



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

Minutes

March 21, 2014

Members Present: Michael Aguirre, LGSW, Secretary-Treasurer
Karen Arnold Truax, LISW
Christine Black-Hughes, LICSW
Donna Ennis, LSW
David Hallman, LSW
Rosemary Kassekert, Public Member
Kenneth Middlebrooks, Public Member
Carol Payne, LSW, Vice Chair
Ruth Richardson, Public Member, Chair
Nicole Roiger, LSW
Tamerlee Ruebke, LSW

Members Absent: Angela Hirsch, LICSW
Jackie Johnson, LICSW

Staff Present: Louis Hoffman, Director of Compliance
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 9:13 a.m. A quorum was present. Zacher-Pate noted an amendment to the Agenda that the Closed Session will be moved to 10:15 am. McNair informed the Board that the Application Review Committee will not meet after the Board Meeting as there are no applications for review.

A motion was made by Black-Hughes and seconded by Roiger to approve the Agenda as amended. The motion carried unanimously.

2. MINUTES FOR JANUARY 17, 2014 MEETING [Attached]

The Board reviewed the January 17, 2014 minutes.

A motion was made by Black-Hughes and seconded by Arnold Truax to approve the January 17, 2014 minutes as presented. The motion carried unanimously.

3. 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:

- Staffing and Personnel: Shirley Akpelu, who has served as a Temporary, Part-Time Office and Administrative Specialist, is now a Permanent, Part-Time Office and Administrative Specialist. The Board is now fully staffed.
- 2014 Legislative Session: To be covered more fully during the Legislation and Rules Committee Report
- 2014 Board Member Appointments and Vacancies: Due to the small number of applicants that have been received, Zacher-Pate requested that the positions be more widely publicized.
- Budget Information: More to be discussed during the Finance Committee Report
- BOSW IT initiatives :
 - the required state Apple iPad IOS security update which all Board member should have done
 - the new licensing database system project
 - the new Tridion based website
- BOSW office expansion and updated HLB lease agreement statuses: Construction is mostly complete on the office. Only a few small items remain. Board members and the public were invited to visit the newly remodeled areas after the Board meeting.
- MS 148E.035 Variance Requests: An additional variance was granted since the Executive Director's Report was distributed.

In addition to these items, Zacher-Pate reported that the Office of the Legislative Auditor will be doing a comprehensive review of all of the Health Licensing Boards (HLBs) including the Board of Social Work.

Zacher-Pate has been appointed as a Trainer for the Association of Social Work Board's New Administrator's Training. The pilot program will begin in September.

Zacher-Pate reported about the Minnesota Department of Health (MDH), Office of Rural Health and Primary Care Workforce Survey. The survey has been part of both the paper and online renewal applications for approximately four years. The low level of response by all

Health Licensing Boards (HLBs) involved in the online survey has prompted a change to the order of steps to hopefully increase participation. Currently the sequence is: Online Renewal, Payment, Survey. The BOSW sequence will be modified on April 17 to: Online Renewal, Survey, Payment. Survey participation remains voluntary.

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 show the same pattern. There were about 90 open complaints.

5. LICENSING REPORT: McNair

McNair distributed the ASWB Pass Rates for 2013. Minnesota continues to have higher rates than the national average.

McNair referred to the attached document “Applications Received by Geographic Area” and reported on statistics for Metro Area vs. Non-Metro Area Applications for 2008 through 2013. The percentages have been mostly stable over the past six years. The statistics show that a higher number of LSWs are located in the Non-Metro areas. For all applicants, about 37% are located in the Non-Metro areas. The 2010 Minnesota Census shows that about 38% of the population resides outside of the 11 metro counties.

The Licensing and Compliance Units, along with Zacher-Pate, have been discussing how to more effectively and efficiently handle licensees who are out of compliance with licensure requirements. The Licensing Unit is implementing a plan which will result in the Compliance Panels seeing a few more of these cases as the Licensing Unit will more quickly move licensees toward a compliance referral if they do not comply with the requirements in a timely manner.

6. COMMITTEE & LIAISON REPORTS:

A: Advisory Committee: Arnold Truax, Zacher-Pate

The minutes were included in the Board Packet. Arnold Truax reported that the Health Professionals Services Program (HPSP) presented at the Advisory Committee meeting held February 7, 2014.

Zacher-Pate thanked the Advisory Committee members for their level of engagement.

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

McNair reported that no new issues have surfaced lately. Applications for Grandfathering can still be received through December 31, 2014.

Zacher-Pate reported that the Board plans to send a reminder notice this summer to agencies whose employees may be eligible for Grandfathering.

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

Richardson stated that the ASWB Spring Education Meeting will be held May 8-11, 2014 in Saint Louis, Missouri. Zacher-Pate will attend at ASWB's expense serving as Chair of the Administrator's Forum. Hoffman, as Board staff, and Ennis, as a Board member, would also like to attend.

Ennis informed the Board that she has been appointed to the ASWB Approved Continuing Education Committee (ACE). She attended training in March for this committee. She reported that Minnesota may consider adding Cultural Competency training as part of Continuing Education in the future.

Middlebrooks suggested that an Educator also attend the Spring Meeting as ASWB had recommended this in the information that was sent out on the meeting. As a result, Black-Hughes was recommended to attend.

A motion was made by Arnold Truax and seconded by Aguirre to send Ennis, Hoffman, and Black-Hughes to the ASWB Spring Education meeting. The motion passed unanimously.

D: Communication Education Outreach Committee (CEOC): Richardson

Richardson reported that the committee continues to work on the "Communication Outreach Communication Plan Updated January 7, 2014". The committee wants to measure not only monetary costs, but staff time as well, to insure a return on investment. A pilot webinar is being explored for Fall 2014 for a student presentation on "Professional Licensure Responsibilities". A "Social Work Licensing 101" presentation may also be created for new Grandfathered licensees. Long term goals include developing a social media plan and a possible need for sub-committees. Meetings will increase to occur every other month opposite Board Meeting months instead of quarterly.

4. COMPLIANCE COMMITTEE: Hallman, Hoffman [Attached-some documents non-public] [Executive Session – portion closed to the public] (continued from earlier)

The meeting was closed at 10:15 am.

A motion was made by Compliance Panel A to affirm the Findings of Fact, Conclusions, and Final Order in the Matter of Jaelyn K. Lanoue, LSW 13836. The motion carried unanimously.

The meeting was reopened at 10:45 am.

6. 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

Richardson reported that the Executive Director's position description is being reviewed and a newly updated draft has been created to better reflect the responsibilities and as a result of the

Minnesota Management and Budget Compensation Study. The Executive Director's annual evaluation took place at the January 2014 Board meeting. Richardson reported that Zacher-Pate received the highest ratings possible and an achievement award was recommended and granted.

H. Health Professionals Services Program (HPSP) - Kassekert

Kassekert reported that the HPSP Program Committee met on January 6, 2014. As of that date, there were 590 health professionals participating in HPSP of which 14 are Social Work professionals. A case management assistant has been hired by HPS to review substance related criminal records through the Minnesota Judicial Branch website. HPSP has recently redesigned its website. Legislation has also been introduced regarding HPSP that will be covered more fully during the Legislation and Rules Committee Report.

G. Finance Committee: Aguirre

Payne reported the following due to Aguirre's absence from yesterday's Finance Committee Meeting:

- Monthly budget reports for the current Fiscal Year (FY14) through February 28, 2014 were reviewed.
- Total Expenses are 48.81% at 67% of the year, so the Board is under budget. Final expenses due to the office expansion are not in, so all of these numbers are not reflected in Total Expenses.
- Total Receipts are 73.56% at 67% of the year, so the Board is ahead of revenue projections.

Black-Hughes praised Zacher-Pate for her efforts in the office expansion.

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

Hallman reported that the Committee has met three times since the last Board meeting. One of the issues addressed was content for a letter that was sent by the Health Licensing Boards regarding the HPSP bill. Legislation concerning licensure for military personnel and their spouses was also discussed. Hallman thanked Alan Ingram, Executive Director for the National Association of Social Workers, Minnesota Chapter; Pam Berkwitz and Pam Luinenburg of the Minnesota Coalition of Licensed Social Workers for their work on educating the Legislature on matters of the Board.

7. TRAINING SESSION: Tracy Bell, Minnesota Department of Human Services, Deaf and Hard of Hearing Services (DHS-DHHS) Southern Division Regional Manager and Tony Davis, also of DHS-DHHS, along with their interpreter, Cherise Lear, presented a training session to the Board on the Deaf and Hard of Hearing culture. Topics included:

- Background information on the deaf and hard of hearing population
- Services provided by DHS-DHHS
- Education, Examination, Licensure, Employment, and Supervision barriers for the deaf and hard of hearing
- Dealing with deaf and hard of hearing clients
- Availability of services for the deaf and hard of hearing

Lunch 12:30 pm – 1:15 pm

I: Legislation & Rules Committee (L&RC): Hallman (continued) [Attached]
Zacher-Pate referred to the “How a Bill Becomes a Law” and the “2014 Legislative Update” information sheets that were included in the Board packets. She specifically pointed out bills related to:

- HPSP
- Board of Nursing
- Board of Behavioral Health and Therapy (BBHT)
- License revocation related to non-payment of taxes
- Health professionals convicted of felony-level sexual conduct offenses
- Open meeting laws
- Medical Assistance reimbursement for LICSWs and Licensed Marriage and Family Therapists (LMFTs)
- Increasing per diems for HLB Board Members from \$55.00 to \$75.00

Clarification of the bills was given and discussion occurred about the implications of the legislation.

9. PUBLIC COMMENT

Alan Ingram, Executive Director for the Minnesota Chapter of the National Association of Social Workers, explained how Omnibus Policy bills function.

11. OTHER BUSINESS

There was no other business.

12. ROUNDTABLE

There were no comments in the roundtable portion.

13. ADJOURN

Middlebrooks moved and Black Hughes seconded to adjourn the meeting at 2:03 pm.

Respectfully submitted,



Michael Aguirre, LGSW
Secretary-Treasurer