



REGULAR BOARD MEETING
University Park Plaza
Conference Room C – 3rd Floor
2829 University Avenue Southeast
Minneapolis, Minnesota 55414

Minutes
January 15, 2016

Members Present: Larene Broome, Public Member
Jason Collins, LSW
Laurie Dahley, LISW
Donna Ennis, LSW
Jill Grover, LGSW
David Hallman, LSW
Angela Hirsch, LICSW, Vice Chair
Rosemary Kassekert, Public Member
Kathy Lombardi, LICSW, Secretary/Treasurer
Susan McGeehan, LSW
Kenneth Middlebrooks, Public Member
Carol Payne, LSW, Chair
Ruth Richardson, Public Member

Members Absent: Christine Black Hughes, LICSW
Mary Weaver, Public Member

Staff Present: Megan Gallagher, JD, Regulations Analyst
Michelle Kramer-Prevost, LISW, Staff Social Worker
Sheryl McNair, LICSW, Assistant Director
Connie Oberle, Office Manager
Kate Zacher-Pate, LSW, Executive Director

Chair Payne called the meeting to order at 9:01 am. A quorum was present. She thanked Board Members, Board Staff, and the previous Board Officers for their hard work.

Payne expressed her excitement and commitment as she begins her two year tenure as Board Chair and asked all members to reflect on what they will hold themselves accountable to for the next year.

Payne also mentioned that there are laminated Robert's Rules of Order summary sheets available for reference during the meeting.

1. PROPOSED AGENDA [Attached]

Zacher-Pate noted that in Item 9, Letter G, Number 2 the year listed should be changed from 2015 to 2016.

A motion was made by Richardson and seconded by McGeehan to approve the Agenda as amended. The motion carried unanimously.

2. MINUTES FOR NOVEMBER 20, 2015 MEETING [Attached]

The Board reviewed the November 20, 2015 Board meeting minutes.

A motion was made by Middlebrooks and seconded by Dahley to approve the November 20, 2015 minutes as presented. The motion carried with 11 affirmations and one abstention.

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.

3. COMPLIANCE COMMITTEE: [Executive Session – closed to the public] Hallman, Gallagher

Executive Session-Closed to the Public from 9:14 am – 9:45 am, with recess from 9:23 am – 9:31 am

Secretary/Treasurer Lombardi presided over the Board for the next deliberation and motion as Chair Payne and Vice-Chair Hirsch, along with Middlebrooks, were members of Compliance Panel B and could not be present for the deliberation or vote.

A motion was made by Dahley and seconded by Kassekert to adopt the proposed Findings of Fact, Conclusions, and Final order, with technical corrections, for Lindsey Callahan, LSW 23928.

Chair Payne returned to presiding over the meeting.

A motion was made by Compliance Panel B to adopt the Stipulation and Order for Unlicensed Practice for Tammara K. Burke, LSW 9783. The motion passed with 11 affirmations and 1 abstention.

A motion was made by Compliance Panel B to adopt the Stipulation and Order for Unlicensed Practice for Jennifer L. Chasco, LGSW 22635. The motion passed with 10 affirmations and 2 abstentions.

A motion was made by Compliance Panel B to adopt the Stipulation and Order for Unlicensed Practice for Janet M. Houseman, LSW 9530. The motion passed with 10 affirmations and 2 abstentions.

A motion was made by Compliance Panel B to adopt the Stipulation and Order for Unlicensed Practice for Sara B. Kuehn, LGSW 10637. The motion passed with 10 affirmations and 2 abstentions.

A motion was made by Compliance Panel B to adopt the Stipulation and Order for Unlicensed Practice for Maria G. Sorensen, LSW 23116. The motion passed with 10 affirmations and 2 abstentions.

A motion was made by Compliance Panel A to adopt the Stipulation and Order for Angela M. Wimmer, LSW 22548. The motion passed with 10 affirmations and 2 abstentions.

The meeting re-opened to the public at 9:45.

4. 2015 BOSW STRATEGIC PLANNING: Payne, Richardson, Zacher-Pate

Board Members and Board Staff presented on the progress made at various working group meetings that have occurred since the November 20, 2015 Board Meeting. All meetings were related to the Strategic Initiatives developed in the draft Strategic Plan. Activities Worksheets were created for each initiative at the working group meetings and were distributed in the Board packet. Additional ideas that are thought of after the Board meeting can be emailed to Zacher-Pate.

Broome arrived at 10:30 am.

6. EXECUTIVE DIRECTOR'S REPORT: Zacher-Pate

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

- Board Member Appreciation and Vacancies. Requirements for the vacant positions are
 - One LSW
 - One LGSW
 - One LGSW or LISW or LICSW
 - Additional requirements are:
 - One of the three members must be engaged in the practice of social work in a county agency.
 - One of the three members must be an educator engaged in regular teaching duties at a program of social work accredited by the Council on Social Work Education.
 - At least two of the three members must reside outside of the 11-county metropolitan area.

Zacher-Pate is scheduled to meet with the Governor's Appointments Secretary on January 22, 2016.

- Strategic Planning (discussed in Agenda Item 4)
- Mental Health Workforce Plan

- 2016 Legislative Session
- Outreach to Diverse Community and Professional Groups
- BOSW IT Initiatives, including the Licensing Database System Project, not only for the BOSW but for all Health Licensing Boards. The money allocated in the contract is running out and solutions for additional funds are being explored.
- MS 148E.035 Variance Requests: No variance requests, under MS 148E.035, were received since the last Board meeting.

In addition, Zacher-Pate stated new folders for all Board committees have been added to SharePoint. Board Members and relevant Staff will receive their meeting materials at the secure SharePoint site, in the same manner that full Board meeting and Compliance Panel materials are distributed.

Lunch 11:45 am – 12:36 pm

Appreciation was for service was expressed to Board Members who terms expire January 2016, including Christine Black-Hughes, LICSW; Jill Grover, LGSW; and David Hallman, LSW; as well as all members who volunteer on the Board.

5. HEALTH PROFESSIONAL SERVICES PROGRAM (HPSP) 2015 BOSW REPORT:
Kimberly Zillmer, BA, LADC, Case Manager

Zillmer gave a presentation on the following topics:

- Statistics of all participating professions
- Statistics of BOSW licensing participants
- Typical case review/progression
- Variations in numbers over time due to reporting changes and Tennessee Warning modifications
- History and overview of HPSP

Zillmer then answered questions about her presentation and HPSP in general.

7. COMPLIANCE UNIT REPORT: Gallagher, Hallman

Gallagher reported on the statistics that were distributed. She indicated compliance has been processing the backlog of cases that existed from a year ago, due to a staffing vacancy.

Hallman reported on the proposed Licensing Late Fee Implementation Draft that was included in the Board packet. Minnesota Statutes section 148E.180, subdivision 5. **Late fees.** *Late fees are as follows:*

(3) license late fee, \$100 plus the prorated share of the license fee specified in subdivision 2 for the number of months during which the individual practiced social work without a license.

There is no additional language in statute to guide when the Board should use the license late fee. However, the clear intention of this statutory change was to provide the Board with a non-disciplinary, administrative tool for unlicensed practice that better balances enforcement with

the violation. Although this is a non-disciplinary option, the Board maintains the legal authority to impose discipline for unlicensed practice.

8. LICENSING UNIT REPORT: McNair, Kramer-Prevost

Comprehensive statistics will be presented at the March Board meeting; however, McNair reported the following snapshot:

- For Grandfathering, which ended December 31, 2014:
 - 855 total applications were received
 - 552 licenses were granted
 - 12 applications remain in process, 7 of which only need to pay their licensure fee
- In 2012 there were 11450 current licensees. In 2015 there were 13227.
- In 2012 there were 1456 license applications. In 2015 there were 2205.
- In 2012 78% applied online. In 2015 89% applied online.
- In 2012 there were 84 temporary license applications. In 2015 there were 198.
- In 2012 there were 8 provisional license applications. In 2015 there were 11.
- In 2012 there were 5133 licenses renewed. In 2015 there were 5627.
- In 2012 80% renewed online. In 2015 87% renewed online.
- There were 18 Emeritus Active licenses issued between July 1, 2015 and December 31, 2015.
- In 2012 there were 1629 supervision plans submitted. In 2015 there were 2252.
- In 2012 there were 1973 supervision verification forms submitted. In 2015 there were 3235.

In summary, volume is up in all areas, in part based on the complexity of review based on statutory changes that have occurred since 2011.

As of November 2015, the Council on Social Work Education (CSWE) has granted accreditation to North Central University's baccalaureate program and Walden University's master's program.

The master's program at the College of Saint Scholastica and the baccalaureate program at the University of Minnesota Duluth are in candidacy status. In Minnesota there are currently 7 fully accredited master's programs and 1 in candidacy, and 14 fully accredited baccalaureate programs and 1 in candidacy status.

9. COMMITTEE & LIAISON REPORTS:

A. Advisory Committee (AC): McGeehan, McNair

McGeehan reported that the Advisory Committee met on December 4, 2015; minutes were included in the Board packet. There was no quorum.

Topics discussed at the meeting included:

- Presentation/review of Minnesota Department of Health Survey data from 2012-2014
- BOSW Board meeting report

- Minnesota Coalition of Licensed Social Workers legislative activities report
- 2016 meeting dates
- Member updates

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

Hirsch reported that the ARC will meet today after the Board meeting. The caseload is lessening.

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

Middlebrooks reminded new Board members of the upcoming ASWB Board Member Training for new members, scheduled for March 18-20, 2016 in San Diego, CA; June 10-12, 2016 in Washington, DC. The Spring Education Conference will be held April 28-30, 2016 in Jersey City, New Jersey. The topic is “Social Work in the Age of Mobility”.

D. Communication Education Outreach Committee (CEOC): Richardson, Zacher-Pate

Richardson stated that most of the topics discussed at the meeting were covered in the Strategic Planning portion of the Board meeting earlier. She did not have anything further to add.

E. Compliance Review Ad Hoc Committee (CRC): Middlebrooks, Gallagher

Middlebrooks reported that the committee met on December 4, 2015. The minutes from the meeting were included in the Board packet. Topics included:

- Accountability
- Next steps
- Meeting dates in 2016

F. Council of Health Boards (CHB): Kassekert

Kassekert reported that the Council of Health Boards did not meet.

G. Executive Committee (EC): Payne, Hirsch, Lombardi

Payne reported that the Executive Committee met on January 14, 2016.

1. Changes to the Board Bylaws, which were recommended in the Board Committee Composition Report, were included in the Board packet. After discussion, some technical amendments were made to the proposal.

A motion was made by Hallman and seconded by Richardson to adopt the proposed Board Bylaws as amended. The motion passed unanimously.

2. Although the ASWB 2016 Fall Delegate Assembly dates occur at the same time as the November 2016 Board Meeting, the Board ultimately decided to keep the November 18, 2016 Board meeting on the regularly scheduled date.
3. Attendance at the Federation of Associations of Regulatory Boards (FARB) annual conference was discussed. The Board decided to not send anyone to the FARB meeting, but rather send an additional delegate to the April ASWB meeting in Jersey City, New Jersey.
4. Annual Review of the Executive Director:

Executive Session-Closed to the Public from 2:50 pm – 3:07 pm for the Annual Review of the Executive Director

McGeehan left the meeting at 3:00 pm

H. Finance Committee (FC): Lombardi

Lombardi reported that the Finance Committee met on January 14, 2016.

- At 50% of the year, the Board has spent 40.98% of its budget
- At 50% of the year, the Board has collected 49.86% of its projected revenues
- Some overtime was assigned when the Board was understaffed and is reflected in the expenses.
- The Attorney General costs are currently at 70.83% of the budgeted amount and are expected to exceed the budgeted amount for fiscal year 16, ending June 30, 2016.
- Because of increasing expenses, especially Attorney General fees, budget planning for the 2017-2018 biennium, which begins this summer, may include a proposal for a fee increase.
- At the November 20, 2015 Board Meeting a motion was made and affirmed to move ahead with a possible supplemental budget proposal during the 2016 Legislative Session. Based on new data the Board decided to not move forward with this proposal.

I. Health Professionals Services Program (HPSP): Kassekert

Kassekert reported that an HPSP meeting had not been held since the last Board Meeting. The next meeting will be in February.

J. Legislation & Rules Committee (LRC): Hallman

Hallman reported on the Duty to Warn bill expected to be proposed by the Minnesota Psychological Association. Based on language in the current version of the bill, proposed as “Mental Health Practitioners” and “Mental Health Professionals”, as defined in Minnesota Statutes, section 245.462, subdivisions 17 and 18, rather than “licensees” it appears certain categories of social workers licensed by the Board are excluded from the current Duty to Warn statute. Members expressed concerns and directed Zacher-Pate to monitor the proposal.

The Minnesota Mental Health Workforce Plan may propose language to require mandatory continuing education in cultural competency at the time of license renewal for some licensed professionals.

K. Nominating Committee (NC): Middlebrooks

Middlebrooks reported that the Nominating Committee did not meet, so there was no report.

10. OTHER BUSINESS

There was no other business.

11. ROUNDTABLE

Oberle reported that she had emailed new personalized expense reports to all Board Members that reflect the new IRS mileage rate.

12. PUBLIC COMMENT

Deborah Talen, the new Executive Director of the National Association of Social Workers-Minnesota Chapter, stated that April 11, 2016 will be Social Work Day on the Hill at the Capitol. The NASW Annual Conference will be held in June 2016.

13. ADJOURN

Hallman moved and Middlebrooks seconded to adjourn the meeting at 3:35 pm. The motion passed unanimously.

Respectfully submitted,



Kathy Lombardi, LICSW
Secretary-Treasurer