

JANUARY 20, 2023 - BOARD MEETING MINUTES

Members via WebEx:	Donna Ennis, LSW Heidi Holmes, LGSW Yolonda Rogers, LICSW (joined at 9:26 am) Stephanie Jacobson, LSW Angie DeLille, LICSW (joined at 9:10 am, then absent 10:05 am-11:26 am) Dieu Do, Public Member Tera Nelson, LSW (prior to 10:52 am)
Members In-person:	Jolene Engelking, LISW, Secretary/Treasurer Kate Goodman, LICSW, Vice Chair Tera Nelson, LSW (arrived 10:53 am) Christopher Anderson, Public Member Lori Thompson, LSW
Members Absent:	Pa Der Vang, LICSW, Chair Kenneth Middlebrooks, Public Member Thomas Brooks, Public Member Mary Weaver, Public Member
Staff In-person:	Youa Yang, LICSW, Executive Director Michelle Kramer-Prevost, LISW, Assistant Director Connie Oberle, Office Manager Kimberly Doran, Social Work Licensing Coordinator Rebecca Moskow, JD, Compliance Unit Manager Tammy Molitor, Communications & Executive Services Coordinator
Staff Via Web-Ex:	Jairus Ndulah, Compliance Unit Investigator
Staff Absent:	None

MINUTES

1. Call to Order & Approve Proposed Agenda

Goodman, in Vang's absence, called meeting to order at 9:07 am and read mission and value statements.

Roll call attendance was taken. A quorum was present.

ACTION: Engelking moved to amend the agenda to hold agenda item 7 at 10:00 am and agenda item 5 at 10:30. Anderson seconded, roll call was taken, and the motion passed unanimously.

2. Consent Agenda:

A. November 4, 2022, Board Meeting Minutes

ACTION: Anderson moved, and Holmes seconded to approve the consent agenda. Roll call was taken and the motion passed unanimously.

3. Member Roundtable:

Goodman acknowledged that the terms for Middlebrooks, DeLille and Brooks ended in January. Appointments have not been made yet. Further acknowledgement will be made at a future meeting.

New Staff member Tammy Molitor, who replaced Lisa Martinez in the Communications and Executive Services position, was presented. Board Members introduced themselves to Molitor.

2. Consent Agenda part 2:

ACTION: Jacobson moved, and Anderson seconded to amend the Consent Agenda to add an action item regarding the Communication and Education Outreach Committee. Roll call was taken and the motion passed unanimously.

4. Public Comment:

Public comments are public data under Minn. Stat. Ch 13. 9:40

Public Comment took place at 9:50 am. There were public members in attendance. Public comment was offered by three members.

Comments:

Dr. Karen Goodenough, LISW, NASW-MN Executive Director commented on:

- a. Board and State Fiscal Year 2024-2025 biennial budget including fees.
- b. Social Work title protection and county exemptions

AB commented on:

- a. Complaint process and delays impacting public protection

Summer Roth provided written comment on:

- a. Making Temporary License available for persons who have not passed the examination

Goodman moved to Agenda Item 7, Oral Reports

7. Oral Reports

- B. CEOC:** DeLille reported that the CEOC committee met on January 5, 2023 and the committee recommends that all current committees outlined in the bylaws review and update the committee charge to include actively engaging in the committee work with a DEI lens and refer these updates to the Executive Committee for final review.

ACTION: CEOC Committee recommends changing the charge to the CEOC Committee to: The Communication Education and Outreach Committee consists of Board members appointed by the chair of the Board and Board staff designated by the executive director to promote a diverse and qualified workforce guided by our agency core values. The committee determines target audiences and provides education, outreach, and relationship-building to increase the awareness of the Board and its mission. The committee makes recommendations to the Board to actively examine and address systemic inequities in policy and practice with a Diversity, Equity, and Inclusion (DEI) lens to reduce unnecessary licensing barriers, while maintaining standards to ensure the mission of protecting the public. After a roll call vote, the motion passed unanimously.

DeLille also reported that the committee is meeting twice a month. The committee may have listening sessions related to exam data.

Kramer-Prevost reported she is collecting exam data from the Board's database and a survey may be developed regarding the examination process.

- A. Finance Committee:** Engelking reported that the Finance Committee met on January 19, 2023. Reports were included in the Board packet.

- At 50% of the year, the Board has spent 41% of its direct operations budget.
- At 50% of the year, the Board has received 54.79% of its projected revenues.

The Governor has not released his budget yet, so the Board does not know whether our budget has been approved.

6. **BOSW Customer Satisfaction Survey**

Yang reported that the Board's customer satisfaction survey was conducted from September 16, 2022 through October 16, 2022. Results were included in the board packet. Highlights include:

- No survey was sent in 2021, so comparison is to 2020 survey
- Significantly fewer respondents than in 2020.
- Overall customer satisfaction with the board
- Dissatisfaction with navigating the Board's website which will be addressed.
- Dissatisfaction was noted in online supervision form submission. The board is hoping that the upgrade to our database will solve some of these problems.

5. **Staff Leadership Reports**

A. Executive Director Report: Yang reported that the Executive Director report was included in the board packet. Highlights include:

- **Board Member Vacancies:** There are three vacancies in 2023.
- **Personnel and Staffing:** Molitor hired January 18, 2023
- **Legislation Session Update:** Session convened January 3, 2023
- **BOSW DEI Priority:** A contract with AMAZEworks to facilitate DEI trainings with the Board and staff was signed and additional training will be in the future.
- **Strategic Framework update**
- **Variances:** Four approved and five denied since the last board meeting.

B. Licensing Unit Report: Kramer-Prevost reported that the Licensure Unit report was included in the board packet. Highlights include:

- **Staff Updates:** Timely processing
- **Student Presentation and Conferences:** In addition to student presentations, staff will exhibit and present at the Minnesota Social Service Association annual conference in March
- **One-time Data Clean-up in Database:** Old supervision forms in the database that were in a "started" status were eliminated

C. Compliance Unit Report: Moskow reported that the Compliance Unit report was included in the board packet. Highlights include:

- **Statistics on complaints opened and closed:** 465 complaints received in 2022 and 784 closed.
- More comprehensive complaint data will be included in the March board meeting

8. **Introduction of new Program Director and Case Manager Health Professionals Services Program (HPSP):**

- Kim Navarre was introduced as the new Program Director of HPSP. She has been in the position since October 31, 2022.
- Kimberly Zillmer, Case Manager, gave a presentation on HPSP including:
 - HPSP video available to potential participants and stakeholders
 - Program background and overview
 - Health Licensing Board statistics as a whole
 - BOSW statistics
- Zillmer answered questions from board members following the presentation.

10. **Action Items**

A. Attendance: ASWB Spring Education Conference, April 20-21, 2023

ACTION: DeLille moved, and Anderson seconded to fund up to five board members and staff to attend the ASWB Spring Education Conference April 20-21, 2023 in New Orleans, Louisiana. A roll call vote was taken and was passed unanimously.

B. Conversion Therapy Prohibition Establishment: House File 16 and Senate File 23:

ACTION: Anderson moved, and DeLille seconded that the Board will actively support the bill if called to testify at the legislature. A roll call vote was taken, and the motion passed unanimously.

12. 12:10 -12:30 pm Lunch Break

13. Executive Session: (Closed to Public) Compliance Cases

ACTION: Anderson moved to close the meeting for executive session The motion was seconded by Thompson. Roll call vote was taken, and the motion carried unanimously.

ACTION: A hearing was held In the Matter of Michael C. Bryant, LICSW 23117 on a Stipulation and Order. Licensee did not appear. Compliance Panel B was represented via video conference by Theresa Flahaven, Assistant Attorney General, and submitted a Proposed Findings of Fact, Conclusions, and Final Order recommending revocation of Licensee's license. Nicholas Leinisch, Assistant Attorney General, appeared via video conference as advising attorney. Anderson motioned to amend the proposed order that Bryant must wait 5 years following completion of his criminal sentence before petitioning for relicensure. Nelson seconded the motion. Voting to approve the amended order were Anderson, DeLille, Do, Nelson, Rogers, and Thompson. Voting to not approve the amended order were Engelking, Ennis, Holmes, and Jacobson. The motion carried. Goodman, as a member of Compliance Panel B, and Staff members who worked on the case, were not present for the deliberation and vote. Brooks, who is also a member of Compliance Panel B, was absent from the meeting.

ACTION: A hearing was held In the Matter of Joel T. Hansen, LICSW 19947 on a Stipulation and Order. Licensee did not appear. Compliance Panel B was represented via video conference by Theresa Flahaven, Assistant Attorney General, and submitted a Proposed Findings of Fact, Conclusions, and Final Order recommending suspension of Licensee's license. Nicholas Leinisch, Assistant Attorney General, appeared via video conference as advising attorney. Anderson motioned to accept the proposed order. The motion was seconded. Voting to approve the proposed order were Anderson, DeLille, Do, Engelking, Ennis, Holmes, Jacobson, Nelson, Rogers, and Thompson. The motion carried. Goodman, as a member of Compliance Panel B and Staff members who worked on the case, were not present for the deliberation and vote. Brooks, who is also a member of Compliance Panel B, was absent from the meeting.

ACTION: Engelking moved, and Anderson seconded to reopen the meeting. Roll call vote was taken and the motion carried unanimously.

Ennis left the meeting at 1:57 pm

9. ASWB Delegate Assembly Sharing

- DeLille shared about her presentations as a member of the ASWB DEIJ Committee, including survey results
- Engelking, Anderson, and Goodman shared their experiences at the Delegate Assembly including the Board Member Exchange
- Yang, Kramer-Prevost, and Moskow shared their experiences in the Administrators Forum and Delegate Assembly

11. Other/New Business

There was no other/new business

14. Adjourn

ACTON: Thompson moved, and Anderson seconded to adjourn the meeting at 2:09 pm. Roll call vote was taken, and the motion carried unanimously.

Respectfully submitted,



Jolene Engelking, LISW
Secretary/Treasurer