MINNESOTA
BOARD OF SOCIAL WORK

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Protecting the Public

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

Minutes
January 18, 2019

Members Present:
Jolene Engelking, LISW
Donna Ennis, LSW
Jill Grover, LISW, Secretary/Treasurer
Angela Hirsch, LICSW, Chair
Stephanie Jacobson, LSW
Kathy Lombardi, LICSW, Vice Chair
Laura McGrath, Public Member
Kenneth Middlebrooks, Public Member
Carol Payne, LSW
Lori Thompson, LSW
Mary Walsh, LSW
Mary Weaver, Public Member
Shawn Yates, Public Member

Members Absent:
Thomas Brooks, Public Member
Pa Der Vang, LICSW

Staff Present:
Heather Conley, LICSW, Social Work Licensing Specialist
Megan Gallagher, JD, Regulations Analyst
Michelle Kramer-Prevost, LISW, Assistant Director
Connie Oberle, Office Manager
Nicole Vink, Compliance and Continuing Education Coordinator
Kate Zacher-Pate, LSW, Executive Director

Staff Absent: None

Public Present:
Karen Frees, LICSW, Minnesota Coalition of Licensed Social Workers
Karen Goodenough, LGSW, National Association of Social Workers-MN Chapter

1. CALL TO ORDER AND JANUARY 18, 2019 PROPOSED AGENDA

Chair Hirsch called the meeting to order at 9:01 am. A quorum was present.

The Board Mission was read. The Board reviewed the Proposed Agenda included in the Board packet.

Payne moved and Thompson seconded to approve the agenda as presented. The motion carried unanimously.

2. MINUTES FOR NOVEMBER 9, 2018 REGULAR BOARD MEETING

The Board reviewed the November 9, 2018 Board meeting minutes.

Weaver moved and McGrath seconded to approve the November 9, 2018 minutes as presented. The motion carried unanimously.

3. MEMBER UPDATES AND ROUNDTABLE: McGrath

Board Members introduced themselves and gave updates on new developments and projects in their professional spheres.

4. EXECUTIVE DIRECTOR'S REPORT: Zacher-Pate

Zacher-Pate distributed the following: per diem claim forms, expense report forms, sign-in sheet, and conference interest sheet.

In addition to the written Executive Director's report included in the board packet, Zacher-Pate spoke on the following topics:

- Staffing Update and Training
    - Nicole Vink, the new Compliance and Continuing Education Coordinator hired December 18, 2018, was introduced to the Board
- Health Licensing Board Criminal Background Check fee is $33.25 as of January 1, 2019. This is an increase of $1.25. The Federal government shutdown is not expected to affect the Criminal Background Check process.
- The Health Licensing Boards Emergency Procedures and the BOSW Emergency Evacuation Procedures have been loaded to the BOSW SharePoint site in the Resources Folder for Board Members.
- Board meeting notices are now being sent via the Outlook Calendar. RSVPs are needed.
- The new Committees page on the Board website was demonstrated.
- The Minnesota Council of Social Work Educators newsletter distributed via GovDelivery was demonstrated.
- MS 148E.035 Variance Requests
    - Eight variance requests have been approved and two denied, under MS 148E.035 since the last Board meeting.

5. LEGISLATIVE AND RULES COMMITTEE REPORT: Preliminary Review MS 148E Sections .001, .015, .020, .025, .030, .035, .040, .045, .050, .070: Hirsch

Hirsch and Zacher-Pate described the background of the committee. The framework goals for review of the statutes are:

- Protects the Public
- Mobility Impact
- Competency Standards vs. Barriers
- Operational Efficiencies
- Data Driven Policy
- Considers Workforce

Sections reviewed included:

- 148E.001 Citation: No recommended changes

- 148E.015 Scope: Modifications recommended
- 148E.020 Chapter 214: No recommended changes
- 148E.025 Board of Social Work: Modifications recommended
- 148E.030 Duties of the Board: No recommended changes
- 148E.035 Variances: No recommended changes
- 148E.040 Immunity: No recommended changes
- 148E.045 Contested Case Hearing: Repeal recommended
- 148E.050 Licensing; Scope of Practice: No recommended changes
- 148E.070 License Renewals: Modifications recommended

The above sections were provided to the Board for information only and will be brought for a vote at a future meeting.

Zacher-Pate informed the Board of the status of the Duty to Warn bill brought forward by the Coalition of Licensed Social Workers. There was a technical change to the bill language, which did not change the substance of the inclusion of students and interns, to the current language referencing licensees. This bill will amend the Board's Practice Act, MS 148E.240, subdivision 8.

6. ASWB NOVEMBER 15 - 17, 2018 DELEGATE ASSEMBLY: Hirsch, Payne, Weaver, Zacher-Pate

Weaver communicated on her attendance at the Board Member Exchange. Topics included:

- Legalization of cannabis
- Political leadership changes
- Consistency in sanctions
- Telehealth and mobility
- Succession planning
- Exemptions and public employee licensing

Zacher-Pate communicated on her attendance at the Administrators Forum. Topics included:

- Statistics related to ASWB phone calls and general examination information
- ASWB Central Database development
- Endorsement report on ASWB website
- DSW accreditation standards on the Council on Social Work Education (CSWE) website
- ASWB and CSWE licensure and regulations curricular guide
- Joint accreditation addition to ASWB Approved Continuing Education (ACE) program for social workers, nurses, and pharmacist
- Current issues affecting jurisdictions

Payne communicated on the ASWB Financial Report. Topics included:

- No exam fee increase
- ASWB finances are healthy
- Financial reserve status

Payne communicated on the ASWB Exam Report. Topics included:

- New exam content launched in 2018
- Success of the exam launch

Hirsch communicated on the voting of the Bylaws and Model Practice Act. Topics included:

- Bylaws changes were voted on at the November 2018 Board meeting and instruction was given to Hirsch, as the designated BOSW ASWB Delegate, to support the proposed bylaws

changes. Based on new data presented at the Delegate Assembly, and after consultation with Weaver and Payne, Hirsch voted to support that the bylaw change regarding voting rights of jurisdictions not using the ASWB exams be sent back to the ASWB Bylaws and Resolutions Committee for further review.
- All other bylaws changes passed.

Hirsch communicated on the ASWB Board of Director elections, for two-year term positions, ending November 2020.
- Zacher-Pate was elected as an Administrator, Director at Large
- Middlebrooks was re-elected as a Director at Large

Hirsch communicated on new ASWB sponsored research: Common elements of programs with highest licensure exam pass rates:
- Minnesota, Wisconsin, Kansas, North Dakota, and Utah were included in the research
- Elements and themes of success
- Research has not yet been published

Zacher-Pate communicated on the ASWB Model Law for licensure by endorsement changes, essentially simplifying requirements if the applicant is actively licensed in another state, in good standing.

Hirsch communicated on the ASWB Mobility Report. Topics included:
- Licensure Reform
- Minnesota is not on the "mobility ready" list
- Reducing unnecessary or burdensome language

Hirsch reported on the 2019-2021 ASWB Strategic Framework. Goals include:
- Advance knowledge and acceptance of social work as a licensed profession
- Facilitate mobility by licensure through endorsement
- Curate research for best practices in regulation

Board Member Appreciation Lunch 11:33 am – 12:23 pm. Hirsch, Middlebrooks, and Brooks (who was absent), whose terms are expiring, were recognized for their service

7. LICENSING UNIT REPORT: Kramer-Prevost

Kramer-Prevost reported the following:
- Application processing time is at approximately 45 days
- BSW and MSW school visits are still occurring
- Programs in CSWE candidacy status impacts applicants' ability to become licensed and the Temporary License is utilized
- Statistics were provided in the Board packet including:
    - Licenses granted in 2018
    - Total licensees by status in 2017 and 2018
    - Total applications by type in 2017 and 2018
    - Total temporary license applications in 2017 and 2018
    - Total reactivations in 2017 and 2018
    - Total status changes in 2017 and 2018
    - ASWB exams approved in 2017

8. COMPLIANCE UNIT REPORT: Gallagher

Gallagher welcomed Vink to staff. Statistics were reported including:

- 372 complaints were opened in 2018
- 227 complaints were closed in 2018
  - Of the 227 complaints closed, 43 were closed as no jurisdiction, unlicensed, exempt
- 43 actions were issued in 2018
  - 25 disciplinary actions
  - 2 agreements for corrective action
  - 16 administrative actions
- 17 complaints have been opened since January 1, 2019
- As of December 31, 2018, 27 active social workers are participating in the Health Professionals Services Program (HPSP)
  - 6 LSWs
  - 6 LGSWs
  - 1 LISW
  - 14 LICSWs

9. 2015-2018 BOSW STRATEGIC PLAN REVIEW: Hirsch, Zacher-Pate

Hirsch presented the 2015-2018 Strategic Plan Final Report.

Zacher-Pate highlighted the following.

- Executive Summary
- Completed projects and goals
- Charts and graphs
- Next steps

Hirsch stated that the Final Report will be posted to the Board's website.

10. COMMITTEE & LIAISON REPORTS:

A. Advisory Committee (AC): Jacobson

Jacobson reported that the Advisory Committee met on December 14, 2018. Minutes were included in the Board packet. Highlights included:

- Karen Goodenough was elected the new chair of the Advisory Committee
- Advisory Committee public webpage, included in new committees webpage
- Board of Social Work Satisfaction Survey project underway

B. Application Review Committee (ARC): Grover

Grover reported that the ARC did not meet.

C. Association of Social Work Boards (ASWB): Hirsch, Payne, Zacher-Pate

See Agenda Item 6. No additional information.

D. Communication Education Outreach Committee (CEOC): Brooks

Zacher-Pate reported in Brooks' absence. CEOC met on December 13, 2018. Minutes were included in the Board packet. Highlights included:

- Proposal for WebEx BSW and MSW student presentations
- Updates to public education materials

- Website changes
- Increased used of GovDelivery to notify stakeholders
- Jurisprudence exam development
- Presentations at NASW-Minnesota annual conference in June

E. Compliance Review Ad Hoc Committee (CRC): Middlebrooks, Gallagher

Middlebrooks reported that the CRC did not meet. The next meeting will likely be in March 2019.

F. Council of Health Boards (CHB): Ennis

Ennis reported that the CHB did not meet.

G. Executive Committee (EC): Hirsch, Lombardi, Grover, Payne

Hirsch reported that the Executive Committee met on January 17, 2017. Topics included:

- Attendance at the ASWB 2019 Spring Education Conference April 11 - 13, 2019 in Arlington, Virginia was discussed.

Payne moved and Middlebrooks seconded to send Weaver, Ennis, and one staff member to the conference at Board expense. Zacher-Pate and Middlebrooks will attend at ASWB expense, as they are ASWB board members. The motion passed unanimously.

- The social media policy is still being reviewed by the Attorney General's office.
- Executive Committee members were given copies of the book "Non-profit Governance" as a resource in developing "best practices" for board governance.

Recess from 1:11 pm to 1:18 pm

Hirsch announced that the case hearing in Agenda Item 13 that was originally scheduled for 2:40 pm would be held at the March 2019 Board meeting. The evaluation of the Executive Director, which is held in closed session, will be moved to the end of the Board meeting.

H. Finance Committee (FC): Grover

Grover reported that the Finance Committee met on January 17, 2019. Grover thanked Lombardi and staff for covering during her leave. Topics included:

- Expenses: Reported through December 31, 2018. At 50% of the year, the Board has spent 33% of its direct budgeted expenses.
    - HPSP expenses continue to be higher than expected
- Revenues: Reported through December 31, 2018. At 50% of the year, the Board has collected 50% of its projected revenues.
    - As part of the FY 2020 – FY 2021 budget planning analysis, the original 2019 revenue projected amount was increased by $95,350, and is incorporated into the current FY 2019 revenue reports.
- There is no update from Minnesota Management and Budget as to the status of the BOSW FY 2020-FY 2021 biennial budget proposal.

The Finance Committee motions to request board action to provide delegation of authority to the Executive Director and Executive Committee, which includes the Chair of the Finance Committee, during the 2019 legislative session regarding the BOSW FY2020-FY2021 biennial budget proposal, in the absence of regularly scheduled board meetings and to avoid calling a special board meeting.

This delegation allows these board representatives to move forward any needed budget bills, testimony, meeting with legislators, and any other duties and decisions necessary to champion the budget, including the proposed change items, through the 2019 legislature. The Executive Director will keep the Board informed. The motion passed unanimously

I. Health Professionals Services Program (HPSP): McGrath

McGrath reported that the HPSP met on November 13, 2018. Highlights included:

- Nationally known addictions specialist was the speaker at the meeting.
- Next meeting is February 12, 2019

J. Legislation & Rules Committee (LRC): Hirsch

Many items were covered under Agenda Item 5. Minutes from the November 29, 2018 meeting were included in the Board packet.

In addition, Zacher-Pate reported on the following:

- The Legislative Session has started and committees have been named.
- Representative Tina Liebling is the new Chair of the House Health and Human Finance Committee. Payne, Zacher-Pate, and Kramer-Prevost met with her in mid-January.
- Representative Rena Moran is the new Chair of the House Health and Human Services Policy committee.
- A meeting with Senator Jim Abeler, Chair of the Human Services Reform Finance and Policy committee, and a member of the Health and Human Services Finance and Policy Committee, is scheduled late January. Zacher-Pate, Hirsch, and Middlebrooks will attend.
- Senator Michelle Benson is Chair of the Health and Human Services Finance and Policy Committee.
- A bill regarding amending the criteria for evaluation of educational disabilities to include LICSWs is being moved through the legislature by the Minnesota School Social Workers Association. Lombardi clarified the bill's intent.

K. Leadership & Development Committee (LD): McGrath

McGrath reported that LD Committee did not meet. The next meeting will be in February 11, 2019. Board members up for reappointment were noted.

11. OTHER BUSINESS

Oberle noted that the mileage reimbursement rate beginning January 1, 2019 is now $.58 per mile. Personalized expense reports, including the new rate, were emailed to Board members earlier in the week.

12. PUBLIC COMMENT

There was no public comment

13. COMPLIANCE COMMITTEE-EXECUTIVE SESSION: Closed to the Public: Gallagher, Middlebrooks.

Grover moved and Middlebrooks seconded to go into closed session at 1:47 pm under Minnesota Statutes section 13D.01, subdivision 2(2), for consideration of possible disciplinary action. The motion passed unanimously.

Closed session 1:47 pm – 1:57 pm

Compliance Panel A motioned to adopt the Stipulation and Consent Order for Daniel S. Neumann, LICSW. The motion passed unanimously.

Compliance Panel B motioned to adopt the faxed Stipulation and Consent Order for Samantha J. Leaver, LGSW, pending receipt of the original. The motion passed unanimously.

Yates moved and Engelking seconded to reopen the meeting at 1:57 pm. The motion passed unanimously.

10. COMMITTEE AND LIAISON REPORTS (continued)
G. Executive Committee (continued): Hirsch

Payne moved and Jacobson seconded to go into closed session at 1:59 pm to discuss the annual performance evaluation of the Executive Director, which is classified as non-public data under Minnesota Statutes 13D.05 subdivision 3(a).

Closed session 1:59 pm – 2:30 pm

Ennis moved and Yates seconded to reopen the meeting at 2:30 pm. The motion passed unanimously.

14. ADJOURN

Ennis moved and Weaver seconded to adjourn the meeting at 2:32 pm. The motion passed unanimously.

Respectfully submitted,

Jill Grover, LISW

Jill Grover, LISW
Secretary/Treasurer