



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

**Minutes**

**July 18, 2014**

**Members Present:** Michael Aguirre, LGSW, Secretary-Treasurer  
Karen Arnold Truax, LISW  
Christine Black-Hughes, LICSW  
Jason Collins, LSW  
David Hallman, LSW  
Rosemary Kassekert, Public Member  
Kathy Lombardi, LICSW  
Susan McGeehan, LSW  
Kenneth Middlebrooks, Public Member  
Carol Payne, LSW, Vice Chair  
Ruth Richardson, Public Member, Chair

**Members Absent:** Donna Ennis, LSW  
Angela Hirsch, LICSW

**Staff Present:** Louis Hoffman, Director of Compliance  
Michelle Kramer-Prevost, LISW, Staff Social Worker  
Sheryl McNair, LICSW, Assistant Director  
Connie Oberle, Office Manager  
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 9:06 a.m. A quorum was present.

**A motion was made by Black-Hughes and seconded by Aguirre to approve the Agenda as presented. The motion carried unanimously.**

The Application Review Committee meeting scheduled immediately following the Board meeting has been cancelled.

**2. WELCOME NEW BOARD MEMBERS AND AFFIRM COMMITMENT TO SERVICE:** Richardson, Zacher-Pate

Jason Collins, LSW, and Susan McGeehan, LSW, introduced themselves. Richardson welcomed them to the Board, and noted that Kathy Lombardi, LICSW will arrive later. Board members were appointed June 29 and will serve four year terms ending on January 1, 2018.

Collins, of Willmar, is a Social Work Specialist with Child and Adolescent Behavioral Health Services in Willmar. He earned his Bachelor of Science Degree in Social Work from Bemidji State University in 2005. Collins was appointed as a social worker practicing in a state agency.

McGeehan, of Minneapolis, is the Manager of State and Federal Agency Policy in the State Public Programs department at Medica. She holds a Master's degree in Gerontological Studies from Miami University and a Bachelor's degree in Social Work from Xavier University. McGeehan was appointed as a licensed social worker.

**3. MINUTES FOR MAY 16, 2014 MEETING** [Attached]  
The Board reviewed the May 16, 2014 minutes.

**A motion was made by Middlebrooks and seconded by Payne to approve the May 16, 2014 minutes as presented. The motion carried with 10 approvals and 1 abstention.**

**4. 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:

- Welcome to New Board Members.
- Office of Legislative Auditor (OLA) Audit: Zacher-Pate reported that the scope of the audit has changed to a financial review. The full OLA report will be provided in fall.
- Mental Health Workforce Summit May 28, 2014: Zacher-Pate reported the Summit was well attended and possible legislation, stemming from Summit recommendations, could impact the Health Licensing Boards (HLBs) whose licensees engage in mental health practice. Issues discussed included:
  - Current licensing requirements
  - Recruiting and retaining workers and promoting diversity in the workforce
  - Creating funding and possible reimbursement for supervision and training

The Mental Health Workforce Steering Committee is currently writing the state plan for submission to the Legislature by January 15, 2015.

- 2014 Legislative Session: As of July 1, 2014, the board member per diem rate increased from \$55 to \$75.
- BOSW IT initiatives:

- New licensing database system project: Staff working on this project has attended a demonstration of the new database as it applies to another board. Exciting new changes for applicants, licensees, and staff will be experienced with the new system. A current priority is to analyze business processes to maximize effectiveness and efficiencies.
- New Tridion based website: The new Tridion website successfully went live on July 14. Staff shortages delayed the original launch target date.
- One variance has been denied and one variance approved under MS 148E.035 since the May 16, 2014 Board meeting.

In addition to these items, Zacher-Pate reported that the Board's annual plan has been approved by Minnesota Management and Budget (MMB). An annual plan allows the Board to more easily enter into contracts with approved vendors for special projects.

Zacher-Pate invited Board Members and others to view the new signage in the Board office.

**5. COMPLIANCE COMMITTEE:** Attached-some documents non-public] [Executive Session – portion closed to the public]

Hoffman distributed the complaint statistics for the previous two months that show consistency with patterns from previous months. As of July 1, there were 72 open complaints, with approximately 10 more opened since then. This number is down 6 from the 78 reported at the May meeting.

*Executive Session-Closed to the Public from 9:55 – 10:10 am.*

**A motion was made by Compliance Panel B to approve the *Stipulation and Order* for Kristi M. Lehman, LGSW 22882. The motion carried unanimously.**

**A motion was made by Compliance Panel B to approve the *Stipulation and Order* for Brenda L. Rhode, LGSW 20278. The motion carried unanimously.**

**A motion was made by Compliance Panel B to approve the *Stipulation and Order* for Nathan P. Sikora, LSW 22357. The motion carried with 10 approvals and 1 abstention.**

**A motion was made by Compliance Panel B to approve the *Order of Unconditional License* for Jean L. Ramlow, LICSW 21566. The motion carried with 9 approvals and 2 abstentions.**

**6. LICENSING REPORT: McNair**

McNair reported the following licensing and renewal data:

- As of July 18 there are 12,430 current licensees
- 400 Applications for Licensure through the Grandfathering provision have been received since January 1, 2014; deadline to submit an Application for Licensure through Grandfathering is December 31, 2014
- 75 Applications for Temporary Licenses have been received this year

For the period of June 1, 2013 through May 31, 2014:

- 2,049 Applications for Licensure were received:
  - 68% were submitted online
  - 32% by paper
  - 90% of the applicants completed the application process in less than 6 months; if all licensing requirements are not met within one year from the date an application is received it is closed
  
- 5,319 Applications for License Renewal were received:
  - 83% were submitted online
  - 17% by paper
  - Average number of days for completion of a renewal was 10 days

Black-Hughes requested that statistics be distributed at the January 2015 Board Meeting on the ethnic background of licensees.

Kramer-Prevost reported on her attendance and presentation on licensure requirements and the time-limited Grandfathering opportunity at the Cultural and Ethnic Minority Grantees meeting a program of the Minnesota Department of Human Services.

#### **7. DEMONSTRATION: NEW BOSW TRIDION WEBSITE: Zacher-Pate**

Zacher-Pate explained the background and development of the new BOSW website. A live demonstration was given.

#### **8. COMMITTEE & LIAISON REPORTS:**

To assist the new Board members, Board and Staff members gave a brief summary of the purpose and function of their respective committees before giving their reports. Any vacancies on the committees were also noted

- A:       Advisory Committee: Arnold Truax, Zacher-Pate  
Arnold Truax reported that the Advisory Committee met on May 30, 2014. Minutes from that meeting were included in the Board packet. The Mental Health Summit was a main topic at the Advisory Committee meeting.
- B.       Application Review Committee (ARC): Black-Hughes, Hirsch, Richardson, McNair  
McNair reported that the ARC had not met.
- C:       Association of Social Work Boards (ASWB): Middlebrooks, Zacher-Pate  
Middlebrooks had no new updates on ASWB, but the upcoming November 13-15, 2014 Annual Meeting of the Delegate Assembly in Boise, Idaho was mentioned.

Zacher-Pate will be a trainer for the September 12-15, 2014 ASWB New Administrator Training, hosted in Virginia.

Zacher-Pate reported that the section of the ASWB Model Law relating to complaint resolution was being reviewed. The section does not seem to affect Minnesota.

Zacher-Pate informed the Board that all sections of the ASWB 2014 New Board Member Training are full. Dates for the 2015 trainings are not yet available.

Zacher-Pate was asked to run for the Staff Position on the ASWB Board of Directors, but declined because she wanted to focus on her role as ASWB Chair of the Administrator's Forum. She would also like to continue her focus on her role of Executive Director of the Minnesota BOSW.

**Lunch:** 11:25 am to 12:10 pm

Lombardi arrived at 12:15 pm, due to a previous commitment, and was introduced and welcomed to the Board by Chair Richardson.

Lombardi, of St. Paul, is a LICSW and has been employed as a school social worker for 19 years with St. Paul Public Schools. She earned her Master's of Social Work from Augsburg College with a concentration in Family Practice and her Bachelors in Psychology and Speech Communication from St. Cloud State University. Lombardi was appointed as the school social worker member.

D: Communication Education Outreach Committee (CEOC): Richardson  
Zacher-Pate, McNair, Aguirre, and Middlebrooks reported on the May 20 -21, 2014 Citizen Advocacy Center (CAC) Webinar that was attended at the Board office. Zacher-Pate noted the written summary that was distributed in the Board meeting packet.

Aguirre mentioned that the Board should develop a social media policy.

Black-Hughes and McNair reported on a new initiative to pilot a BOSW student presentation electronically with Minnesota State University, Mankato in September 2014.

Zacher-Pate informed the Board that staff will soon be notifying stakeholders that the Grandfathering period will be ending on December 31, 2014.

Zacher-Pate reported on the plan to develop a "Licensing Summit" which will provide training on social work licensing and regulation for new licensees, particularly newly Grandfathered licensees. This Summit is tentatively planned for 2015.

E Council of Health Boards (CHB): Kassekert  
Kassekert reported that 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, Black-Hughes (ex-officio)  
Richardson requested volunteers for mentors to the new Board members. Hallman will mentor Collins; Payne will mentor Lombardi; and Black-Hughes will mentor McGeehan.

Richardson informed the new Board members about Board Committee participation. Hallman said that all of the committees have at least one opening.

Richardson reported that there are still two public member openings on the Board. The vacancies must be filled by individuals who reside outside of the 11-county metropolitan area and one of the individuals must also have expertise in communities of color.

Zacher-Pate and Richardson distributed the “Board Member Responsibility and Accountability Statement”. All Board members were requested to review this statement and return it by the September Board meeting.

Richardson advised the Board that the September meeting will include an educational session on the 2016-2017 Biennial Budget, and preliminary approval for the budget will need to be given at that meeting.

Richardson also apprised the Board that discussion is underway to plan for strategic planning in the near future.

Richardson reported that the Executive Committee recommends not sending a representative to the Citizen’s Advocacy Center (CAC) 2014 Annual Meeting. Instead the Committee recommends sending one Staff member and one Board member to the Council on Licensure, Enforcement, and Regulation (CLEAR) Conference on September 11-13, 2014 in New Orleans.

**9. TRAINING SESSION: BOARD MEMBER LEGAL RESPONSIBILITIES:** Greg Schaefer, Assistant Attorney General

Schaeffer presented on topics related to:

- What is the Board
- Scope of Board Authority
- Licensing Boards and the Attorney General’s Office
- Open Meeting Law
- Minnesota Government Data Practices Act
- Conflicts of Interest
- Board Member Ethics

Schaeffer answered questions regarding the presentation following the training.

**8. COMMITTEE & LIAISON REPORTS: (continued)**

G. Finance Committee: Aguirre

Aguirre reported the following from the Finance Committee Meeting held July 17, 2014:

- Monthly budget reports for Fiscal Year 2014 were reviewed.
- Total Expenses are 81.35% at 100% of the year, which is under budget. However, not all final expenses for the fiscal year have been paid yet.
- Total Receipts are 111.64% at 100% of the year, which is over revenue projections.
- Budget preparation is underway for Fiscal Years 2016-2017.

- Aguirre reminded Board members that any unreimbursed FY 2014 expenses need to be submitted to the Board office by July 25, 2014 to be eligible for payment.

H. Health Professionals Services Program (HPSP): Kassekert

Kassekert was not able to attend the May HPSP Program Meeting but did obtain the minutes. Various items from HPSP's strategic plan were presented at the program meeting.

Kassekert and Zacher-Pate reported on changes to Minnesota Statutes Chapter 214 related to HPSP. The Attorney General's Office has commented there may be some problems relating to implementation of these new temporary suspension provisions. Hoffman stated that the provisions about drug diversion have a much smaller impact on social workers than some of the other professions that have more direct access to controlled substances.

I. Legislation & Rules Committee (L&R): Hallman

Hallman reported that the L&R met on June 11, 2014. The meeting summary was included in the Board packet. Possible new legislative proposals to be brought before the full Board in future months include:

- Creating a new Limited Practice License
- Amending the Current Temporary License "Ineligibility" Provision
- Creating a new Administrative Non-Disciplinary Fine Authority
- Changing the structure of the Board to include one less Greater Minnesota representative member and one more Metro area representative due to population shifts

**A motion was made by the Legislation and Rules Committee and seconded by Black-Hughes to amend the Board's Bylaws, Section E, Subdivision 3A, changing the per diem rate from \$55 to \$75. The motion carried unanimously.**

This amendment to the Bylaws reflects the change made to the per diem rate made by the Legislature in the 2014 session.

Hallman requested that any comments Board members might have concerning the new legislative proposals should be forwarded to him or Zacher-Pate.

F. Executive Committee: Richardson (continued)

**A motion was made by Hallman and seconded by Black-Hughes to send Aguirre and one Staff member to the Council on Licensure, Enforcement and Regulation conference to be held September 11-13, 2014 in New Orleans. The motion carried unanimously.**

J. Nominating Committee: Richardson

Richardson reported that the Nominating Committee had not met and had no report. A Chair for this committee is needed.

**10. PUBLIC COMMENT**

Jacqueline Johnson, former Board Member, expressed her gratitude for her time spent on the Board, her recognition plaque, and her plant. The Board thanked her for her service.

Alan Ingram, Executive Director for the Minnesota Chapter of the National Association of Social Workers (NASW-MN), commented about the possible legislation and the financial reports of the Board.

Ingram announced that he will retire as Executive Director of NASW-MN on June 30, 2015. A search for his successor will begin in January 2015.

**11. OTHER BUSINESS**

Richardson again asked for comments regarding the possible legislative proposals to be directed to Hallman.

**12. ROUNDTABLE**

Black-Hughes announced that one of the BOSW original Board members, Dr. William Anderson, will retire from Minnesota State University, Mankato, and a recognition event is planned in Mankato for September 27, 2014.

**13. ADJOURN**

**Hallman moved and Arnold Truax seconded to adjourn the meeting at 2:45 pm. The motion passed unanimously.**

Respectfully submitted,



Michael Aguirre, LGSW  
Secretary-Treasurer