



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

Minutes
November 20, 2015

Members Present: Christine Black-Hughes, LICSW
Larene Broome, Public Member
Laurie Dahley, LISW (via Video Conference 11:00 am – 4:00 pm)
Jill Grover, LGSW
David Hallman, LSW
Angela Hirsch, LICSW, Secretary/Treasurer
Rosemary Kassekert, Public Member
Kathy Lombardi, LICSW
Susan McGeehan, LSW
Kenneth Middlebrooks, Public Member
Carol Payne, LSW, Vice Chair
Mary Weaver, Public Member

Members Absent: Jason Collins, LSW
Donna Ennis, LSW
Ruth Richardson, Public Member, Chair

Staff Present: Megan Gallagher, JD, Regulations Analyst
Michelle Kramer-Prevost, LISW, Staff Social Worker
Kate Manley, Customer Services Representative
Sheryl McNair, LICSW, Assistant Director
Connie Oberle, Office Manager
Cory Sherwood, Supervision Coordinator
Kate Zacher-Pate, LSW, Executive Director

1. PROPOSED AGENDA [Attached]

Vice Chair Payne called the meeting of the Minnesota Board of Social Work (BOSW) to order at 9:02 a.m. A quorum was present.

A motion was made by Middlebrooks and seconded by Kassekert to approve the Agenda as presented. The motion carried unanimously.

2. **MINUTES FOR SEPTEMBER 18, 2015 MEETING** [Attached]

The Board reviewed the September 18, 2015 Board meeting minutes. McGeehan noted an error in minutes that she was noted as both present and absent at the meeting, although she was absent.

A motion was made by Middlebrooks and seconded by Black-Hughes to approve the September 18, 2015 minutes as amended. The motion carried unanimously.

3. **2015 BOSW STRATEGIC PLANNING EVENT:** Charlie Petersen, MPA, Minnesota Management and Budget, Management Analysis Division

Petersen led the Board in a continuation of Strategic Planning that began at the September 20, 2015 Board meeting. The Strategic Planning Final Report will be presented at a future Board meeting.

Lombardi arrived at 10:40 am.

Dahley joined the meeting at 11:00 via video conference

4. **MINNESOTA WORKFORCE SURVEY, MINNESOTA DEPARTMENT OF HEALTH (MDH) - OFFICE OF RURAL HEALTH AND PRIMARY CARE:** Nitika Moibi And Angie Sechler, MDH Staff

Moibi and Sechler gave a report on results, for the 2012-2013 licensed social worker profession based on the ongoing, statutorily mandated Minnesota Workforce Survey. The new survey, which will debut in early 2016, was also previewed.

5. **EXECUTIVE DIRECTOR'S 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's report including:

- Staffing and Personnel: The Board is now fully staffed, including the new Supervision Coordinator position. Zacher-Pate introduced Cory Sherwood, Supervision Coordinator, and Kate Manley, Customer Service Representative.
- Staff Compensation and Budget Information: An update on the Subcommittee on Employee Relations vote, which affects employee pay and benefits, was given. More information will be provided in the Finance Committee Report.
- Mental Health Loan Forgiveness Program
- Mental Health Workforce Development Plan
- Cultural Providers Network Meeting
- BOSW IT Initiatives, including the newly launched Tridion website and the Licensing Database System Project
- MS 148E.035 Variance Requests: One variance request was approved under MS 148E.035 since the last Board meeting.

In addition, Zacher-Pate reported that she has been in contact with the Governor's Appointments Secretary regarding the upcoming vacancies on the Board.

Lunch 12:15 pm -12:50

Broome left the meeting during lunch.

6. COMPLIANCE UNIT REORT: Gallagher

Gallagher reported on the statistics that were distributed. The volume, complexity, and seriousness of complaints continue to rise; thus, causing costs to rise. Costs include the Attorney General's Office, the Office of Administrative Hearings, Board staff and Board member expenses, and other costs related to investigations. Discussion arose related to growing costs and the possibility of increasing fees. Gallagher requested that Board members inform her of the types of data and statistics that they would like to see in the future because the new database will provide more robust reporting.

Gallagher stated that work continues on implementation of the new licensing late fee approved by the Legislature, and enacted into law by the Governor, effective July 2015.

7. LICENSING UNIT REPORT: McNair, Kramer-Prevost

McNair reported that the Application Review Committee meeting scheduled for after the Board meeting today is cancelled due to lack of a quorum. Final statistics for Grandfathering will be presented at the March 2016 Board meeting; however, to date, statistics are as follows:

- 853 total applications were submitted, with 232 applications submitted in the last 6 weeks of 2014
- 98 applications are still in-process, of which 15 have been sent the final license fee invoice letter
- 528 licenses were granted (214 LSW, 159 LGSW, 58 LISW, and 97 LICSW)
- 227 applicants were ineligible or their application closed
- 57% of licenses were granted to minority applicants employed in private, non-profit minority focused agencies, 37% to employees of state agencies, 6% to employees of tribal agencies, and 1 city agency employee
- 74% of licensees reside in the 11 County metro area, of which 57% reside in Hennepin or Ramsey County
- 41% of the licensees are African American, 7% Asian/Pacific Islanders, 20% Caucasian, 7% Hispanic, 6% Native American/Alaskan Native, 3% Multi-Racial, and 14% did not report their ethnic background

Current Licensing Statistics:

- 13,990 Licensees (5797 LSW, 2345 LGSW, 794 LISW, 5054 LICSW)
- 19 Provisional Licensees
- 16 Emeritus Active Licenses issued since July 1, 2015
- 1721 Applications received since January 1, 2015

- 186 Temporary Licenses issued since January 1, 2015, significantly higher due to the number of schools in Council on Social Work Education (CSWE) candidacy status
- 5000 License Renewals received since January 1, 2015
- 2094 Supervision Plans received since January 1, 2015
- 2872 Supervision Verification Forms received since January 1, 2015 (significantly higher than last year)

North Central University has reported to Board Staff that their baccalaureate social work program was granted accreditation by CSWE at its November 2015 meeting, but written confirmation has not yet been received.

Black-Hughes inquired about staff time required to process supervision forms. The new licensing database will allow online electronic submission of these forms.

Kramer-Prevost reported on her presentations to schools and at various conferences.

8. CLEAR ANNUAL CONFERENCE REPORT, SEPTEMBER 17-19, 2015: McNair

McNair reported on her attendance at the Council on Licensure, Enforcement, and Regulation (CLEAR) conference held September 17-19, 2015 in Boston, Massachusetts. Some topics discussed at the conference included:

- International and national mobility
- Focus on minimum qualifications
- Barriers to licensure
- New pathways to licensure
- Engaging licensees in ethical and accountable practice
- Changing from a “catch and punish” model to enabling model behavior
- Evaluating effectiveness of regulatory interventions
- Continuing competence
- Outreach

Black-Hughes commented that the Legislation and Rules Committee may need to be proactive in looking at licensure of international applicants.

9. COMMITTEE & LIAISON REPORTS:

A: Advisory Committee: McGeehan, McNair

McGeehan reported that the Advisory Committee met on October 2, 2015; minutes were included in the Board packet. There was no quorum.

Topics discussed at the meeting included:

- BOSW report
- Mental Health Workforce Development Group
- Member Updates

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

McNair reported that the ARC meeting is cancelled for today as there is no quorum. Also, the October 16 ARC meeting was cancelled as there was no quorum. There are two cases that will be reviewed at the ARC meeting in December.

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

The 2015 ASWB Annual Meeting of the Delegate Assembly was held in Fort Lauderdale, Florida, November 5-7, 2015.

Middlebrooks reported that there were 134 in attendance representing 48 voting jurisdictions. The California Board of Behavioral Sciences Executive Director, Kim Madsen, was in attendance at the Delegate Assembly because California has rejoined ASWB. California was previously the only state that was not a member and the only jurisdiction that did not use the ASWB licensing examinations. Middlebrooks also reported on the following topics:

- ASWB's strong financial position
- ASWB intends to break ground for their new building by the end of 2015 with the intent of occupation by the end of 2016 or beginning of 2017
- Election of ASWB officers
- Practice analysis, which occurs approximately every seven years, has begun for development of new examination questions beginning with the 2018 ASWB exams
- Changes to ASWB bylaws
- Changes to the Approved Continuing Education (ACE) Committee
- Update to Model Practice Act
- Spring Education Meeting in April 2016 in Jersey City, New Jersey

Hirsch reported on her attendance at the Board Member Exchange. Topics discussed included:

- Mobility
- Technology assisted practice
- Online MSW Programs
- Differing Reciprocity/Endorsement requirements in jurisdictions
- Lack of uniformity of credential titles across jurisdictions
- Continuing Education

Zacher-Pate reported the following:

- Upcoming 2016 ASWB sponsored New Board Member Training sessions
- ASWB exam writer recruitment
- Opportunity for Board Members and staff to apply for ASWB committees
- Reporting requirements for impaired professionals to National Practitioners Data Bank (NPDB)
- There is no discussion of elimination of the Advanced Generalist exam even with the low numbers of this exam being taken applicants
- Exams pass rate statistics
- Staffing levels at ASWB headquarters
- New Chair was elected of the Administrator's Forum
- A number of jurisdictions are in the process of drafting child custody guidelines
- Some jurisdictions have enacted legislation prohibiting conversion therapy

- Concerns by ASWB of applicants taking exams for which they may not be or may not yet be qualified for, such as students prior to graduation. This topic may arise in the future, also.

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

Zacher-Pate thanked Staff, Board Members, and the Professional Associations who participated in the Grandfathering Licensing Educational Event held on October 8, 2015. The event was a big success. Evaluation results, participation, and budget information was included in the Board packet.

There is a plan to eventually provide a video of the modules presented at the event on the Board's website.

E: Compliance Review Ad Hoc Committee: Middlebrooks, Weaver, Gallagher

Middlebrooks reported that the committee met on October 23, 2015. The minutes from the meeting were included in the Board packet. Topics included:

- Transparency
- Accountability
- Next steps

The next meeting is scheduled for December 4, 2015.

F: Council of Health Boards (CHB): Kassekert

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

G: Executive Committee: Richardson, Payne, Hirsch

Payne reported that the Executive Committee met on November 19, 2015. Topics included

- Committee structure and vacancies
- Transition and training for newly elected 2016-2017 Board officers
- Weaver, Broome, Dahley have been appointed to the CEOC Committee
- Evaluation of Executive Director will occur at the January 2016 Board meeting

A motion was made by the Executive Committee to accept the 2017 Board meeting dates of the third Friday in January, March, May, July, September, and November. The motion passed unanimously with Dahley voting "yes" by video conference.

H: Finance Committee: Hirsch

Hirsch reported that the Finance Committee met on November 19, 2015. In addition members reviewed the BOSW Budget Summary Highlights for fiscal years 2014 and 2015 at the close of the fiscal biennium.

- There is a 1.8% increase to the direct appropriation for each of fiscal years 2016 and 2017.

- There is a \$15,000 interagency agreement with MN.IT for professional/technical contracting purposes for the transition and possible enhancements to the new licensing for fiscal years 2016 and 2017
- Fiscal year 2015 revenues were at 112.63% at 100% of the year
- Fiscal year 2015 direct expenditures were at approximately 87% at 100% of the year; with a very small amount of funds still encumbered
- The Board continues to cover the credit card costs for all applicants and licensees utilizing on-line serve applications totaling \$14,149.00 for fiscal year 2015
- Health Professionals Services Program expenses are increasing
- Attorney General costs are continuing to rise and are expected to go over the budgeted amount set for fiscal year 2016.
- Proposed Supplemental Budget for additional staff and costs related to complaints.

A motion was made by the Finance Committee to give the Finance Committee and Executive Committee permission to explore increasing spending authority up to \$250,000 within a supplemental budget proposal during the 2016 legislative session and to report back to the full Board during the January 2016 Board meeting. The motion passed unanimously with Dahley voting “yes” via video conference.

I: Health Professionals Services Program (HPSP): Kassekert

Kassekert reported on the following items from the HPSP Program Committee Meeting of November 17, 2015:

- Proposal for background checks for all public members of the HPSP Advisory Committee
- Governance Planning Team Recommendation of restructuring the Program Committee to increase participation

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

Hallman asked that anyone who has any proposals for legislation to notify him so that it is included in the L&RC meeting agenda.

Zacher-Pate indicated that there may be legislation to modify some HLB statutes for more uniformity regarding the Duty to Warn Law in MS 148.975.

Hirsch requested that the Board look further into the Conversion Therapy issue.

K: Nominating Committee: Middlebrooks

- Middlebrooks reported that effective January 4, 2016, there will be three professional member vacancies: including one Licensed Social Worker (LSW); one Licensed Graduate Social Worker (LGSW); and one Licensed Graduate Social Worker (LGSW); or Licensed Independent Social Worker (LISW), or Licensed Independent Clinical Social Worker (LICSW). Additional requirements include: one of the three members must be engaged in the practice of social work in a county agency; one must be an educator engaged in regular teaching duties at a program of social work accredited by the Council on Social Work Education; and at least two of the three members must reside outside of the 11-county

metropolitan area.

10. OTHER BUSINESS

There was no other business.

11. ROUNDTABLE

Hallman remarked that the Board's new website looked great.

Grover inquired about the process to reapply for a Board vacancy which must be done with the Minnesota Secretary of State Office.

Black-Hughes talked about macro-practice social work.

Middlebrooks asked about viewing the complaint video on the website. He also asked about building, parking ramp, and office security. Zacher-Pate responded about the steps that have been and will be taken to address the security issues.

12. PUBLIC COMMENT

There was no public comment.

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

Executive Session-Closed to the Public from 3:28 pm –4:01 pm.

A motion was made by Compliance Panel A to adopt the Stipulation and Order for Adam C. Chase, LICSW 16230. The motion passed unanimously with Dahley affirming by video conference.

A motion was made by Compliance Panel B to adopt the Stipulation and Order for Alexis J. Peck, LSW 23821. The motion passed unanimously with Dahley affirming by video conference.

A motion was made by Compliance Panel B to adopt the Stipulation and Order for Beth E. Anderson, LICSW 22927. The motion passed unanimously with Dahley affirming by video conference.

A motion was made by Compliance Panel B to adopt the Stipulation and Order for Casey L. Smith, LGSW 24324. The motion passed unanimously with Dahley affirming by video conference.

A motion was made by Compliance Panel B to adopt the Stipulation and Order for Janell M. Kemen, LSW 15746. The motion passed unanimously with Dahley affirming by video conference.

A motion was made by Compliance Panel B to adopt the Stipulation and Order for Jenna M. LaTour, LSW 23778. The motion passed with 10 affirmative votes including Dahley affirming by video conference. Black Hughes recused herself from the vote.

A motion was made by Compliance Panel B to adopt the Stipulation and Order for Jerrion A. Richardson, LSW 23821. The motion passed unanimously with Dahley affirming by video conference.

A motion was made by Compliance Panel B to adopt the Stipulation and Order for Kelsey E. DeBoer, LSW 20308. The motion passed unanimously with Dahley affirming by video conference.

A motion was made by Compliance Panel A to adopt the Stipulation and Order for Shalane Pruno, LSW 21825. The motion passed with 10 affirmative votes including Dahley affirming by video conference. Black Hughes recused herself from voting and was not present during discussion of the motion or the vote.

A motion was made by Compliance Panel B to adopt the faxed Stipulation and Order for Susan G. Schmidt, LGSW 19909 contingent upon the Board receiving the original signed Order. The motion passed unanimously with Dahley affirming by video conference.

A motion was made by Compliance Panel B to adopt the faxed Stipulation and Order for Suzanne O. Morgan, LICSW 13509 contingent upon the Board receiving the original signed Order. The motion passed unanimously with Dahley affirming by video conference.

The meeting was reopened at 4:01 pm

14. ADJOURN

Middlebrooks moved and Black-Hughes seconded to adjourn the meeting at 4:03 pm. The motion passed unanimously with Dahley affirming by video conference.

Respectfully submitted,



Angela Hirsch, LICSW
Secretary-Treasurer