committee meets the evening before the Board meeting from 4:30 – 5:30 p.m. Executive Committee members are on the Finance committee and include Black-Hughes, Richardson, and Payne.

H. HPSP: Kassekert

Kassekert reported the following:

- HPSP is the Health Professionals Services Program and monitors health professionals who are chemically dependent and may be referred by the Board, by third parties, or by themselves. There is a meeting every other month from 5:30 – 7:00 p.m.
- A report was given on referrals of social workers from 7/1/12 to 4/30/13. Information was provided on problem screens.

I. Legislation & Rules Committee: Hallman

Hallman reported there was no meeting and reported the following:

- The committee consists of Board members appointed by the Chair of the Board, and the Board Chair designates one member to chair the committee. The committee reviews policy issues and makes recommendations to the Board. If the Board wants to change or distinguish a policy or there is a large issue to address, the committee may recommend a task force be formed and may include professional and public members. The task force may make recommendations to the committee and a Board member from the committee normally makes a recommendation to the Board as to whether it should go forward with the issue. Participation by non-Board members is very valuable as non-voting members. Legislation is not passed unless agreement is unanimous in this state.

J. Legislative Task Force (LTF): Middlebrooks

Middlebrooks reported the LTF has not met in about two years and agrees it does not need to be listed on the committee lists.

K. Nominating Committee: 2014-2015 Board Officer Candidate Slate [Attached]

Black-Hughes directed Board members that they may nominate themselves or others for the three open officer positions. Please send Johnson, Committee Chair, an e-mail with nominations by the first week in September. The election will be at the September Board meeting, and nominations may also be made from the floor.

Zacher-Pate said the election is by sealed ballot, candidates may address the Board on the day of the election, and officers are elected by majority vote. In the current By-laws, officers may be elected for two non-consecutive terms. Therefore, the current officers may not be reelected at this time for the same position.

Black-Hughes asked for mentors for the new Board members. Middlebrooks has volunteered to be Aguirre's mentor, Stratig will mentor Ennis, and Ruebke will mentor Arnold Truax.

10. PUBLIC COMMENT

Alan Ingram, President of NASW-Minnesota Chapter, welcomed the new Board members and said NASW has had a cooperative relationship with the social work practice community and the Board for 35 years. He believes one of the reasons for the relationship is due to the Advisory Committee. Also, he would like to see the Legislative Task Force reconvene to address the issue of requiring licensure for county social workers. The next session is the “un-session” so perhaps the issue could be brought forward in the 2015 Legislative Session.

Kay Hansen, AC Chair, thanked the Board for giving the committee the gift of BOSW mugs. She also said that the relationship between the AC and the Board is very conducive to a good working relationship. Hansen said Stratig will be presenting to the AC at its October meeting on Native American Culture and thanked her for doing so.

11. OTHER BUSINESS

There was no other business.

12. ROUNDTABLE

- McNair reminded the Application Review Committee that there is a meeting after the Board meeting.
- Oberle said the fiscal year ended on June 30, and final expenses and per diems of non-state employees are due by July 29.
- Board members welcomed the new members once again.
- Aguirre said today has been a fantastic experience and he is excited to serve with everyone.
- Ennis thanked the Board for making them feel so welcome.
- Arnold-Truax said she enjoyed the meeting.

13. ADJOURN

The meeting adjourned at 1:30 p.m.

Respectfully submitted,



Carol Payne, LSW
Secretary-Treasurer