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

July 26, 2002

MINUTES

Members Present: Miriam Bergmark, Public Member
Anthony Bibus, III, LISW
Jane Braun, LSW
Paul Gaston, LSW
Barbara Kaufman, LISW, Vice-Chair
Marilyn Kiloran, LICSW
Margaret Sebring Khali, LSW
Peter Langseth, LSW, Secretary-Treasurer
Lois McDougall, Public Member
Anoma Mullegama, LICSW
Steven Sawyer, LICSW, Chair
Antonia Wilcoxon, Public Member
Michael Yang, Public Member

Members Absent: Kathleen Beehler, LSW

Staff Present: Frank Merriman, Executive Director
Brenda Mammenga, Compliance Coordinator
Sheryl McNair, LICSW, Staff Social Worker
Connie Oberle, Office Manager
Kate Zacher-Pate, LSW, Director of Licensure

Staff Absent: Louis Hoffman, Director of Compliance

I. CALL TO ORDER; ADDITIONS TO AND APPROVAL OF AGENDA

Chair Sawyer called the meeting to order at 10:05 a.m.; a quorum was present. The agenda was approved. **A motion was made by Braun, seconded by McDougall, to approve the agenda for the July 26, 2002 Board meeting. The motion carried unanimously.**

II. APPROVE MINUTES FOR MAY 24, 2002 BOARD MEETING

Mammenga noted the following changes: "Licensees" should be "licenses" in section IX. A, and "2000" should be "2002" in section XI.

A motion was made by Bibus, seconded by Kaufman, to approve the minutes for the May 24, 2002 Board meeting. The motion carried unanimously.

III. EXECUTIVE DIRECTOR'S REPORT

Merriman reviewed the processes used to prepare and conduct the Board meetings.
Board Minutes: Board Attorney, Bob Holley, advised Merriman of the legal requirements to record motions and votes, with some background/rationale on the issues. Sawyer asked Merriman to prepare two sets of minutes; one abbreviated set for comparison. The Advisory Committee will provide feedback. Attendance, as well as a Board member leaving and not returning to the meeting, should be recorded. (Note: recuse-leave physically) Holley recommended not taping the Executive session. Board members agreed to discontinue taping the entire Board meeting now and in the future.
Board Materials: The Board proposed using three holed punched white paper for Board packet materials, with cover sheets separating agenda items.
Food: Standing order at Cecil's.
Procedures: Holley recommended the Board adopt by-laws to govern its meetings. Board staff and the Executive Committee will make recommendations at the September Board meeting.
Conferences: Merriman will attend all ASWB conferences/meetings. He and Kiloran will attend the November conference; Wilcoxin and Yang will attend ASWB Board member training in September. Yang is interested in the ASWB conference. Beehler is scheduled to attend CAC in November; Bergmark will attend if Beehler cannot. Yang is interested in CAC; Yang and Wilcoxin are interested in CLEAR. The Board may approve two staff/Board to attend the CAC and two staff/Board to attend the CLEAR conferences. Board members should contact Merriman if interested in any of the above. **A motion was made by Braun, seconded by Kaufman, to approve 2 staff/Board members to attend the C A C and two staff/Board members to attend the CLEAR conferences. The motion carried unanimously.**
Special Projects: Reviewed Special Projects Report. The Management Team listed in the "Responsibility"column includes Merriman, Hoffman, Oberle, and Zacher-Pate. The Strategic Information Resource Management Plan, the work and spending plan, and the inter-agency agreement have been approved by the Office of Technology, enabling the Electronic Government Services project to begin. We will hire a developer for the computer system, and a project manager to oversee the overall development and testing. The project needs to be completed by 6/30/03 to utilize the $120,000 appropriation. The Board prefers the Special Projects Report distributed biannually or annually.
Information Items: Delegation of Authority: Holley recommended the Board Chair sign the form; file with the Secretary of State. Board Member Appointment: Ledvina's resignation

leaves a public member vacancy; Governor's Office has two applications. Kaufman feels Board members should not approve candidates. Merriman will contact candidates.

IV. DISCIPLINARY MATTERS (Executive session – meeting closed at 11:10 a.m.)

1. In the Matter of Christine C. Kvidera, LICSW License #8679. **A motion was made by Braun, seconded by Gaston, to approve an Order Granting Unconditional License to Kvidera. The motion carried unanimously.**
2. In the Matter of Lyle G. Elenkiwich (application for relicensure as LICSW, License # 11797). **A motion was made by Braun, seconded by Kiloran, to approve the Stipulation and Order. The motion carried unanimously.**

(The meeting was re-opened to the public at 11:15 a.m.)

V. PETITION FOR REINSTATEMENT OF EXPIRED LICENSES

1. In the Matter of the Petition for Reinstatement of LICSW License. Request withdrawn.

2. In the Matter of the Petition for Reinstatement of LSW License. **A motion was made by Braun, seconded by McDougall, to deny the request for reinstatement. The motion carried with Gaston, McDougall, Kiloran, Mullegama, Bergmark, Wilcoxin, Langseth, Braun and Kaufman in favor of the motion; Bibus, Yang, and Sebring Khali opposed.**

3. In the Matter of the Petition for Reinstatement of LSW License. Zacher-Pate distributed additional information on the case. **A motion was made by Kaufman, seconded by Kiloran, to accept the staff recommendation to reinstate the license and require petitioner to obtain an evaluation by HPSP to assess her ability to practice safely.**

At the May 24, 2002 Board meeting a Committee was formed to recommend changes to the Board's rules regarding options to reinstate an expired license. Reinstatement data, based on research from ASWB social work boards and Minnesota Health Related Boards was presented, and a motion was proposed for consideration. The motion proposed the following: 1) a time limit in which to be eligible to apply for reinstatement; 2) a reinstatement fee; 3) required continuing education. There was discussion about the specific requirements. **A motion was made by Kaufman, seconded by Kiloran, to accept staff recommendation to reinstate the license with the requirement of an HPSP evaluation for practice competency. The motion carried, with the exception of Langseth opposing.**

Attorney Holley, Merriman and Zacher-Pate discussed the possibility of the Application Review Committee making determinations on the two or three reinstatement appeals the Board receives per month. The full Board decided to continue reviewing these requests. Defer to Legislative and Rules Committee for language change. **A motion was made by Gaston, seconded by Langseth, to table the reinstatement motion, referring it back to committee to refine the language. The motion carried with the exception of Bibus and Sebring Khali opposing. Kiloran momentarily left the meeting.**

(The board recessed from 12-12:30 for lunch.)

VI. BOARD COMMITTEE REPORTS

A. Application Review Committee (ARC)

Bibus reported no application denials. The Committee will use the original FB/ESL publicity campaign as a model for its one-year anniversary in August.

B. Compliance Committee

Braun distributed complaint status data, noting Hoffman is on target processing disciplinary actions. It was requested that time lines be included in future status reports, particularly those prior to 2001. Bibus has been impressed with the promptness and quality of complaint resolution.

C. Executive Committee

Committee met in May and July 2002 to complete Penny Troolin's review. They will no longer meet with NASW.

D. Finance Committee

Met 7/25/02. Risk Management Insurance effective 7/1/02. Handout: "Finance Department Report on State Budget" regarding budget shortfall next biennium. Potential impacts on the Board's budget: ASU, EGS, office lease, full-time employees, salary contract. When budget narrative and review due, recommend to Legislative Committee SCOBO's #13-increase application fee for temporary permit, new fee structure, balance the budget. Less detail is needed in financial information; use narrative format, outlining unusual changes with dollar figures. Open meeting law: return to telephone conferencing; post meeting notice three days in advance on the Board's web site.

E. Legislative/Rules Committee

Bibus distributed the Committee's proposed schedule through 1/05/03. Noted changing housekeeping provisions to practice act. The Board should incorporate SCOBO in budget cycle. Merriman will check with Board of Finance and other boards on moving from four to three licensure exemptions

F. Licensure Exam Study Work Group

May have proposal in September for a grant writer. Can Board funds ($2500) be used? Must show due diligence to legislature. Should agencies with community of color provide funding? The survey could take 9-18 months. Should it include national, select states or just Minnesota statistics? Reference was made to a 1998 study: "Readability Analysis of Licensure Exams for the ASWB, Prepared by ACT, Inc."

VII. OTHER COMMITTEE/ORGANIZATION REPORTS

A. Advisory Committee

No report.

B. Association of Social Work Boards (ASWB)

Merriman went to Board member training. Wilcoxin and Yang will attend training in September. Statistics reviewed for 2000 and 2001 exams. Handouts: "ASWB Examination Pass Rates-National and Minnesota Statistics: Year 2000" and "Year 2001," and "Foreign Born/English As A Second Language Applications Received And Licenses Granted by Ethnic Background."

C. Council of Health Boards

Manual and workbook passed around. Questionnaires on three different occupations.

D. E-Therapy

Zacher-Pate: meeting to draft and finalize committee report.

E. Health Professionals Services Program (HPSP)

Bibus noted that they would meet in August. A task force is looking into requirements for increasing staff, which could have cost effects on the Board.

VIII. PUBLIC COMMENT

Pam Luinenburg from the Minnesota Coalition of Social Workers reported that Coalition staff and the Advisory Committee did an Orientation for Merriman. She said the Advisory Committee could check on public member candidates for the Board's vacancy. Regarding reinstatement, the Coalition supports the committee making new rules/policy procedures that would keep people licensed. Their ESL research will be ready by September.

IX. ADJOURN

The meeting adjourned at 1:35 p.m.

Respectfully submitted,

PETER LANGSETH, LSW
Secretary-Treasurer