MINNESOTA
BOARD OF SOCIAL WORK

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Protecting the Public

ELECTRONIC BOARD MEETING - DUE TO COVID-19 PURSUANT TO MN 13D.021
ALL MEMBERS + PUBLIC REQUIRED TO CALL-IN PURSUANT TO MN 13D.021
MINUTES July 17, 2020

Members via WebEx:	Thomas Brooks, Public Member, Chair Jolene Engelking, LISW Kate Goodman, LGSW Angela Hirsch, LICSW Stephanie Jacobson, LSW Kathy Lombardi, LICSW Laura McGrath, Public Member, Secretary/Treasurer Kenneth Middlebrooks, Public Member Carol Payne, LSW Pa Der Vang, LICSW Mary Weaver, Public Member Shawn Yates, Public Member
Members Absent:	Donna Ennis, LSW Lori Thompson, LSW Mary Walsh, LSW
Staff Present via WebEx:	Kimberly Doran, LICSW, Social Work Licensing Coordinator Megan Gallagher, JD, Regulations Analyst Michelle Kramer-Prevost, LISW, Assistant Director Lisa Martinez, Communications & Executive Services Coordinator Connie Oberle, Office Manager Kate Zacher-Pate, LSW, Executive Director
Staff Absent:	None
Public Present:	Hannah, NASW Intern

1. ACTON CALL TO ORDER & APPROVE PROPOSED AGENDA

9:03 Brooks called meeting to order. Quorum is confirmed. Brooks noted needed change to agenda order to move election of Vice-Chair to 11:25, following Generative Discussion, to accommodate nominated Board Member.

ACTION: Payne made motion to approve the Agenda (with noted change), Yates seconded, and the motion carried unanimously.

Brooks welcomed all, and congratulated newly appointed Board Members, Kate Goodman, LGSW; Lori Thompson, LSW; Pa Der Vang, LICSW. Brooks extended appreciation to Jill Grover, LISW, retiring Board Member. Kate Goodman introduced herself.
Brooks read the BOSW Board Member Responsibility and Accountability Oath of Office and Goodman affirmed oath of service.

2. INFORMATION MEMBER ROUNDTABLE

McGrath instructed members to introduce and share numbers of years on the board and committee membership for new member Goodman.

3. CONSENT AGENDA

- **A.** Board Meeting Minutes
  - i. May 15, 2020
- **B.** Staff Reports
  - i. Executive Director
    - a. Executive Director & COVID-19 Agency Report
  - ii. Licensing Unit
  - iii. Compliance Unit
- **C.** Committee Reports
  - i. Association of Social Work Boards
  - ii. Continuing Education & Outreach Committee
  - iii. Leadership & Development Committee
    - a. BOSW Committee Interest Forms for Sept 18 Committee Appointments
  - iv. Legislation & Rules Committee

There were no questions or comments, or call to move items for discussion, in the consent agenda items.

ACTION: Motion to approve consent agenda was made by Yates and seconded by Hirsch. Motion carried unanimously.

4. ACTION ITEMS

A. Consideration and Approval of BOSW 2020 Interim Strategic Plan

- Zacher-Pate presented the 2020 interim strategic plan, indicating a primary purpose is to keep the board informed and measure accountability.
- Brooks pointed out August 1 deadline for Jurisprudence Exam in plan. Zacher-Pate reported BOSW is not able to launch the Jurisprudence Exam (Know Your Licensing Law online learning) until new ALIMS 3.0 version is deployed likely in late fall 2020. Plan will be updated to reflect that timeline.
- Brooks reminded members that the Interim Plan was created to hold Board over until the new strategic plan is put in place, with a target date of first quarter of 2021.

ACTION: Motion to approve Interim Strategic Plan was made by Lombardi, and motion was seconded by Weaver. Motion carried unanimously.

B. Election of BOSW Vice Chair for remainder of 2020-2021 term
Moved to after break

C. Amendments to BOSW Bylaws
There are three sections proposed with changes to the current 2016 BOSW Bylaws and include: 1) renewed role and duties for Vice-Chair, including coordinating planning of any board advance/retreats, board member annual training, and serving as Chair of the Leadership & Development Committee; 2) include the adopted use of a board meeting "consent agenda" model; and 3) changing Board Member qualifications to reflect the 2020 legislative changes to MS 148E.025.

ACTION: Motion to approve amendments to bylaws was made by Middlebrooks and seconded by McGrath. Motion carried unanimously.

D. Attendance Virtual CLEAR Conference Sept 21-25, 2020
Brooks recommended that BOSW does not attend CLEAR conference this year. Consensus is that in-person venue promotes connection with others. Board may consider FARB conference generally held in January. CLEAR membership may not be renewed.

ACTION: Motion was made by Middlebrooks to <u>not</u> send anyone to CLEAR conference this year and was seconded by Weaver. Motion carried.

Angie Hirsch left meeting momentarily.

<u>5. GENERATIVE DISCUSSION</u>

A. Preparation: FY 2022 – FY 2023 Biennial Budget Priorities

- Zacher-Pate reported that preliminary staff budget recommendations were discussed at Finance Committee. Proposed budget data are classified as protected nonpublic data under <u>Minnesota Statutes section 13.605</u>. Therefore, written proposed budget materials cannot be provided to the public. However, the Board and relevant committees can and will discuss the protected nonpublic budget data in meetings which are open to the public. When the Governor presents the State budget to the legislature prior to the 2019 legislative session, the proposed budget data become public.
- McGrath presented non-public documents, possible change requests for fiscal years 2022-2023, including new position for Compliance Unit, anticipation of increased rent. Financial impact will be estimated by BOSW. Necessary to wait for budget instructions from Minnesota Management and Budget in August and September.
- Zacher-Pate noted that staff has identified possible change requests as critical and preferred, if funds are available. Compliance Unit needs additional staff person which is essential. Leases hope to be in place by mid-August and rent will likely increase. MNIT service rates are not yet set. Other possible considerations include retirement pay out costs, possible compensation changes. The budget presentation typically happens at September board meeting.
- Oberle is gathering data on CE provider fee structure which must be included in biennial budget planning for consideration.

B. Exploration & Reflection: Systemic Inequities, Discrimination, Possible Opportunities

- Members reviewed a message from Chris Taylor, MN Chief Inclusion Officer, and stakeholder requests that the BOSW require at least 3 CE hours in anti-racism training following the George Floyd tragedy and demonstrations around the world related to systemic discrimination
- Board engaged in discussion about the importance of these issues and work, and discussed the scope, and the focus of the work, including anti-racism, diversity, inclusion, cultural awareness, as well as the BOSW's role in it.
- Several members pointed out that anti-racism is ongoing, very involved work. Jacobson shared that anti-racism would focus on how to actively work against racism, or biases in self and others.
- There was agreement that the BOSW should participate in this work on a staff and board level and possibly legislative level. There was also consensus that the work be integrated, as part of BOSW values and mission.

10:35 Hirsch rejoined meeting and Vang joined meeting.

ACTION: Motion was made to 1) refer the exploration of required continuing education (CE) hours in anti-racism to the Legislative and Rules Committee, 2) integrate diversity, equity, inclusion into the 2021 Strategic Plan, 3) refer the development of an action plan for both Board and staff in the areas of diversity, equity, inclusion, to the Leadership and Development Committee, by Engelking and seconded by Middlebrooks. Motion carried unanimously.

Break 11:19-11:30am

RESUME ACTION ITEM 4.B Election of BOSW Vice Chair for remainder of 2020-2021 term

McGrath read duties of Vice-Chair. Nominee Pa Der Vang made a statement. Board members voted using private polling thru WebEx. Results were sent to Zacher-Pate to confirm results. Announcement made that Pa Der Vang is elected Vice-Chair for the remainder of the 2020-2021 term.

6. ORAL REPORTS

A. Executive Committee

Brooks reported the committee did not meet. The Hay Review process by Minnesota Management and Budget (MMB) to review the salary classification for the executive director position is scheduled for an interview on August 6, 2020. Zacher-Pate is working with MMB human resources on process.

B. Finance Committee

McGrath reported the committee met the prior night. FY 2020 ended June 30, 2020 and the "hard close" on the FY 2020 budget is mid-August. Expenses reported through July 1, 2020 at 100% of the fiscal year are at 78% of direct budgeted expenses spent, with funds still encumbered until "hard close". Revenues reported through June 30, 2020, were collected at 104% of anticipated revenues, which reflects fee adjustment.

7. PUBLIC COMMENT [Public data under Minn. Stat. Ch 13]

There was no public comment submitted to the Board in advance of or at the meeting.

ACTION: Motion to close meeting for Executive Session made by Hirsch and seconded by Weaver. The motion carried.

8. **EXECUTIVE SESSION COMPLIANCE CASES** (Closed to Public)

- **Motion made by Compliance Panel B to adopt the Stipulation and Consent Order for** Carl J. Anklam, LSW. **Votes to approve: Brooks, Engelking, Goodman, Hirsch, Jacobson, Lombardi, McGrath, Middlebrooks, Payne, Vang, Yates, and Weaver.**
- **Motion made by Compliance Panel A to adopt the Stipulation and Consent Order for** Don M. Coleman, LICSW. **Votes to approve: Brooks, Engelking, Goodman, Hirsch, Jacobson, Lombardi, McGrath, Middlebrooks, Payne, Vang, Yates, and Weaver.**
- **Motion made by Compliance Panel A to adopt the Stipulation and Consent Order for** Colleen Solberg, LICSW. **Votes to approve: Brooks, Engelking, Goodman, Hirsch, Jacobson, Lombardi, McGrath, Middlebrooks, Payne, Vang, Yates, and Weaver.**
- **Motion made by Compliance Panel A to adopt the Stipulation and Consent Order for** William L. Wilson, LICSW. **Votes to approve: Brooks, Engelking, Goodman, Hirsch, Jacobson, Lombardi, McGrath, Middlebrooks, Payne, Vang, Yates, and Weaver.**

ACTION: Motion to reopen meeting made by Weaver and seconded by Middlebrooks. Motion carried unanimously.

Zacher-Pate reminded members to fill out and return Committee interest forms.

9. **ADJOURN**

Motion to adjourn is made by Hirsch and seconded by Jacobson at 12:17. The motion carries unanimously.

Respectfully submitted,

Laura McGrath, Public Member
Secretary/Treasurer