



**REGULAR BOARD MEETING
University Park Plaza
Conference Room A – 4TH Floor
2829 University Avenue S. E.
Minneapolis, Minnesota 55414**

Minutes

September 20, 2013

Members Present: Michael Aguirre, LGSW
Karen Arnold Truax, LISW
Christine Black-Hughes, LICSW, Chair
Donna Ennis, LSW
David Hallman, LSW
Angela Hirsch, LICSW
Jacqueline Johnson, LICSW
Rosemary Kassekert, Public Member
Kenneth Middlebrooks, Public Member
Carol Payne, LSW, Secretary-Treasurer
Ruth Richardson, Public Member, Vice-Chair
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
Kate Zacher-Pate, LSW, Executive Director

1. PROPOSED AGENDA [Attached]

Chair Black-Hughes called the meeting to order at 9:00 a.m. The Board unanimously approved the proposed agenda, with one exception: the ARC Meeting originally scheduled to follow the Board Remote Access Training was changed to meet at 11:30 a.m over lunch.

2. MINUTES FOR JULY 19, 2013 BOARD MEETING [Attached]

The Board of Social Work (BOSW) reviewed the July 19, 2013 minutes.

A motion was made by Middlebrooks, and seconded by Ruebke, to approve the July 19, 2013 minutes. The motion carried unanimously.

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

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

- Welcome to two students from MSU Mankato.
- Board Members now have confidential State of MN-issued email addresses.
- Training by Glenda Rooney rescheduled for November Board Meeting.
- Welcome to new Assistant Attorney General Jenn Middleton (Compliance Panel A).
- ASWB is seeking exam writers.
- Thank you to those who attended the recognition event for former Board members Janna Kovach, Bev Ryan, and David Sandry.
- The Compliance Director position is now full time. The Office Aide position is currently in the audit stage to change it to permanent status.
- Governor Dayton's "Unsession" email to all State employees proposes an elimination of unnecessary laws and rules, and requests suggestions.
- Congratulations to Ken Middlebrooks, Public Member, on being named the 2013 recipient of the ASWB Sunny Andrews Award. Middlebrooks will receive the award at the ASWB fall meeting, and the Board will celebrate at the November meeting.
- Zacher-Pate met with Representative Fabian on August 23, 2013 to discuss a short-term solution to the variance request that the Board denied at its July meeting. Long-term solutions and legislation will be discussed with Rep. Fabian in the near future.

Zacher-Pate distributed the following: per diem sheet for those who wish to claim per diems, and sign-in sheet with public and private BOSW contact lists to be updated as needed.

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 are consistent with the pattern of previous reports, that the large volume of unlicensed practice cases is being processed, and that unlicensed practice cases are moving towards resolution.

Executive Session-Closed to the Public from 9:36-10:30 a.m.

A motion was made by Compliance Panel B to approve the *Order of Reprimand* issued for engaging in unlicensed social work practice in the Matter of Angela C. Kingbird, LSW. The motion carried unanimously.

A motion was made by Compliance Panel B to approve the *Stipulation and Order of Reprimand* and assessing a civil penalty for engaging in unlicensed social work practice and using the social worker title in the Matter of Sarah N. Markert, LGSW Applicant. The motion carried unanimously.

6. 2014-2015 BOSW OFFICER ELECTIONS: Johnson
[This item was moved to this time slot and Number 5 is below]

Officers elected by majority vote of the members of the Board. Johnson described officer positions and duties and presented the official slate of officers. Nominations were also taken from the floor.

A motion was made by Hallman, and seconded by Kassekert, to accept the full slate of nominations. The motion carried unanimously.

Chair: Ruth Richardson, Public Member
Vice-Chair: Carol Payne, LSW
Secretary-Treasurer: Michael Aguirre, LGSW

Johnson reminded Board Members of the January 6, 2014 term ending dates for Johnson, Roiger, and Ruebke, and the two current Public Member vacancies. Zacher-Pate will forward appointment information to Board Members.

5. LICENSING REPORT: McNair, Kramer-Prevost

McNair reported the following:

- Beginning 2013, the Board has received 1,402 applications for licensure. The Board has issued 108 temporary licenses this year. The Board has also received 158 applications for licensure through grandfathering; 73 grandfathering applicants have been granted a license.
- As of August 1, 2013, tribal agency employees who are members of minority populations are eligible to apply for licensure through grandfathering.
- Chris Black-Hughes asked staff to provide statistics regarding location by county of licensees needing supervision and location by county of licensing supervisors. McNair passed out the following three documents and stated that one can draw county-specific and general conclusions regarding supervisors and supervisees from these documents. The documents include:
 - “Board of Social Work Licensees by Minnesota County Mailing Address”
 - “Minnesota Supervisors Attested by County and Level”
 - “Current LSWs and LGSWs by County Mailing Address Who Are Not Complete With Supervision”
- The following factors must be considered in reviewing the data:
 - The statistics were run on August 28, 2013 and September 4, 2013 and are a snapshot based on these dates.
 - The Board’s database does not accurately reflect all licensees who have completed 4,000 hours of supervision, because reporting supervision hours is only required at license renewal or when applying for another license type.
 - Many supervisors have met the licensing supervisor requirements but have not yet attested.
 - Many licensees are not required to have supervision because they are not engaged in social work practice in Minnesota.

- In addition, if there are five or fewer supervisors who meet the licensing supervisor requirements in a county, a supervisee may receive up to 100%, rather than 25%, of their supervision from an alternate supervisor.

7. COMMITTEE & LIAISON REPORTS:

A. Advisory Committee (AC): Zacher-Pate

The AC did not meet in August. The AC will meet in October when Hirsch will provide training on Native American culture. Arnold Truax has agreed to become liaison for AC.

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

The ARC did not meet in August but will meet today at 11:30 in the BOSW Conference Room.

C: Association of Social Work Boards (ASWB): Middlebrooks, Johnson

ASWB will pay for Middlebrooks, as the BOSW Delegate, and Johnson and Zacher-Pate, as they are Committee Chairs, to attend the ASWB fall meeting; Hirsch is the Alternate Delegate.

A motion was made by the Executive Committee to pay for Hirsch's attendance at the ASWB meeting. The motion carried unanimously.

Middlebrooks reported that the ASWB meeting will be held on November 7-9 in Nashville, Tennessee. Zacher-Pate reported that she participated in the ASWB Strategic Planning Event held August 7-8, by invitation, as Chair of the Administrators Form. The new ASWB strategic plan will be presented at the fall meeting.

Aguirre and Ennis attended new Board member training in August. Aguirre reported that the training was helpful in forming a foundation for his work with the Board. He also stated that he is grateful that the Board's composition is focused on social work, as compared to "umbrella Boards" in some other states and Canada. He reported that California's Board is coming back to the ASWB in 2016. Ennis reported that 25-30 participants from other states and provinces attended the training, and they discussed the role of the Boards in public protection.

D: Communication Education Outreach Committee (CEOC): Richardson

The CEOC met on August 7, 2013. Thank you cards and updated brochures were distributed at the meeting, and a future comprehensive plan for the committee was discussed. Resources are limited, so the plan must align with the Board's strategic planning map. Immediate steps for the committee include engaging the Chicano-Latino Affairs Council, the Council on Black Minnesotans, the Indian Affairs Council, and the Council on Asian and Pacific Minnesotans to address workforce diversity issues. Richardson asked Board members to distribute brochures to non-profit organizations and follow up contact with these agencies. Other strategies for reaching community agencies were discussed, including electronic resources. The next CEOC meeting will be in November.

Lunch [11:30 a.m. – 12:00 p.m.]

8. INFORMATIONAL SESSION: Laura Boisen, LICSW, and Merle Greene, International Institute of Minnesota

Boisen and Greene provided an informational session on licensing test preparation with students. Boisen teaches and researches social work methods, including ethics and diversity, at Augsburg College. Her goals align with the Board's goals of public protection. Greene teaches a college readiness course for medical career students and specializes in adult education with a diverse student body.

Boisen reported on her experience assisting an applicant in preparation for retaking her licensure exam a third time; the applicant did not pass the exam, despite preparing over several months. Boisen stated that many applicants repeatedly fail the exam, despite showing high academic achievement and excellence in internships and employment. These applicants are mostly immigrants, refugees, or other minority classifications. Boisen gave an overview of the literature that she examined regarding the reliability and validity of the social work licensing exam, including research regarding racial/ethnic differences in passing rates and issues with multiple choice exams.

Boisen stated that issues with multiple choice questions for non-native English speakers include:

- The differences in culture/ethnicity
 - ASWB states that they do not have a way of knowing whether exam failure is due to difficulties with language, cultural differences, or inadequate knowledge.
- Critical thinking analysis
- Test anxiety among students who fail the exam

Greene reported on various theories of learning barriers, including Schema Theory. She stated that non-native English speakers have the added disadvantage of having to filter information through cultural and language barriers, and many do not know about language accommodations.

Kramer-Prevost reported that accommodation forms for ESL and ADA are available within the application packet and that information regarding accommodation requests is presented at every student presentation.

Boisen and Greene provided anecdotes about ESL students who were instructed by others to “think like a white social worker” in order to take the exam, or that the test measures whether an applicant “thinks like an American” rather than measuring their knowledge. Boisen and Greene suggested that the Board examine the problem systematically, such as commissioning research on the issue, or to perhaps find alternative testing methods and tools.

Ruebke asked whether multiple choice exam questions could be rewritten in such a way as to better accommodate all students. Kassekert wanted to know what types of questions present problems for students and which types of questions provide problems for different cultures; Boisen suggested that context or phrasing might present more of a problem for students than types of questions.

Zacher-Pate thanked the presenters for their time and for sharing their information. She reported that there have been a number of studies over the last 15 years examining this issue, both at the state and national level. The data is mostly anecdotal, and small; therefore, it is difficult to arrive at statistically significant data. However, it is a real issue and several jurisdictions across the country are seeing the problem. This issue is highly charged and political and has been a challenge to bring forward. It is a complex problem with many contributing factors including disparities such as poverty and opportunity. The contributing factors are bigger than the exam. Some states have reported that applicants from communities of color, as well as immigrants and refugees, experience difficulties with the exam. It is important to continue the conversation on a national level and to measure standards to ensure competencies.

Hirsch, a newly appointed exam writer, stated that one way to approach this kind of social change is to influence the system one is trying to change. She indicated many of the newly appointed ASWB exam question writers are from diverse populations and are members of ethnic minority populations and hope to bring their cultural diversity forward as exam questions are developed.

Black-Hughes thanked the presenters for sharing their information.

7. COMMITTEE & LIAISON REPORS:

E: Council of Health Boards: Kassekert

The CHB did not meet and had no report.

F: Executive Committee: Black-Hughes, Richardson, Payne

Black-Hughes asked Zacher-Pate to have most of her evaluation for the November meeting. She wants the EC to meet with Rep. Fabian to discuss and gather more information before legislation is proposed. Black-Hughes also thanked former Board Members Kovach, Ryan, and Sandry for their service.

McNair distributed the revised BOSW brochures to Board Members.

G: Finance Committee: Payne

Payne reported the following:

- Monthly budget reports for fiscal year 13, ending June 30, 2013, and monthly budget reports for fiscal year 14, beginning July 1, 2013, were reviewed.
- A “Budget Summary Highlights- For FY 13” prepared by Staff was reviewed containing detailed historical and FY 2013 data on appropriations, revenues, direct and indirect expenditures, MN.IT OET surcharge amounts, the BOSW “cost of doing business” fiscal strategy, SGSRF transfers, SGSRF accumulated balances, and surplus/shortfall history.
- The August 2013 report shows some formatting changes from previous reports.

- There is a Social Work Additional Staff Fund that demonstrates the impact this category has on the budget.
- Total expenses at this time are 8.5% of the budget.
- Indirect costs will be more expensive; the AGO budgeted allowance was increased to \$150,000.
- Receipt report at this time is at 21.85%.
- The August 2013 closing report does not show final numbers yet because there are encumbered dollars due to the office expansion plan.
- The Board continues to pay the online services credit card processing fee for licensees.
- The reserve balance is still stable.
- In the 2012 Legislative Session, all Health-Related Licensing Boards are able to accumulate up to one year of operating funds and then shall propose a fee reduction.

H: HPSP: Kassekert

Kassekert stated that she did not attend the HPSP meeting, but she did obtain the minutes. She reported the following:

- It was recommended that the program's annual report include trending topics such as managing diversion.
- A case review
- In a review of the BOSW, HPSP reported that of 13,400 licensees, 14 social workers were active in HPSP in 2013. Three completed the program, one was ineligible and monitored, one was ineligible and not monitored, three were discharged for noncooperation, two were referred by the Board, six were self-referrals, and two were referred by third parties.

I: Legislation & Rules Committee: Hallman

The LRC did not meet and had no report.

J: Nominating Committee: Johnson

The NC business was conducted under agenda item 6.

9. PUBLIC COMMENT

There were no public comments.

10. OTHER BUSINESS

There was no other business.

11. ROUNDTABLE

- Middlebrooks asked how often the CHB meets. Kassekert said that it meets as needed.

- One of the Mankato students in the audience asked who is responsible for determining which questions should be included on the exam. Hirsch stated that the exam committee is a team of former exam writers who are trained to review and assess questions that are submitted. Sometimes exam questions are found to be faulty and are taken off the exam. Black-Hughes added that many questions are based on the practice job analysis data.
- Hirsch reported that she has changed her last name.

12. ADJOURN

The meeting adjourned at 1:25 p.m.

Respectfully submitted,



Carol Payne, LSW
Secretary-Treasurer