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

Minutes
July 21, 2017

Members Present:
Thomas Brooks, Public Member
Donna Ennis, LSW
Jill Grover, LGSW
Angela Hirsch, LICSW, Vice Chair
Kathy Lombardi, LICSW, Secretary/Treasurer
Laura McGrath, Public Member
Kenneth Middlebrooks, Public Member
Carol Payne, LSW, Chair
Lori Thompson, LSW
Mary Weaver, Public Member
Shawn Yates, Public member

Members Absent:
Emily Bastian, LICSW
Sarah Bello, LISW
Jason Collins, LSW
Susan McGeehan, LSW

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

Chair Payne called the meeting to order at 9:07 am. A quorum was present.

1. WELCOME NEW BOARD MEMBERS
Chair Payne welcomed the newly appointed Board Members and congratulated the re-appointed Board Members. Current Board Members and Board Staff introduced themselves.

2. PROPOSED AGENDA [Attached]
The Board reviewed the Proposed Agenda.

Ennis motioned and Weaver seconded to approve the agenda as presented. The motion carried unanimously.

3. MINUTES FOR MAY 19, 2017 REGULAR BOARD MEETING

The Board reviewed the May 19, 2017 Board meeting minutes.

Ennis motioned and Brooks seconded to approve the May 19, 2017 minutes as presented. The motion carried unanimously.

4. MEMBER UPDATES

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

5. EXECUTIVE DIRECTOR'S REPORT: Zacher-Pate

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

Zacher-Pate provided a short summary of the Executive Director's report including:

- Board Member Appointments and Vacancies
  - Board Member Orientation was provided to newly appointed Board Members on July 12, 2017.
  - Mentors were chosen for new Board Members.
  - Terms for Collins, Lombardi, and McGeehan will expire in January 2018.
- Governor's State Branding Initiative
  - Plan is to highlight the new Board logo at the September Board Meeting and Board 30th Anniversary celebration.
- Minnesota Conference on Social Work Education (MCSWE) Communication
  - A new BOSW communication tool was created for distribution to MCSWE members. The flyer was included in the Board meeting packet. It will be distributed two times per year.
- New Assistant Attorney General For Compliance Panel A
  - Noah Lewellen was assigned to Compliance Panel A.
- BOSW IT Initiatives
- MS 148E.035 Variance Requests: Two variance requests have been approved since the last Board meeting.

In addition, Zacher-Pate reported the following:

- A data request was received from the Star Tribune.
- The Resource folder in SharePoint is now up-to-date.
- Board Members were reminded to use their microphones when speaking and to state their name when making motions.

6. HEALTH LICENING BOARDS CRIMINAL BACKGROUND CHECK (CBC) PROGRAM: Zacher-Pate

Zacher-Pate reported on the Board's CBC efforts to date.

- The CBC informational flyer was included in the Board packet.
  - The CBC flyer has been:
    - Posted to the website
    - Distributed at conferences where the Board has exhibited.
    - Sent to MCSWE members.
- The BOSW Implementation Plan Update was also included in the Board packet.
  - Target date for BOSW/CBC implementation has been set for September 1, 2017, at the earliest.

Discussion was held regarding interpretation of the meaning of "initial" license in the CBC statute and implications of having/not having multiple background checks.

Hirsch motioned and Brooks seconded to interpret "initial" license as meaning the first time a person applies for any license with the Board of Social Work. The motion passed unanimously.

7. LICENSING UNIT REPORT: Kramer-Prevost

Kramer-Prevost stated the following:

- Winona State University is in the process of developing an MSW program based in Rochester with the first admissions to begin in Fall of 2018.
- Minnesota based Capella University's MSW and Walden University's BSW programs are currently in the Council on Social Work Education (CSWE) accreditation candidacy process.
- Minnesota has 15 BSW and 8 MSW programs accredited by CSWE.
- There are 18 BSW hybrid programs and 69 online MSW programs in the nation, accredited by CSWE.
- Since the last Board meeting, LGSW supervision plans are at normal processing times.
- Since the last Board meeting, LSW, LGSW, and LISW applications are caught up to normal processing times. LICSW applications require more extensive review, so are taking longer.
- Licensure and Application statistics were distributed.
- In addition to in-person student presentations at BSW and MSW programs, staff is exploring an online presentation for social work students.

8. COMPLIANCE UNIT DATA REPORT: Gallagher

Gallagher reported on the following:

- 177 complaints have been opened since January 1, 2017.
- 244 complaints are currently open.
- 144 complaints have been closed since January 1, 2017
- Renewal non-compliance procedures have been developed.
- 141 License Late Fee letters were issued and 102 of these have paid the License Late Fee. Only seven have been forwarded to the Compliance Unit for follow-up.

9. BOSW 30th ANNIVERSARY CELEBRATION-SEPTEMBER 15, 2017: Payne, Zacher-Pate

Zacher-Pate reported that July 1, 2017 is the 30th anniversary of social work licensing in Minnesota. A celebration is planned following the Board meeting on September 15, 2017. Weaver volunteered to be on the planning committee, along with staff members Kate Manley and Jodi White. Invitations will be sent.

10. BOARD TRAINING: CONTESTED CASE HEARING: Gallagher, Greg Schaefer, AAG

Gallagher and Schaefer presented a training entitled, "Contested Cases and the Role of Board Members". Topics covered included:

- What is a contested case?
- When is a contested case necessary?
- Steps in the process.
- Board Member responsibilities.

A question and answer period followed the presentation.

Lunch 11:26 am-12:04pm

11. COMMITTEE & LIAISON REPORTS:

Members and staff gave a description of each of the committees' responsibilities and duties during the committee reports.

A. Advisory Committee (AC): McGeehan, Zacher-Pate

Zacher-Pate reported in McGeehan's absence. The Advisory Committee met on June 16, 2017. Minutes were included in the Board packet. Highlights included:

- Training on the new CBC was provided
- Minnesota Association of Home Care Social Workers are concerned regarding title protection for county agency social workers, and the county agency exemption from licensure. There is discussion to craft a written response to the Board identifying the concerns.
- There will be no Advisory Committee meeting in August.

B. Application Review Committee (ARC): Kramer-Prevost

Kramer-Prevost reported that the ARC did not meet.

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

Middlebrooks reported:

- Another session of ASWB New Board Member Orientation will be in August.
- ASWB's Board will have a retreat in Bloomington, Minnesota in early August. Middlebrooks is a member of ASWB's Board.

Brooks attended the ASWB New Board Member Orientation session in June. Highlights included:

- Board Member Orientation, as provided in Minnesota, is either very short or non-existent in other states.
- "Composite" boards in other states.
- Small staffs in other states.
- Minnesota's County exemption.
- Small numbers of complaints in other states.

Zacher-Pate reported:

- ASWB's Spring 2018 Conference will be held in Halifax, Nova Scotia, Canada. The topic will be implementation of mobility.
- Zacher-Pate is up for election to the ASWB Board of Directors in November 2017.

D. Communication Education Outreach Committee (CEOC): Kramer-Prevost

Kramer-Prevost reported that CEOC did not meet.

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

Middlebrooks reported that the CRC did not meet. The next meeting will be in the fall.

F. Council of Health Boards (CHB): Zacher-Pate

Zacher-Pate stated that the CHB did not meet.

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

Payne reported that the Executive Committee met on July 20, 2017.

- Payne read the Board Member Responsibility and Accountability Statement. All Board members affirmed their adherence to the oath.
- An update of the Strategic Plan.
- The ASWB fall meeting conflicts with the regularly scheduled November Board meeting.

The Executive Committee motioned to reschedule the November 2017 Board meeting to November 13, 2017, the Compliance Panel A meeting to November 14, 2017, and the Finance and Executive Committee meetings tor November 9, 2017. The motion passed unanimously.

- The Novus Agenda software package was discussed, though no decision was made.
- The Council on Licensure and Regulation (CLEAR) annual meeting will be held in Denver, Colorado on September 13-16, 2017.

Middlebrooks briefly left the meeting.

Thompson motioned and Weaver seconded to send two Board members and one Staff member to CLEAR. The motion passed unanimously.

Middlebrooks returned to the meeting.

- Committee Assignments will be made in September. Board Members were asked to complete their Committee Interest forms and submit them to Payne and Zacher-Pate.

H. Finance Committee (FC): Lombardi

Hirsch reported in Lombardi's absence that the Finance Committee met on July 20, 2017. The following topics were discussed.

- Expenses were reported through June 30, 2017. At 100% of the year, the Board has spent 86% of its budget. However not all expenses have been paid and the "hard" close for the fiscal year will occur in August. Additional FY 17 closing budget information will be provided at the September Board Meeting.
- Attorney General costs as of the Board Meeting for FY 17 were over $208,000, with one case alone costing nearly $52,000.
    - The Office of the Attorney General was granted an increase in its operational budget for HLBs legal expenditures for the FY 18- FY 19 budget years.
- HPSP costs increased over the past year.
- Revenue was reported through June 30, 2017. At 100% of the year, the Board has collected 104% of its projected revenues.
- The proposed BOSW fee increase, which did not pass during the 2017 Legislative Session, was discussed.

The Finance Committee motioned that the Board approve bringing forward a fee increase bill, identical to the bill introduced in the 2017 Legislative Session, in the 2018 Legislative Session. The motion passed unanimously.

I. Health Professionals Services Program (HPSP): Gallagher

Gallagher reported that the HPSP Program Committee did not meet.

J. Legislation & Rules Committee (LRC): Zacher-Pate

Hirsch reported that the LRC did not meet. The LRC will be convene in late fall/winter to begin an extensive review of the BOSW Practice Act, with the intent of preparing a housekeeping bill. The last major review of the Statute was done in 2005.

Zacher-Pate updated on bills from the last Legislative Session relating to the following subjects:

- Data Retention, which did not pass.
- Office of Administrative Hearings Administrative Law Judge final authority on contested cases, which did not pass.

K. Leadership & Development Committee (LD): Middlebrooks

Middlebrooks reported that LD Committee did not meet. Middlebrooks will email Board Members information regarding Board officer nominations, and to gather nominations to create a slate of candidates. Self-nominations and nominations of other members will be accepted. Elections will be held at the September 15 board meeting.

12. OTHER BUSINESS

Oberle requested that Board members submit all per diems and expense reports from Fiscal Year 2017 by July 28, 2017 in order to meet the fiscal year closing deadline.

13. PUBLIC COMMENT

There was no public comment.

Weaver motioned and Hirsch seconded to go into closed session to consider disciplinary cases, at 1:53 pm. The motion passed unanimously.

COMPLIANCE COMMITTEE: [Executive Session – closed to the public] Gallagher

Executive Session-Closed to the Public from 1:53 pm – 1:58 pm

Compliance Panel B motioned to adopt the Stipulation and Consent Order for Rebecca Compson, LGSW Applicant. The motion passed unanimously.

Compliance Panel A motioned to conditionally adopt the Stipulation and Consent Order for Sommer A. Oslund, LICSW 15560, pending receipt of the original signed document. The motion passed unanimously.

Yates motioned and Hirsch seconded to reopen the meeting at 1:58 pm.

The meeting re-opened to the public at 1:58 pm.

Zacher-Pate announced that she will be on vacation July 24, 2017-August 4, 2017.

14. ADJOURN

Weaver motioned and Hirsch seconded to adjourn the meeting at 1:59 pm. The motion passed unanimously.

Respectfully submitted,

Kathy Lombardi, MSW, LICSW

Kathy Lombardi, LICSW
Secretary-Treasurer