



**REGULAR BOARD MEETING  
University Park Plaza  
Conference Room A - 4<sup>th</sup> Floor  
2829 University Avenue Southeast  
Minneapolis, Minnesota 55414**

**Minutes**

**January 17, 2014**

**Members Present:** Michael Aguirre, LGSW, Secretary-Treasurer  
Karen Arnold Truax, LISW  
Christine Black-Hughes, LICSW  
David Hallman, LSW  
Angela Hirsch, LICSW  
Kenneth Middlebrooks, Public Member  
Carol Payne, LSW, Vice Chair  
Ruth Richardson, Public Member, Chair

**Members Absent:** Donna Ennis, LSW  
Jackie Johnson, LICSW  
Rosemary Kassekert, Public Member  
Nicole Roiger, LSW  
Tamerlee Ruebke, LSW

**Staff Present:** Louis Hoffman, Director of Compliance  
Michelle Kramer-Prevost, LISW, Staff Social Worker  
Sheryl McNair, LICSW, Assistant Director  
Connie Oberle, Office Manager  
Roberta Schneider, Office Assistant  
Lauren Stevens, Compliance and Continuing Education Coordinator  
Kate Zacher-Pate, LSW, Executive Director

**1. PROPOSED AGENDA [Attached]**

Chair Richardson called the meeting of the Minnesota Board of Social Work (BOSW) to order at 9:02 a.m. A quorum was present. Zacher-Pate noted a correction to the Agenda in item 8G that Aguirre is Secretary-Treasurer and will be reporting for the Finance Committee instead of

Payne. McNair informed the Board that the Application Review Committee will not meet after the Board Meeting.

**2. MINUTES FOR NOVEMBER 15, 2013 BOARD MEETING** [Attached]

The Board reviewed the November 15, 2013 minutes.

**A motion was made by Middlebrooks, and seconded by Arnold Truax, to approve the November 15, 2013 minutes as presented. The motion carried unanimously.**

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

Zacher-Pate distributed the following: per diem claim forms, expense report forms, and the sign-in sheet with public and private BOSW contact lists to be updated as needed.

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

- Staffing and Personnel: New staff members Lauren Stevens, Compliance and Continuing Education Coordinator; and Roberta Stevens, Office Assistant, were introduced
- 2014 Legislative Session
- 2014 Board Member Appointments and Vacancies
- Budget Information
- BOSW IT initiatives including the new licensing database system project and the new Tridion based website
- BOSW office expansion and updated HLB lease agreement statuses
- MS 148E.035 Variance Requests

In addition to these items, Zacher-Pate welcomed the new officers for calendar years 2014 and 2015 and expressed appreciation for outgoing officers for 2012 and 2013. Zacher-Pate pointed out known changes to the contact lists for the Board members.

The Legislature will be hearing bills in response to the recent Star Tribune articles regarding the Minnesota Board of Nursing (MBN) and the Health Professionals Services Program (HPSP). As of this meeting, Zacher-Pate is aware of 2 current bills. The first bill, authored by Representative Jim Abeler (R-35A), includes modifications to Chapter 214, the statute that governs all Health Licensing Boards, and a few additional provisions related to specific HLBs. This bill is attached to the Executive Director's report. Representative Abeler has asked for comments from the Health Licensing Board Executive Directors, and the written comments will be forwarded to Board Members when they are available. The second bill, authored by Representative Tina Liebling (D-26A), Chair of the House Health and Human Services Policy Committee, was emailed to Board members and proposes significant changes to the Health Professionals Services Program (HPSP). A meeting was scheduled between Representative Liebling and a number of HLB Executive Directors and the HPSP Program Director. Zacher-Pate serves on the HLB Executive Directors Policy Committee. Bills with potential impact on the HLBs will be monitored.

**4. COMPLIANCE COMMITTEE: Hallman, Hoffman** [Attached-some documents]

non-public] [Executive Session – portion closed to the public]

Hoffman presented the Compliance Committee report, including the complaint statistics for the previous two months. Hoffman reported that the statistics have shown a slight decrease and there are now about 80 total open cases. The vast majority of older cases are in regard to unlicensed practice.

*Executive Session-Closed to the Public from 9:30 am-10:20 am*

**A motion was made by Compliance Panel B to affirm the *Order of Reprimand* in the Matter of Alison N. Jonell, LGSW 21960. The motion carried unanimously.**

**A motion was made by Compliance Panel B to approve the *Stipulation and Order* in the Matter of John M. Benda, LICSW 13217, indefinitely suspending his license. After some discussion, the motion carried with six approved and one opposed.**

**A motion was made by Compliance Panel B to approve the *Stipulation and Order* in the Matter of Rodney R. Gayle, LGSW 1969, reprimanding his license and assessing a civil penalty. The motion carried unanimously.**

**5. CONSIDERATION OF MS 148E.035 VARIANCE REQUESTS:** Greg Schaeffer, Assistant Attorney General, McNair

**A motion was made by Hallman and seconded by Hirsch to grant a variance to extend the one year license reactivation time period for Jeane-Marie Bakken, expired LSW 3088. After some discussion, the motion passed with five approved and two opposed.**

**A motion was made by Hallman and seconded by Middlebrooks to grant a variance to reopen the 2011 License Independent Clinical Social Worker (LICSW) Application for Licensure of Sandra Jo Buechel, LISW 4245. After some discussion, the motion passed with six approved and one abstention.**

**Lunch** [12:10 am – 12:44 pm]

Richardson thanked staff for all of their hard work.

**6. LICENSING REPORT:** McNair, Kramer-Prevost

McNair reported the end of year licensing statistics for 2013. As of December 2013, there were:

- 5,737 LSWs;
- 2,205 LGSWs;
- 774 LISWs; and
- 4,649 LICSWs;
- for a total of 13,165 licensees.

From FY 2000 to FY 2010:

- total applications for licensure increased by 43%.

From 2012 to 2013:

- total applications for licensure (not including grandfathering applications) increased by 13%;
- with grandfathering applications included, applications for licensure increased by 27%.

To date, the Board has received 219 grandfathering applications:

- 109 licenses were granted; and
- 14 were denied as ineligible;
- the rest are still in process.

Temporary Licenses also increased from:

- 83 issued in 2012, to;
- 118 issued in 2013.

Because of the changes to the supervision requirements in recent years, Supervision Plan form and Supervision Verification form submissions have increased considerably.

- From 2012 to 2013, the number of Supervision Plans submitted increased 8%; and
- Supervision Verification forms submitted increased 22%.

Middlebrooks requested that statistics be provided on applicants from Greater Minnesota for the last five years.

Currently, North Central University's Baccalaureate Social Work Program, Walden University's Online Master's Social Work Program, and the College of Saint Scholastica's Master's Social Work Program are in Candidacy Status with the Council on Social Work Education (CSWE). The Board has a specific Temporary License available to students who graduate from a social work program that is in Candidacy Status with CSWE. It generally takes a social work program 3 to 3 1/2 years to become fully accredited with CSWE.

Zacher-Pate thanked Licensing Staff for their work dealing with these increased numbers even though the Licensing Staff complement has not increased.

- 7. 2015 BOARD AND COMMITTEE MEETING DATES [Attached]**  
**Aguirre moved and Arnold Truax seconded to approve the list of 2015 Board and Committee Meeting dates. The motion passed unanimously.**

**8. COMMITTEE & LIAISON REPORTS:**

A: Advisory Committee: Zacher-Pate

The minutes were included in the Board Packet. Advisory Committee dates for 2014 were approved at the Committee Meeting. Kay Hansen was re-elected Chair. New Committee member, George Thompson, LICSW, replaced Chester McCoy as a representative from the

Association of Black Social Workers. Zacher-Pate will arrange for a speaker from HPSP to do training at the February Advisory Committee meeting.

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

Black-Hughes reported the Committee met once via telephone. Some applications have been denied because the applicants do not meet the requirements for Grandfathering. There will be no ARC meeting after the Board meeting.

C: Association of Social Work Boards (ASWB): Middlebrooks, Hirsch, Zacher-Pate

Middlebrooks reported that the ASWB Spring Meeting will be May 8-11, 2014 in Saint Louis, Missouri.

D: Communication Education Outreach Committee (CEOC): Richardson

Richardson referenced the attached "Communication Outreach Communication Plan Updated January 7, 2014" and reported that CEOC is working to align their Outreach Plan with the Board's Strategic Plan. The plan requires work by not only Board staff but Board members also. There are two parts to the plan. One part identifies possible new initiatives and the second part involves projects that are currently ongoing. These plans are currently in the draft stage so no action is needed at the present time.

E: Council of Health Boards (CHB): Kassekert

Zacher-Pate reported in Kassekert's absence. The CHB did not meet and had no report. The Council of Health Boards meets on an as needed basis.

F: Executive Committee: Richardson, Payne, Aguirre

Training has been provided to Richardson and Aguirre during the transition period to the new Executive Committee membership.

The Strategic Plan will need to be updated again as it only goes through 2014. Most of the initiatives have been executed. This may require a Board retreat due to the time involved.

**The Executive Committee motioned to grant authority to the Legislation and Rules Committee, in concert with the Executive Committee, to make decisions on pending legislation on behalf of the Board during the upcoming Legislative Session. The motion passed unanimously.**

Some member changes were made to the Legislation and Rules Committee. Members will be Hallman (chair), Hirsch, Johnson, Richardson, Roiger, Black-Hughes, Middlebrooks, and Arnold Truax. Members of the professional community from the Board's Advisory Committee also participate as non-voting members.

The meeting was closed from 2:05 pm to 2:25 pm for Zacher-Pate's annual performance review.

G: Finance Committee: Aguirre

Aguirre reported the following:

- Monthly budget reports for the current Fiscal Year (FY14) through December 31, 2013, were reviewed.

- Total Expenses are 35.98% at 50% of the year, so the Board is under budget. Final expenses due to the office expansion are not in, so all of these numbers are not reflected in Total Expenses.
- Total Receipts are 55.23% at 50% of the year, so the Board is ahead of revenue projections.
- Budget Planning for the next biennium will begin this summer.

H. Health Professionals Services Program (HPSP) - Kassekert

Kramer-Prevost reported in Kassekert's absence. The HPSP Program Committee met on November 19, 2013. As of that date, there were 16 social workers participating in HPSP. A survey went out to the Executive Directors of HLBs that participate in HPSP. Strategic Planning, which was recommended in the survey, was conducted during this meeting. HPSP is open to suggestions from Board Members.

I: Legislation & Rules Committee (L&RC): Hallman

Hallman reported that it is good that the HLBs are cooperating during the Legislative Session. If board members have ideas for legislation, they should bring them to him or Zacher-Pate.

Hallman cautioned members that only the Board Chair can speak on behalf of the Board.

Zacher-Pate reported that even though the full Legislature does not convene until February 25 and is scheduled to adjourn May 19, pre-filing of bill introductions for the 2014 session is scheduled to occur January 13. Committee meetings have already started.

The L&RC will convene very soon to address upcoming issues.

J: Nominating Committee: Johnson

Zacher-Pate reported in Johnson's absence. She will be meeting with the Governor's Appointment Secretary. There are only 10 or 11 applications for the five open seats at this time. Applications are still being accepted by the Secretary of State's Office. Black-Hughes and Zacher-Pate encouraged the members to publicize these open seats.

**10. PUBLIC COMMENT**

Alan Ingram, Executive Director for the Minnesota Chapter of the National Association of Social Workers, addressed concerns about pending legislation regarding automatic suspension of licenses for non-compliance with HPSP.

Ingram also reported that he had heard that the Governor was thinking about asking all cabinet level agencies to drop one portion of their statute. He had concerns about how that would translate to the HLBs.

**11. OTHER BUSINESS**

There was no other business.

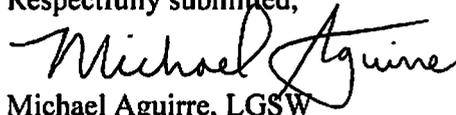
**12. ROUNDTABLE**

- Black-Hughes, Hirsch, and Hallman thanked Zacher-Pate for “a job well done” this past year.
- Oberle stated that the mileage rate had changed as of January 1, 2014 and she distributed new expense report forms reflecting the change.

**13. ADJOURN**

Black-Hughes moved and Hirsch seconded to adjourn meeting at 2:45 p.m.

Respectfully submitted,



Michael Aguirre, LGSW  
Secretary-Treasurer