MINNESOTA
BOARD OF SOCIAL WORK

2829 University Ave SE Ste 340
Minneapolis MN 55414-3239
612-617-2100 | 612-617-2103 (fax)
social.work@state.mn.us | mn.gov/boards/social-work

Protecting the Public

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

Minutes
March 15, 2019

Members Present: Thomas Brooks, Public Member
Jolene Engelking, LISW (via telephone)
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
Pa Der Vang, LICSW
Mary Weaver, Public Member
Shawn Yates, Public Member

Members Absent: Mary Walsh, 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
Nicole Vink, Compliance and Continuing Education Coordinator
Kate Zacher-Pate, LSW, Executive Director

Staff Absent: None

Public Present: Grace Berg, Augsburg College

1. CALL TO ORDER AND MARCH 15, 2019 PROPOSED AGENDA

Chair Hirsch called the meeting to order at 9:02 am. A quorum was present.

Vang read the Board Mission. Hirsch read the Board Values.

The Board reviewed the Proposed Agenda included in the Board packet.

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

2. MINUTES FOR JANUARY 18, 2019 REGULAR BOARD MEETING

The Board reviewed the January 18, 2019 Board meeting minutes.

Weaver moved and Yates seconded to approve the January 18, 2019 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. Board members voiced their opinion on the presented discussion topic, DSW or PhD in Social Work as the terminal degree.

Payne was appointed to the Association of Social Work Board's (ASWB) (Regulation, Education, and Leadership) REAL Committee.

Brooks was appointed Chair of ASWB's Regulations and Standards Committee.

Engelking joined the meeting via telephone at 9:20.

Engelking will attend the next ASWB New Board Member Training

4. CELEBRATING SOCIAL WORK MONTH IN MARCH: Zacher-Pate

Zacher-Pate recognized this meeting as Payne's 60th consecutive Board meeting and extended sincere appreciation for her commitment and service.

During the month of March, every Monday a bulletin is being sent out via GovDelivery featuring two articles from NASW, ASWB, CSWE, and workforce information celebrating Social Work month.

5. 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 remarked on or highlighted the following topics:

- Board Vacancies
  - There are currently 16 applications for three vacancies
- The Governor's Biennial Budget was released. The House and Senate budget bills have not been released.
- NASW-MN will be hosting a webinar on March 19, 2019 regarding the Board's fee change proposal in the Governor's budget bill. Zacher-Pate and Hirsch will be interviewed for the webinar.
- MS 148E.035 Variance Requests
  - Three variance requests have been approved and one denied, under MS 148E.035 since the last Board meeting.

6. LICENSING UNIT REPORT: Kramer-Prevost

Kramer-Prevost reported:

- Processing time for LICSW applications is at 45 days
- Capella University has an online program and the University of Saint Thomas has a DSW program
- Board members were requested to assist in staffing the exhibit table at the Minnesota Social Service Association (MSSA) conference, March 20 to 22, 2019
- There were 42 applicants for the "Transition Year Exception"
    - 32 LICSW applicants
    - 10 LISW applicants
    - 29 examinations were taken
        - 11 passed
        - 18 failed
    - 10 LICSW licenses were issued
    - 1 LISW license was issued
    - 5 applications are still open through June 20, 2019 via a requested variance

7. COMPLIANCE UNIT REPORT: Gallagher

Gallagher reported the following statistics for fiscal year 2019:

- Complaint allegations (more than one allegation may correspond to a single complaint)
    - 26 misuse of title and unlicensed practice
    - 42 impairment
    - 27 boundary issues, including sexual misconduct
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    - 17 documentation issues
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    - 31 renewal non-compliance
    - 21 criminal convictions
- 58 complaints have been received since January 1, 2019
- Over 300 open complaints as of the date of the Board meeting
- 28 current participants in the Health Professionals Services Program (HPSP)
    - 16 LICSWs
    - 1 LISW
    - 6 LGSWs
    - 5 LSWs

8. 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
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- 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

Full text of the statutes and modifications were included in the Board packet.

The Legislation and Rules Committee motioned to accept the recommended changes to the Board's Practice Act, 148E. The motioned passed unanimously.

9. REPORT: FEDERATION OF ASSOCIATION OF REGULATORY BOARDS (FARB) FORUM: Lombardi, Conley

Lombardi and Conley attended the FARB conference held in New Orleans, Louisiana on January 25th – 27th, 2019.

Lombardi reported on the following topics:

- Fact vs. Opinion
- Complaint Resolution
- Public Sector Role in Regulation
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- Overview of Recent Regulatory Cases (part 1)

Conley reported on the following topics:

- Criteria for Licensure Eligibility: What Purpose Do They Serve
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- Spread the Word:
    - Find Your Voice: Effective Storytelling
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10. UPDATE 2019 LEGISLATIVE SESSION: BOSW BIENNIAL BUDGET PROPOSAL AND POLICY BILLS OF INTEREST: Zacher-Pate

Zacher-Pate gave updates on the following legislative deadlines:

- Deadline for a committee to react favorably on a bill in house of origin is March 15, 2019
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Board Member Appreciation Lunch for Brooks 11:25 am – 12:06 pm

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- Duty to Warn was introduced in the House and Senate
- Changes to Minnesota Statute 214, which affects all Health Licensing Boards
    - Temporary Suspension language
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- Proposal for Council of Health Boards to conduct study of how to increase clinical practice access through the use of technology
- Proposed licensure of Behavior Analysts

11. COMMITTEE & LIAISON REPORTS:

A. Advisory Committee (AC): Jacobson

Jacobson reported that the Advisory Committee met on February 1, 20119. Minutes were included in the Board packet. Highlights included:

- Board of Social Work Satisfaction Survey project test with a launch date mid-late September 2019

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

Hirsch reported that the ASWB Spring Education Meeting will be held April 11 to 13, 2019 in Arlington, Virginia. Middlebrooks and Zacher-Pate, as ASWB Board Members; Gallagher and Vang, on ASWB scholarships; Payne, as part of the REAL Committee; Brooks, as chair of the Regulations and Standards Committee; Weaver, as a presenter, and Ennis are scheduled to attend. The BOSW approved expenses for Weaver and Ennis to attend.

D. Communication Education Outreach Committee (CEOC): Brooks

Brooks reported that CEOC met on February 27, 2019. Minutes were included in the Board packet. Highlights included:

- Board Bulletin newsletter
- Brochure development
- Upcoming conference displays and presentations
- WebEx student presentations development
- Jurisprudence Exam development
- Customer Satisfaction Survey development

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

Middlebrooks reported that the CRC will meet on May 1, 2019.

Zacher-Pate reported on a bill introduced this session to amend Minnesota Statutes 214 for a complainant to be able to appeal a dismissal of a complaint to the board. Meetings with Legislators have occurred to discuss concerns and possible impact of the bill. It is anticipated the bill may not move to committee. The complaint resolution communication process will be reviewed for increased plain language and improvements for all Health Licensing Boards.

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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 March 14, 2019. Topics included:

- Executive Director's Annual Review, held on January 18, 2019 in closed session, was reported to be complete. Zacher-Pate was thanked for her excellent work and dedication.
- The book, "Non-Profit Governance", was given to Executive Committee members. Board Meeting process improvements were discussed. All Board members may be asked to read the book.

The Executive Committee moved that the Executive Committee work with the Leadership and Development Committee to explore possibilities for more Board engagement and effectiveness. The motion passed unanimously.

H. Finance Committee (FC): Grover

Grover reported that the Finance Committee met on March 14, 2019. Grover thanked Lombardi and staff for covering during her leave. Topics included:

- Expenses: Reported through February 28, 2019. At 67% of the year, the Board has spent 45% of its direct budgeted expenses.
    - 36% of the budget is still encumbered.
    - HPSP expenses continue to be higher than projected at 88%.
- Revenues: Reported through February 28, 2019. At 67% of the year, the Board has collected 67% of its projected revenues.

I. Health Professionals Services Program (HPSP): McGrath

McGrath reported that the HPSP Program Committee met on February 12, 2019. Highlights included:

- Fiscal Year 2019 Mid-Year Report
    - BOSW Statistics
    - General HLB Statistics
    - Financial Report
    - Database enhancements and expansion of online services

J. Legislation & Rules Committee (LRC): Hirsch

Many items were covered under Agenda Item 8. Minutes from the February 26, 2019 meeting were included in the Board packet. Highlights included:

- Recap of January 31, 2019 meeting
- Discussion of 360 Clinical Clock Hour Requirement
- DSW/PHD degrees in Social Work

K. Leadership & Development Committee (LD): McGrath

McGrath reported that LD Committee met on February 11, 2019. Minutes were included in the Board packet. Highlights included:

- Prioritization of initiatives
    - Promote and sustain board member development
    - Promote and sustain board member engagement and team building
- Ongoing Board Member training

- Board Structure
- Board Member Exit Survey
- Succession planning

12. OTHER BUSINESS

There was no other business

13. PUBLIC COMMENT

Grace Berg, Augsburg College student, introduced herself to the Board. She inquired about the Board Meeting materials availability to the public. Staff explained that the materials are available on the Board's website and via GovDelivery.

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

Weaver moved and Thompson seconded to go into closed session at 1:37 pm under Minnesota Statutes section 13D.01, subdivision 2(2), for consideration of possible disciplinary action. The motion passed unanimously.

Closed session 1:37 pm – 1:44 pm

Compliance Panel A motioned to adopt the Order for Unconditional License for Angela M. Walton, LSW. The motion passed unanimously.

Middlebrooks moved and Weaver seconded to reopen the meeting at 1:44 pm. The motion passed unanimously.

15. ADJOURN

Payne moved and McGrath seconded to adjourn the meeting at 1:45pm. The motion passed unanimously.

Respectfully submitted,

Jill Grover, LISW

Jill Grover, LISW
Secretary/Treasurer

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Protecting the Public

Proposed Regular Board Meeting Agenda - May 17, 2019 - 9:00am

2829 Universit Ave SE, Mpls MN 55414 - Conference Room A- Fourth Floor

Time	Item #	Topic	Category
9:00	1	May 17, 2019 Proposed Agenda: Hirsch *[Attached]*	Action
9:05	2	Minutes March 15, 2019 Regular Board Meeting: Hirsch *[Attached]*	Action
9:10	3	Member Updates & Roundtable: McGrath	Information
9:20	4	Executive Director Report: Zacher-Pate *[Attached]*	Information
9:40	5	FY 2020-FY 2021 Biennial Budget & Legislative Report: Zacher-Pate, Grover *[Attached]*	Action as needed
10:30	6	Report: ASWB Education Conference-Preparing & Partnering for Regulation & Legislatior Brooks, Ennis, Middlebrooks, Payne, Vang, Weaver, Gallagher, Zacher-Pate	Information
11:15	7	Report: ASWB New Board Member Training: Engelking	Information
11:30		Lunch	
12:00	8	Licensing Unit Report: Kramer-Prevost	Information
12:10	9	Compliance Unit Report: Gallagher	Information
12:20	10	Committee & Liaison Reports	
		A. Advisory Committee: Jacobson *[Attached]*	Information
		B. Application Review Committee: Grover, Kramer-Prevost	Information
		C. Association of Social Work Boards: Hirsch, Payne	Information
		D. Communication Education Outreach Committee: Brooks *[Attached]*	Information
		E. Compliance Review Ad Hoc Committee: Middlebrooks, Weaver *[Attached]*	Information
		F. Council of Health Boards: Ennis	Information
		G. Executive Committee: Hirsch, Lombardi, Grover, Payne	Action as needed
		H. Finance Committee: Grover *[Attached]*	Action as needed
		I. Health Professionals Services Program (HPSP): McGrath	Information
		J. Legislation & Rules Committee: Hirsch *[Attached]*	Information
		K. Leadership & Development Committee: McGrath *[Attached]*	Information
1:45	11	Other Business	Information
1:50	12	Public Comment: Please Sign In - *[Public Data Under MS 13]*	Information
2:00	12	Compliance Cases - Executive Session Closed to Public: Gallagher, Middlebrooks	Action
	13	2:10 Case #1 and 2:25 Case #2 *[Attached: Non-public Data for Board Members Only]*	
3:00	14	Adjourn	Action

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Members Absent: Mary Walsh, LSW

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Staff Absent: None

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

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15. ADJOURN

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Respectfully submitted,

Jill Grover, LISW

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Secretary/Treasurer

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Protecting the Public

Executive Director Report
May 17, 2019

Item **Topic**

A **Board Member Appointments and Vacancies**

- Appointments have not been made for the scheduled 2019 board member vacancies occur January 7, 2019, for Thomas Brooks, Public Member, Angie Hirsch, LICSW, and Ken Middlebrooks, Public Member.
- Meeting was held with the Governor's Appointments Secretary on April 3 to review applications and member requirements.
- Applications for board appointments must be submitted directly to the Minnesota Secretary of State Office: http://www.sos.state.mn.us/boards-commissions/.

B **FY 2020-FY2021 Biennial Budget Legislative Update**

- Update on the BOSW biennial budget proposal, Governor Walz's budget bill, HF 2414 and SF 2452 is covered under agenda item #5.
- Governor's budget includes investments for the BOSW to provide the necessary resources to maintain current core public safety services, ensure fiscal stability, and create strategic investments to improve our effectiveness, and ensure efficient and accountable services to all those we serve.
- The budget includes funding to: 1) maintain current services with an operating adjustment for nondiscretionary MN.IT Centralized technology services, office rent, brochures and educational materials, and staffing costs; 2) enhance licensing database system and online services; 3) convert licensing records from microfilm to digital format; and 4) establish a critical fee change.

C **Personnel & Staffing**

- Interviews are underway for the staff vacancy, Compliance Coordinator (Office and Administrative Specialist Intermediate) position.
- Planning is underway for a Staff Team Building event to be held June 5, 2019. The event will be held off-site and will be facilitated by Karen Hanauer, and Landyn Prescott-Miles, Consultants with Organizational Health-SEGIP-Minnesota Management and Budget. Staff is looking forward to the event.

D **BOSW IT Initiatives**

- **Work Continues:** Enhancements to the ALIMS licensing system and online services continues, including a release to the new version of ALIMS 3.0 expected in summer 2019.
- Refinements and expanded application of the WebEx service continues for public outreach and trainings.

E **MS 148E.035 Variance Requests**

- One variance request has been approved and five denied, under MS 148E.035, since the March 15, 2019 board meeting.

MINNESOTA
BOARD OF SOCIAL WORK

2829 University Ave SE Ste 340
Minneapolis MN 55414-3239
612-617-2100 | 612-617-2103 (fax)
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Protecting the Public

Board Consideration and Action May 17, 2019
From Executive and Finance Committees
Budget Projections and Proposed Fee Changes

Background:

The Health and Human Services (HHS) Omnibus bills, including Governor Walz's budget bill, HF 2414-2 and SF 2452-2 are currently under consideration in the HHS Conference Committee. The 2019 Legislative Session ends May 20, 2019. The Governor's budget includes investments for the BOSW to provide the necessary resources to maintain current core public safety services, ensure fiscal stability, and create strategic investments to improve our effectiveness, and ensure efficient and accountable services to all those we serve.

The budget includes funding to: 1) maintain current services with an operating adjustment for nondiscretionary MN.IT Centralized technology services, office rent, brochures and educational materials, and staffing costs; 2) enhance licensing database system and online services; 3) convert licensing records from microfilm to digital format; and 4) establish a critical fee change.

The proposed fee change is structured in a "*may not exceed the following amounts but may be adjusted lower by board action"* model. The Board took action at its September 21, 2018 to not implement fees at the full "not to exceed", but to propose implementation of a lower "actual fee amount".

Executive Committee Recommendation Background:

As an Executive Branch Agency, the BOSW must support the Governor's budget, while understanding stakeholder concerns. Based on feedback from several stakeholder groups, the BOSW Executive Committee has been assessing the feasibility of implementing "reduced licensing fees" for new graduates at the Licensed Social Worker (LSW) and Licensed Graduate Social Worker (LGSW).

While the Executive Committee supports the "new grad discount" options, it believes it is not fiscally responsible to commit to adjust fees lower until Legislative session concludes, and the new FY 2020-FY 2021 BOSW budget is enacted. The new budget must include a fee increase and revenues sufficient enough to support adjusting any fees lower while remaining fiscally responsible. In addition, the end of fiscal year 2019 (June 30, 2019) budget, including actual revenues, expenditures, and BOSW State Government Special Revenue Fund (SGSRF) balance will impact budget decisions.

The Executive Committee recommends to the Finance Committee and full Board that if the new budget provides sufficient revenue, the Board consider implementation of both 1) a short-term delayed effective date for any increases for new graduates at the LSW and LGSW license, and 2) a "discounted" license fee for first-time LSW and LGSW licenses. The full Board must consider the fiscal impact of these options. If the new budget is enacted as included in the Governor's budget the "new grad discount" is recommended. If the new budget is enacted lower than proposed and does not meet critical agency fiscal needs, the Board will likely be prohibited from adjusting fees lower for new graduates.

Staff Fiscal Analysis:

Actual and Estimated BOSW SGSRF Balance:

1. Actual accumulated balance:
    i. FY 2108 (June 30, 2018) $340,365
2. Projected accumulated balance:
    i. Challenging to determine end of FY 2019 balance in SGSRF until end of fiscal year:
    ii. FY 2019 -$(150,000) (estimate in budget request)
    iii. FY 2020 -$(240,000) (current estimate)
    iv. End of FY 2016 (June 30, 2016) without planned revenue increase from 2017 legislative session, causes accumulated balance to decrease at accelerated rate of approximately $100,000 per fiscal year

Estimated Fiscal Impact of Fee Change Increases and Possible "New Grad Discount" :

- **All new fees effective July 1, 2019:**
    - **Revenue gain $38,600 per month**

- **Delay all fee increases until August 1, 2019:**
    - **Delayed effective date for ANY/ALL fee increases until August 1, 2019:**
        - All current fees remain in effect until August 1, 2019:
          LSW $81.00; LGSW $144.00; LISW $216.00; LICSW $238.50
            - **Loss of -$52,000 per month**

- **Delay any fee increases for LSW & LGSW new graduates until September 1, 2019:**
    - All fees increased July 1, 2019 **EXCEPT** delay all new graduate/new LSW and LGSW license fee increases until September 1, 2019
        - Current LSW and LGSW fees of $81.00 and $144.00 stay in effect until September 1, 2019
    - All other fees increased on July 1, 2019 depending on resources to implement
    - Fiscal impact of delay of new LSW and LGSW license fee increase until September 1, 2019 with current fees in effect for July and August
        - **Loss of -$13,000 total for July and August**

- **"First time license discount" for LSW and LGSW effective September 1, 2019:**
    - Discount from increased newly proposed "BOSW actual increased" fees
        - New BOSW "actuals" at 35% = LSW 110.00 & LGSW 195.00
    - Discount begins September 1, 2019
    - Consider possible 10%, 11% or 15% discounts
    - Discount continues until June 30, 2020 then reassessed for fiscal impact and sustainability
    - Fiscal impact of "discount"
        - **10% discount – LSW 99.00 & LGSW 175.50**
            - **loss of -$17,715 in FY 2020**
            - **loss of -$18,000 in FY 2021**

- **11% discount – LSW 97.00 & LGSW 173.00**
  - **loss of -$19,200 in FY 2020**
  - **loss of -$19,500 in FY 2021**
- **15% discount – LSW 93.50 & LGSW 167.75**
  - **loss of -$26,573 in FY 2020**
  - **loss of -$27,000 in FY 2021**

May 17, 2019 Board Consideration and Action:

The Executive Committee requests both the Finance Committee and Board to consider and take action on a "new grad discount" which is fiscally responsible and also meets stakeholder concerns at its May 17, 2019 meeting. The Executive Committee also recommends the Board reassess the fiscal impact and sustainability of a "new grad discount", should this be implemented, at the end of each fiscal year.

Without final enactment of the new FY 2020-FY 2021 BOSW budget at the date of the May 17, 2019 board meeting, the Board would need to consider either 1) a proposed "new grad discount" model, contingent upon enactment of the Governor's budget proposal and sufficient revenue, or 2) to convene a special public board meeting immediately following enactment of the biennial budget to determine the fiscal feasibility of a "new grad discount" model.

2610 University Ave W, Suite 475, St. Paul, MN 55114
651.293.1935 » naswmn.org

NASW MINNESOTA CHAPTER
National Association of Social Workers

May 14, 2019

Minnesota Board of Social Work
Attn: Kate Zacher-Pate
2829 University Ave. SE, Suite 340
Minneapolis, MN 55414

Dear Kate & Board Members,

The Board and Executive Committee of NASW-MN would like to thank you for your ongoing partnership on behalf of the social workers of Minnesota. As we have moved though discussion and negotiation related to a potential licensure fee increase, we have appreciated the open-dialogue, your quick response time in providing answers to our requests for information, and your willingness to listen and be responsive to the needs of our membership.

We support a strong and effective licensing board that is able to meet the licensure needs of social workers in a timely way. We realize this is the first fee increase in over 20 years, and that additional funds are needed in order to cover increasing expenses to do your job of protecting the public and licensing over 15,000 social workers, and to re-establish your reserve fund. Based upon this understanding and feedback from our members and social workers across the state, the NASW-MN Board voted last week to stand neutral on the proposed increase of the not-to-exceed licensure fee levels currently in the legislative process.

Our Board would like to reiterate four important items that we are requesting on behalf of our members:

1. Lower rates (low or NO increase) for new grads at both the LSW and LGSW levels – The cost of application, exam, supervision, and licensure add up quickly, and can be a costly barrier for new social workers. Thus, we are advocating for lower initial fees for new graduates going forward.
2. Delay implementation of any increases until Nov. 1, 2019 – To help ensure social workers are able to plan for any increases in fees.
3. Hold to no more than the promised 36% increase for the near future – while the not-to-exceed in statute would allow for additional increases in the future (as the Legislature prefers to revisit fees seldomly) – we request that the Board of Social Work does not increase fees more than the proposed 36% you have stipulated. While many of us still believe this increase is too steep all at once, we realize that a smaller increase at this time would undermine the staffing and services of the BOSW - negatively affecting your ability to serve social workers and build a reserve that is required in statute.

4. Incremental increases in the future; ideally decreases – In the future social workers would like to see incremental fee increases, rather than such large changes all at once. By setting the not-to-exceed levels slightly higher in statute, this allows for more incremental increases going forward. In addition, if the proposed increase covers costs and raises the required reserve as planned, we advocate for fee decreases in the coming years.

Please let me know if you have any questions related to these requests, and I look forward to ongoing discussion at your upcoming Board Meetings.

My best,

Karen E. Goodenough, MSW, LGSW
Executive Director

Minnesota Coalition of Licensed Social Workers

May 15, 2019

Minnesota Board of Social Work
Attn.: Ms. Kate Zacher-Pate
2829 University Avenue, SE
Suite 340
Minneapolis, MN 55414

Dear Ms. Zacher-Pate and Board Members:

The Minnesota Coalition of Licensed Social Workers would like to thank the Minnesota Board of Social Work for engaging in a discussion about the MN BOSW's proposed budget. We especially want to thank Board Member, Kathy Lombardi and Assistant Director, Michelle Kramer-Prevost, for their participation in our discussion at the April 2019 Social Work Coalition meeting. We found the discussion informative, candid, and helpful to our process. One of the key issues of discussion and focus is on the MN BOSW's proposed licensing fee increase.

The Social Work Coalition supports the MN BOSW and the role it performs, in protecting the public and in licensing social workers. We understand that the MN BOSW requires additional financial resources in order to continue to meet the demands of the role that the MN BOSW carries out, including increasing costs in the areas of staffing, technology, legal consultation, and providing for other resources. We also know that the MN BOSW is required to contribute to a financial reserve.

The Social Work Coalition has also been aware of the discussions within the broader social work communities regarding last years proposed MN BOSW budget and fee increase, even though the MN Legislature did not pass the budget, itself. We heard the feedback of social workers and licensees who were not in support of or questioned such a substantial fee increase, as was proposed.

The MN Coalition of Licensed Social Workers operates on a consensus model. This year, when the Social Work Coalition initially discussed the MN BOSW's proposed fee increase, as offered by the MN BOSW, and whether or not we would take a position on the fee increase, we did not have consensus agreement among our member associations. Therefore, there was no action or position for the Social Work Coalition to take.

Since that time, the Social Work Coalition is aware that the MN BOSW has been engaged in diligent discussions and negotiations with the NASW-MN Board and Executive Committee. The Social Work Coalition recognizes and supports the strong, effective work and the willingness of all parties to come to the table to craft a proposal going forward that seems to be in everyone's best interest.

Specifically, at its May 2019 meeting, the Social Work Coalition has put forth a motion, which received the consensus of all associations present, regarding the MN BOSW's proposed licensing fee increase.

The Minnesota Coalition of Licensed Social Workers supports the following position:

1. The Social Work Coalition joins in requesting that the MN BOSW not exceed a licensing fee increase of 36 percent for the foreseeable near future. We understand that the ceiling for the possible fee increase included in the BOSW's budget request to the MN Legislature and the Governor does include a possible fee increase as high as 42 to 46 percent, which would appear in statute, if the budget is passed. We also understand that the MN BOSW has stipulated in discussions with NASW-MN that the Board will not exceed a 36 percent fee increase at this time.
2. We hope that the substantial licensing fee increase of no more than 36 percent by the MN BOSW will sufficiently meet the Board's needs for many years to come. If at some point in the future, the BOSW believes that it will once again need to request a fee increase, we expect the MN BOSW to enter into open, candid discussions with the social work professional communities and with its licensees. We would strongly encourage the MN BOSW to make any future fee increases on an incremental basis, preferably phased in over a reasonable period-of-time. In addition, in future years, if the proposed fee increases were to cover expenses and to rebuild a reserve, which meets requirements, then we would also support consideration of decreasing licensing fees.
3. The Minnesota Coalition of Licensed Social Workers has been involved in recent years with the MN Mental Health Workforce Summit and with related activities to support the growth and health of our social work profession and its students as well as licensed professionals. We are keenly aware of the significant costs and requirements of students, new graduates and licensees who seek to obtain skilled supervision and to obtain additional licensure levels. We support two measures that we believe demonstrate, by the MN BOSW, a welcoming and a tangible support for new graduates and licensees into the social work professional culture, which values licensing and standards of professional practice.
    a. First, the Social Work Coalition supports ongoing lower initial licensing fees for new graduates at both the LSW and LGSW levels.
    b. Second, the Social Work Coalition joins in requesting that the MN BOSW delay the implementation date of any licensing fee increase until the late Fall (November) of 2019. This will allow social workers some preparation and planning time to meet the additional cost obligations.

The Minnesota Coalition of Licensed Social Workers values our collaborative relationship with the Minnesota Board of Social Work. We look forward to continuing to work closely together to plan for and solve many critical issues and challenges as we continue to support and grow our communities of social work professionals and to protect the people we serve.

Thank you for your consideration of our proposal.

Respectfully submitted,

Karen A. Frees, MSSW, LICSW
Chair, Minnesota Coalition of Licensed Social Workers

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Minneapolis MN 55414-3239
612-617-2100 | 612-617-2103 (fax)
social.work@state.mn.us | mn.gov/boards/social-work

Protecting the Public

ADVISORY COMMITTEE

Friday, April 5, 2019 – 1:00pm-3:00pm – BOSW Conference Room #340

COMMITTEE MEMBERS

Committee Members:
In person: Karen Goodenough, LGSW, Chair; Deseria Galloway, LGSW; Stephanie Horak, LSW; Kay Hansen, LISW; Karen Frees, LICSW; Courtney Gunderson, LGSW
Via WebEx: Renita Wilson, LICSW; Elizabeth Soung, LGSW; Harriet Kohen, LICSW
Absent: G Lee Xiong, LGSW; Mike Justin, LICSW; Lake Dziengel LICSW; Amy White, LICSW; Gertrude Buckanaga, LISW; Dan Porter, LICSW

Board Members Present: Stephanie Jacobson, LSW

Board Staff Present: Kate Zacher-Pate, LSW, Executive Director; Kate Manley, Licensing & Communications Coordinator

AGENDA

1. Call to order/introductions
    a. Welcome new member Courtney Gunderson, LGSW, Association of Macro Practice Social Workers (AMPSWA) (replacing Kari Schuster, LISW).

2. Minutes:
    a. Motion to approve February 1, 2019 minutes. Galloway seconded. Minutes approved.

3. AC Project Updates:
    a. BOSW Satisfaction Survey
        i. Plan to administer survey annually in the fall for a limited period in order to capture data at a specific point in time that can be compared to previous year data in order to measure improvement over time. 2019 will be first run of survey and will serve as base line comparison. Aggregate survey results will ultimately be presented to public via report along with planned improvements based on survey results. Survey will be promoted via GovDelivery (coincides with fall newsletter), on Board website, and in staff email signatures and outgoing voicemail message to make available to as many respondents as possible.
        ii. Walked through test version of Customer Satisfaction Survey drafted by Board staff and distributed to committee members prior to meeting. Discussion and recommendations on survey format, question format, etc., including suggestions for additional demographic categories to better identify respondent type and provide

context for data, add additional open-ended questions to allow respondents who have not contacted Board in past year to provide feedback, and feedback on question structure and response options. Survey will include information to contact Board with specific questions or concerns at beginning or end to provide outlet for feedback outside of survey.

b. Jurisprudence Exam project
    i. Survey requesting input on important exam categories distributed to Board staff, Board members, and Advisory Committee members. Survey results will be reported to full Board at May 2019 Board meeting. In general, results were unsurprising in that content areas and topics deemed most important by respondents were as expected.
    ii. Jurisprudence exam will be free, open book, and offer independent study continuing education. Exam is not mandatory but will be built in to online services and available to licensees and applicants through online profile. Plan to implement in early 2020. Recommendation from committee for plain-language name – define jurisprudence, consider calling "quiz" rather than "exam," and emphasize opportunity for learning and CE.

4. Member organization updates
    a. Hansen – Minnesota Association of Home Care Social Workers: Members meet once a month and CE is provided at every meeting. Membership fees are low. Currently have 32 members. Remain focused on offering CE relating to home care topics.
    b. Horak – Minnesota Nursing Home Social Workers Association: Twin Cities chapter just had spring event with 60+ participants offering CEs. Meet every other month. Planning for new regulations and tools for trauma informed care in November.
    c. Frees – Minnesota Coalition of Licensed Social Workers: Legislative issues including Duty to Warn currently at forefront. Have met both Senate and House committee deadlines and same language included in both House and Senate. Social Work language combined with Board of Behavioral Health and Therapy. Also focused on changing regulations to accept diagnostic assessment of ADHD from LICSWs; opposition from licensed psychologists.
    d. Galloway – National Association of Black Social Workers-MN Chapter: Met this week. Looking at involvement with African American Heritage Act and effects on social workers working with families. Focusing on providing network and support for young professionals in the field and providing resources regarding licensing requirements.
    e. Goodenough – National Association of Social Workers-MN Chapter: Brochure for annual spring conference, June 10-12, is out. Still have openings for exhibitor tables and looking for award nominees. Considering hosting larger spring summit to bring community together available to all social workers across the state. Social Work Day at the Capitol is Monday, April 8; about 1000 registered. License exam review course next scheduled for June. Co-sponsoring legislative session recap event May 29 with Association of Macro Practice Social Workers.
    f. Gunderson – Association of Macro Practice Social Workers: Recent transitions with Board – four new members and one vacancy. Recently wrapped up strategic plan. Focused on increasing membership and social media presence. Host monthly happy hours. Membership fees $25 for two years. Co-sponsoring legislative session recap event May 29 with NASW-MN Chapter.
    g. Kohen – Minnesota Society for Clinical Social Work: Working with Coalition of License Social Workers on Duty to Warn. Looking at rule/legislation to exclude social workers from working in trauma. Last educational session focused on therapy with men. Elected new officers.

Meeting coming up in May. Have been successful in recruiting younger social workers for board, including students and new social workers.

h. Soung – Minnesota Hmong Social Workers Coalition: Annual conference on May 4, offering half day CEs, free to members, Hmong social workers and students. Focusing on licensing, ASWB, BOSW. Last year had about 30 attendees.

5. Update Biennial Budget Proposal & Fee Change for FY 2020 & FY 2021
    a. Zacher-Pate provided update on fee change and budget. Third year moving forward with fee change. Proposal included in Governor Walz's budget and House bill. Versions will go to conference committee for alignment; have not yet been called to testify. Bill includes "not to exceed" language and Board plans to implement actual fees lower than "not to exceed" amounts. Actual fee amounts proposed will still be less than in 2000. Expenses have doubled and cost of doing business has increased, as a result BOSW is approaching deficit spending. BOSW participated in webinar hosted by NASW-MN Chapter to provide facts and conversation about fee change proposal.
    b. Goodenough reported that based on survey results following joint webinar, NASW-MN chapter will move forward with amendment to reduce the "not to exceed" fee amounts in the bill.

6. BOSW Report
    a. Legislation & Rules Committee "Deep Dive" update
        i. Ten sections brought to Board have preliminary approval. Focus on mobility and endorsement and licensing requirements.
    b. Board member vacancy update
        i. Three vacancies, one LICSW and two public members. Zacher-Pate met with appointments secretary April 3.
    c. Volunteer Appreciation
        i. BOSW hosted volunteer appreciation event following March Board meeting to recognize service of volunteer Board members and Advisory Committee members.

7. Other business
    a. No other business.

8. Adjourn 3:00 pm

2019 MEETING SCHEUDLE	
Advisory Committee meets six times per year, on the first Friday of non-Board meeting months. Meetings are open to the public under Minnesota Statutes Chapter 13D, and held at the Board office.	
Friday, February 1	Friday, August 2 *(cancel unless needed)*
Friday, April 5	Friday, October 4
Friday, June 7	Friday, December 6

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Protecting the Public

COMMUNICATION EDUCATION & OUTREACH COMMITTEE

Thursday, April 4, 2019 – 4:00 to 5:30 pm – BOSW Conference Room #340

COMMITTEE MEMBERS

Committee Members Present:
In-person: Jolene Engelking, LISW; Stephanie Jacobson, LSW; Carol Payne, LSW
Via WebEx: Thomas Brooks, Chair, Public Member; Jill Grover, LISW; Mary Weaver, Public Member

Absent: Ken Middlebrooks, Public Member; Michelle Kramer-Prevost, Assistant Director

Staff Members Present In-Person: Kate Zacher-Pate, LSW, Executive Director; Kate Manley, Licensing and Communications Coordinator

MINUTES

1. **Proposed Agenda / Any Additions**
    a. Agenda approved; no additions.

2. **Review & Approve Minutes – February 28, 2019**
    a. Engelking motion to approve; Payne seconded; minutes approved.

3. **Recap Work to Date**
    a. Conference participation – MSSA recap:
        i. Brooks attended two days of the conference, reported on positive experience and good opportunity to see board in action, speak with attendees, answer questions, etc.
        ii. Staff reported positive feedback regarding use of GovDelivery and online services. No negative feedback at conference regarding fee change; some positive feedback and support expressed.
    b. NASW-MN webinar on fee change recap:
        i. 130 registered participants; approximately 35-40 attended. Recording to be made available by NASW.
        ii. Zacher-Pate expressed appreciation of opportunity to work collaboratively with NASW and provide facts about fee change.
    c. Student WebEx presentations:
        i. Survey ready to send to schools and will be distributed within next week or two; results will be reported to CEOC at June meeting.
        ii. Additional staff WebEx training options explored. Options include trainings through state programs; possibly on-site training and help from other HLBs currenting using WebEx.

d. Brochure development:
    i. Supervised Practice brochure printed and received for use at MSSA; posted to website.
    ii. Updates to other brochures will be completed in the short-term. Plan is for staff to complete all brochure updates by June of 2019 (have available for NASW conference).
e. GovDelivery updates:
    i. Social Work Month bulletins sent throughout March. Content included resources and information about the profession from ASWB, NASW, and CSWE. Averaged 43% open rate and 5% click rate on Social Work Month bulletins.
    ii. Budget news "press releases" announced Governor's budget bill, house bill. Important to provide timely updates, share facts about fee change, and increase awareness.
    iii. New communications capacities created by GovDelivery have been successful, well-received, and provide exciting new means to engage with stakeholders. Subscriptions have continued to increase – 1,000 new subscriber profiles in March 2019.
f. Customer Satisfaction Survey:
    i. Draft to be presented to Advisory Committee at April 5, 2019 meeting for recommendations. Based on Advisory Committee recommendations staff will prepare survey draft and present to CEOC at June meeting. Plan to administer survey annually beginning in fall 2019.

4. New Business

a. Jurisprudence Exam Survey
    i. Survey to identify major content areas for exam questions distributed to Board members, Board staff, and Advisory committee members. Survey results will be used as a starting point for crafting exam questions. Survey results were more or less as expected, no big surprises in terms of most important content. Primary areas to focus on include:
        1. Standards of Practice, specifically professional and ethical conduct.
        2. Supervised practice – viewed as most important licensing requirement outside of Standards of Practice.
    ii. Plan for beginning exam question development:
        1. Begin by identifying and recruiting subject-matter experts:
            a. Request "primer" from ASWB
            b. Carl Hokanson, LICSW and ASWB Examination Committee Co-Chair
            c. Current and former board members with experience – Angie Hirsch, LICSW served as ASWB exam item writer
        2. Brooks suggested possibility of ad-hoc committee to focus on exam question writing.
    iii. Screenshots of online exam tool as currently developed presented to CEOC. Parameters for exam are set internally and can be managed by BOSW. Options for question format include true/false, multiple choice. There is also capacity for short answer, but this will take more resources/presents issues for scoring. Questions are automatically randomized. Exam will be available at no cost to licensees and applicants through BOSW online services online profile. Exam format is open-book and online tool shows responses and provides option to for BOSW to customize text as an opportunity to teach. Completed exam data is stored with license records in ALIMS database. A certificate of completion will be generated and those who take the exam can obtain independent study CE hours.

iv. Zacher-Pate suggested that staff prepare proposal identifying main questions and tasks, timeline, other considerations, and present to CEOC at June meeting.

b. NASW Annual Spring Conference participation:
   i. Preconference ethics presentation:
      1. Presentation title and summary were submitted to NASW – "Protecting Your Clients: Ethical and Regulatory Responsibilities." HPSP has agreed to participate. Format will combine didactic sections and scenarios; draw on existing content from previous ethics presentations and weave in HPSP information. Megan Gallagher, Regulations Analyst, will coordinate directly with volunteers (Weaver, Grover, Payne) to brainstorm and prepare presentation outside of CEOC meetings.
   ii. Volunteers for tabling conference needed. Conference dates 6/11 and 6/12, at Earle Brown Heritage Center in Brooklyn Center. Kramer-Prevost will follow up with email request with specific time slots.

5. Other Business

a. No other business.

6. Adjourn

a. 5:20 PM

2019 MEETING SCHEDULE		
Communication Education & Outreach Committee meets six times per year, on the first Thursday of non-Board meeting months from 4:00-5:30 pm. Meetings are open to the public under Minnesota Statutes Chapter 13D, and held at the Board office.		
February 7, 2019	June 6, 2019	October 3, 2019
April 4, 2019	August 1, 2019	December 5, 2019

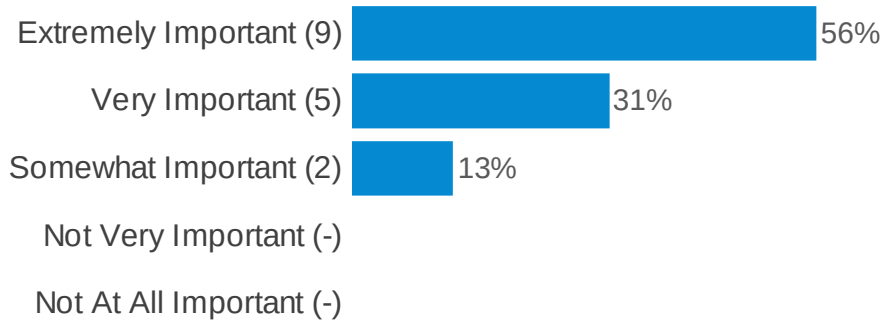
Jurisprudence Exam Survey

Jurisprudence Exam Survey

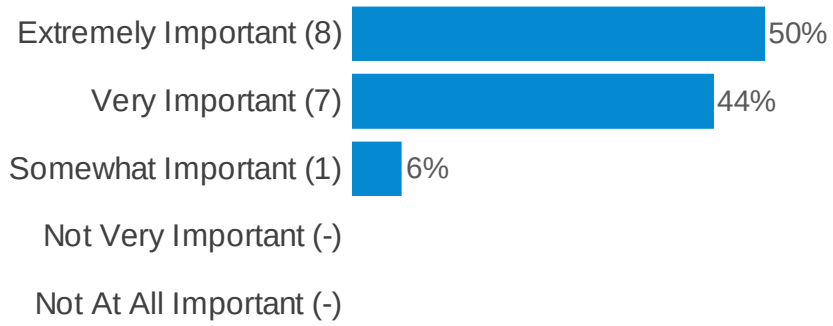
This report was generated on 03/29/19. Overall 17 respondents completed this questionnaire. The report has been filtered to show the responses for 'All Respondents'.

The following charts are restricted to the top 12 codes. Lists are restricted to the most recent 100 rows.

How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (Licensing and application requirements)

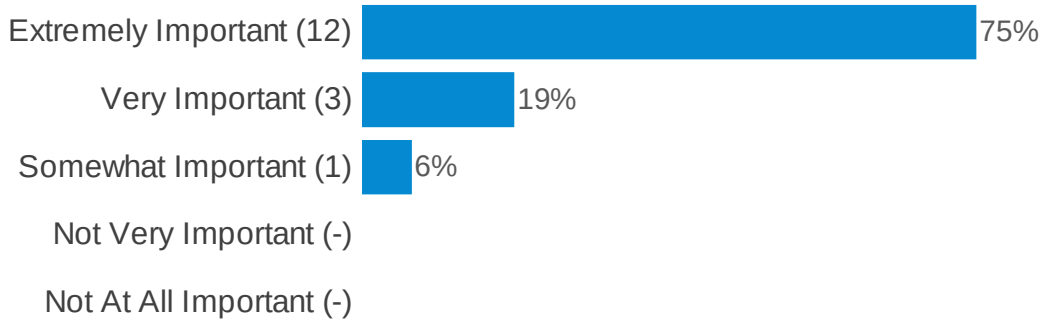


How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (Continuing education and continuing education providers)

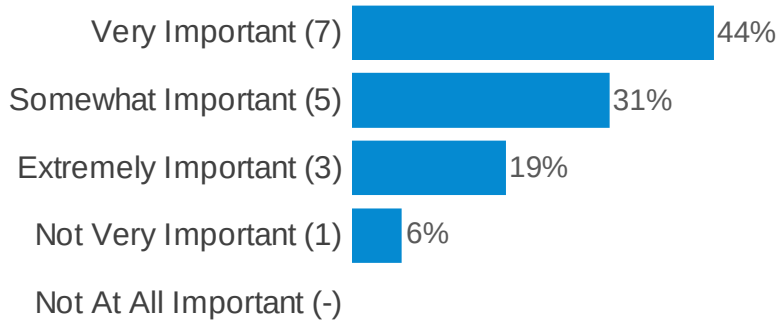


Jurisprudence Exam Survey

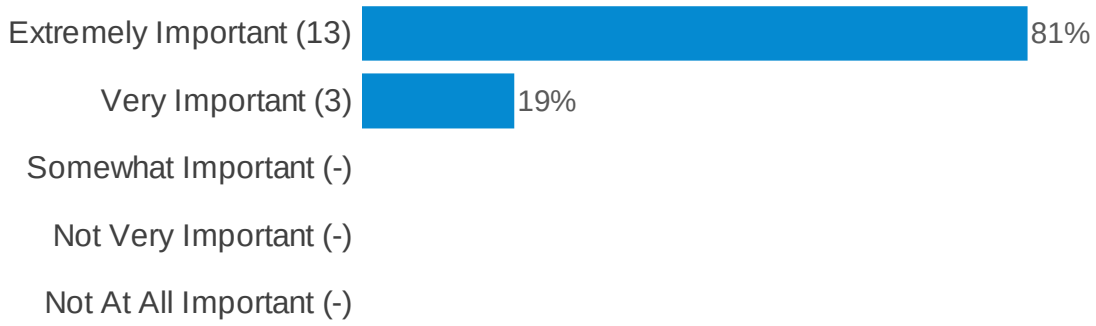
How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (Authorized scope of practice)



How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (Knowledge of different license types)

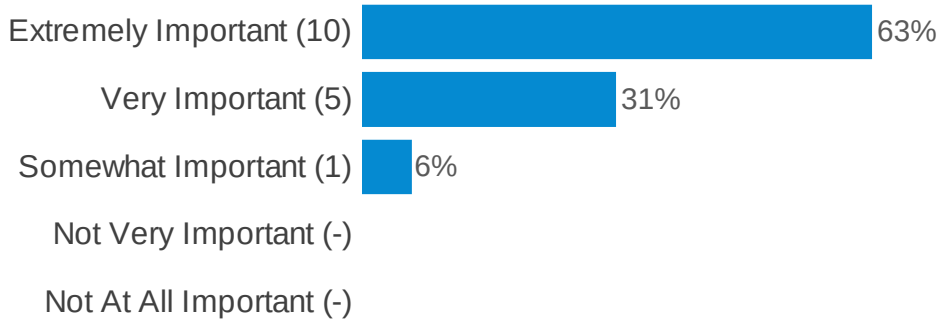


How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (Supervised practice)

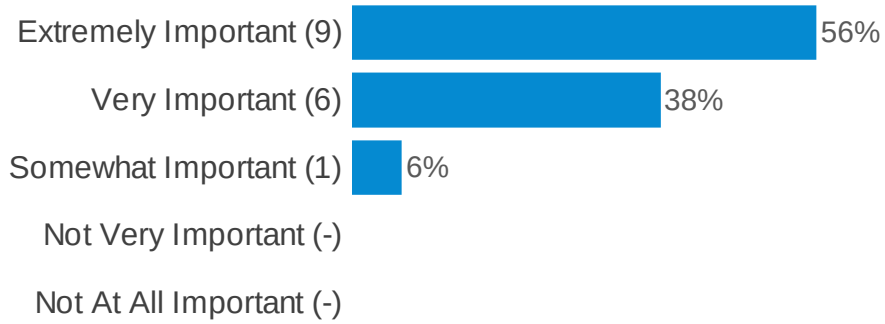


Jurisprudence Exam Survey

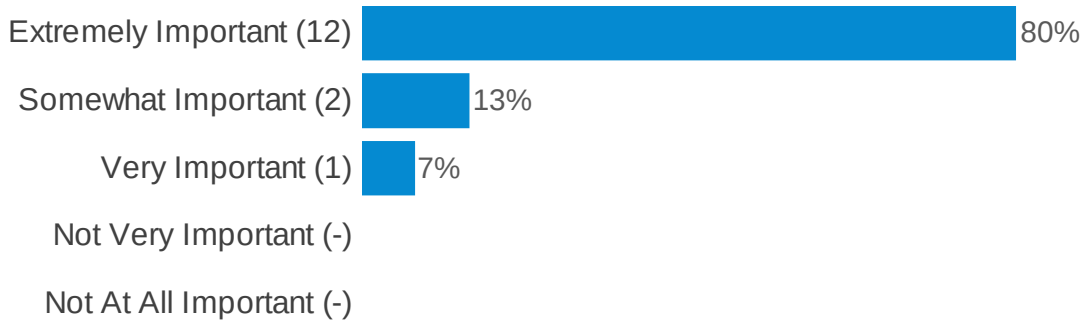
How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (Requirements for documenting supervised practice)



How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (Definition of social work practice)

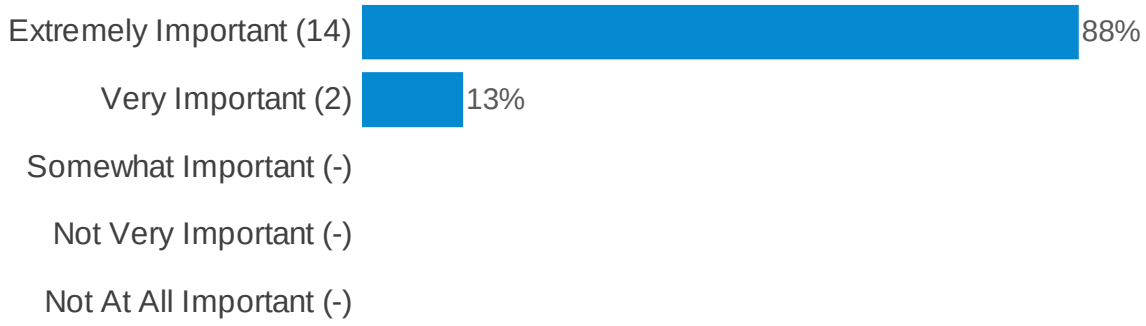


How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (Representation and use of title)

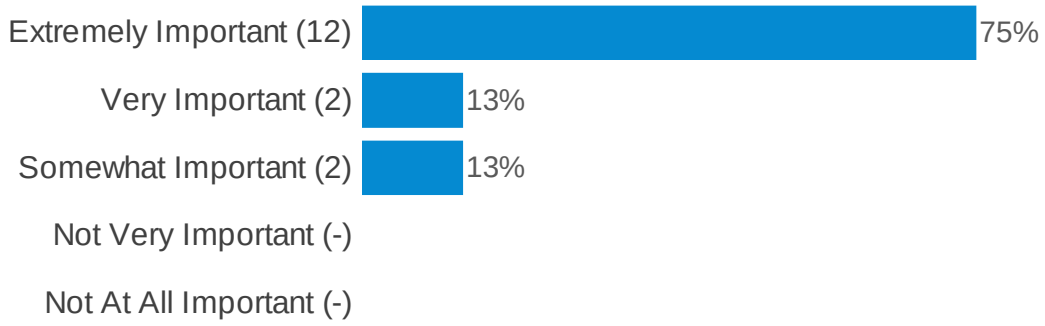


Jurisprudence Exam Survey

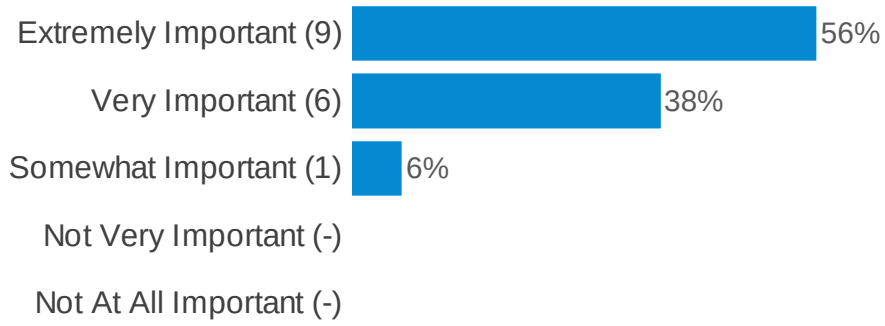
How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (Standards of practice)



How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (Reporting requirements)

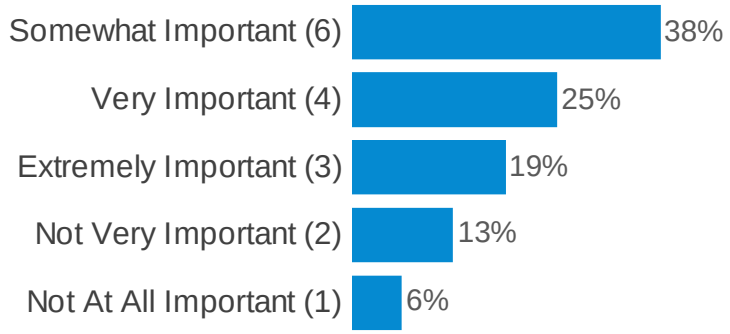


How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (License renewal requirements)

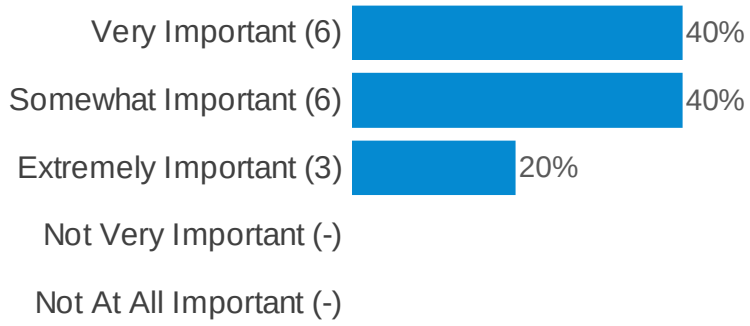


Jurisprudence Exam Survey

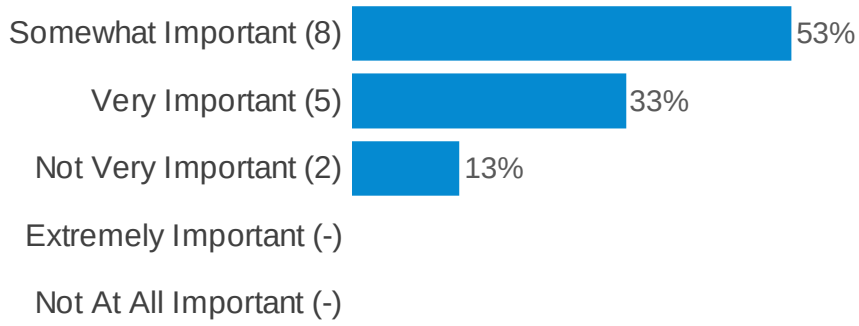
How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (License fees)



How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (Duties of the Board)

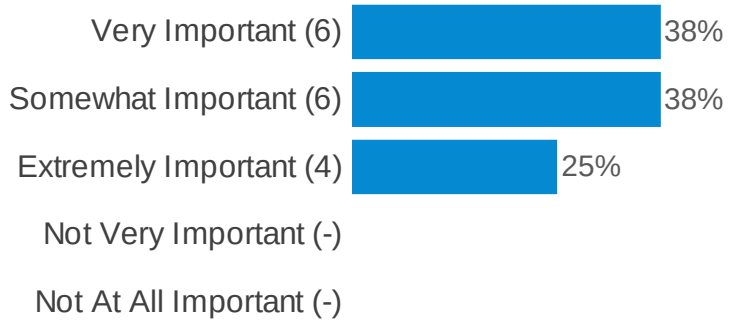


How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (Alternate licenses)

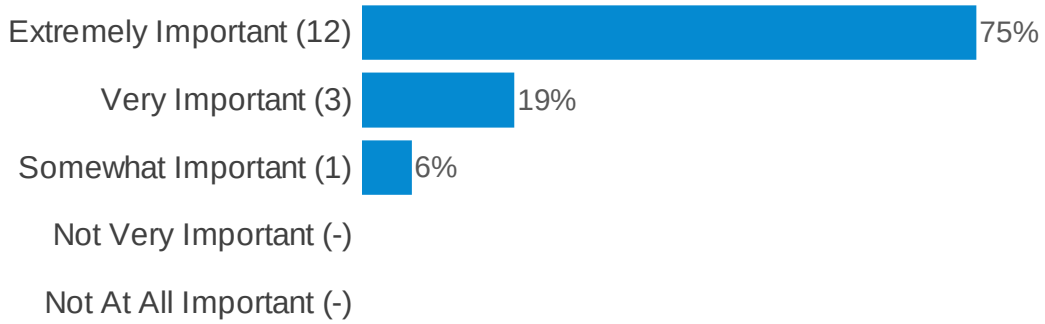


Jurisprudence Exam Survey

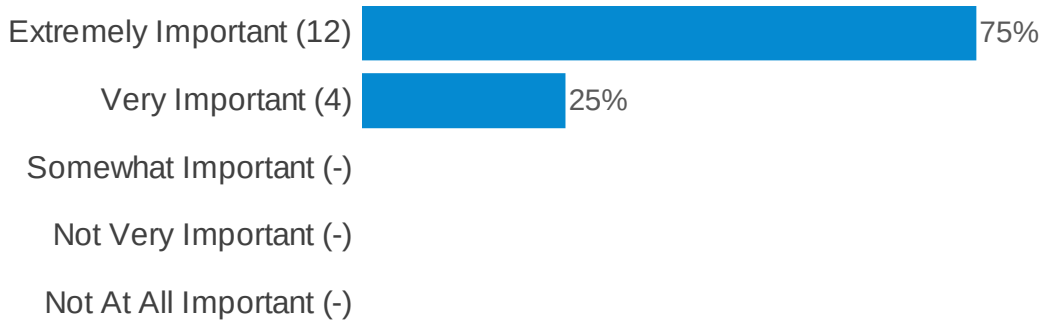
How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (Reporting name and address changes to the Board)



How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (Unlicensed practice)



How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (Confidentiality and records)



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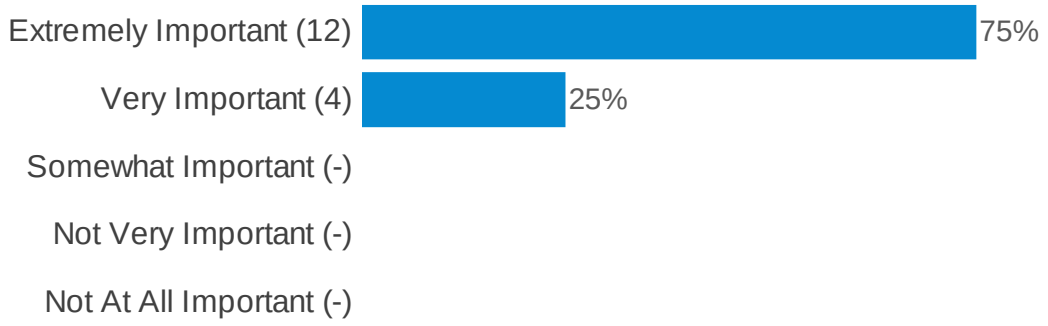
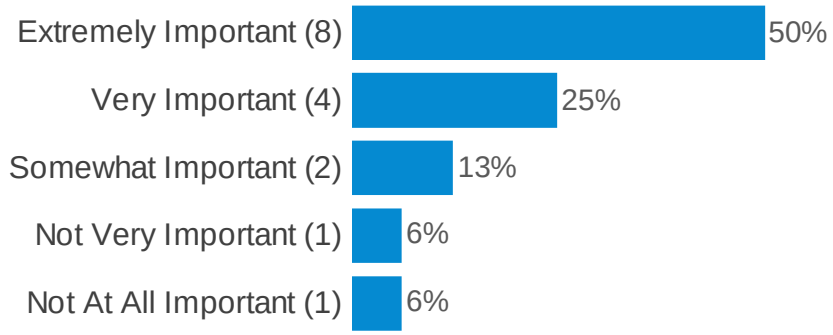
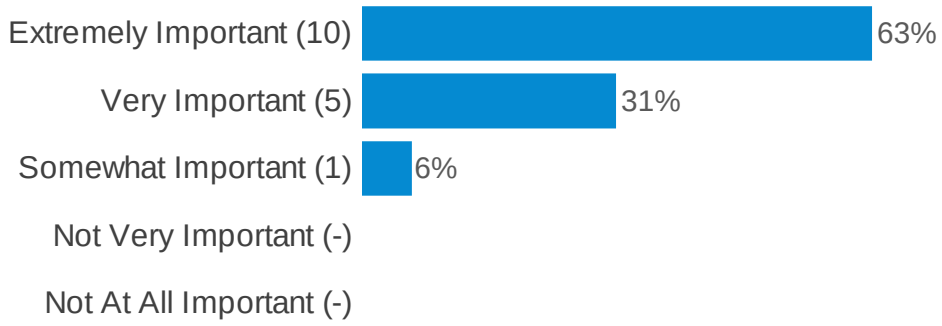
How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (Competency)



How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (Grounds for action)



How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (Impairment)



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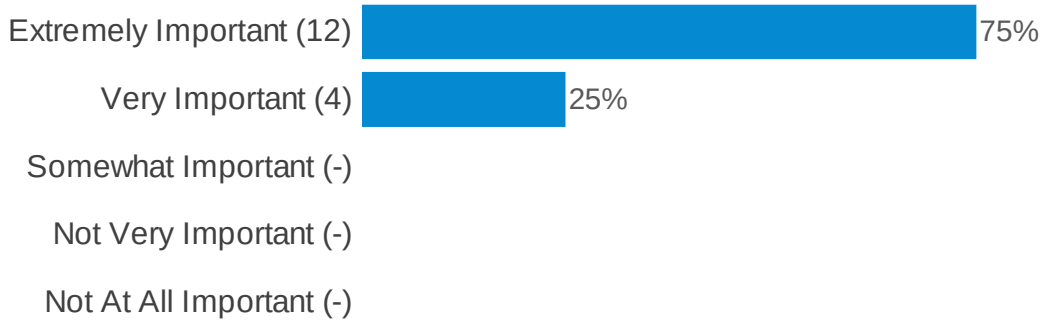
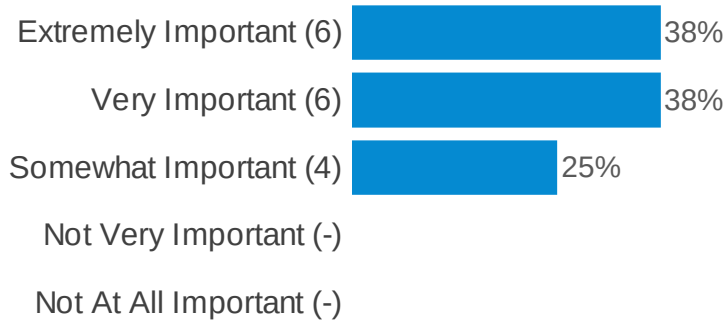
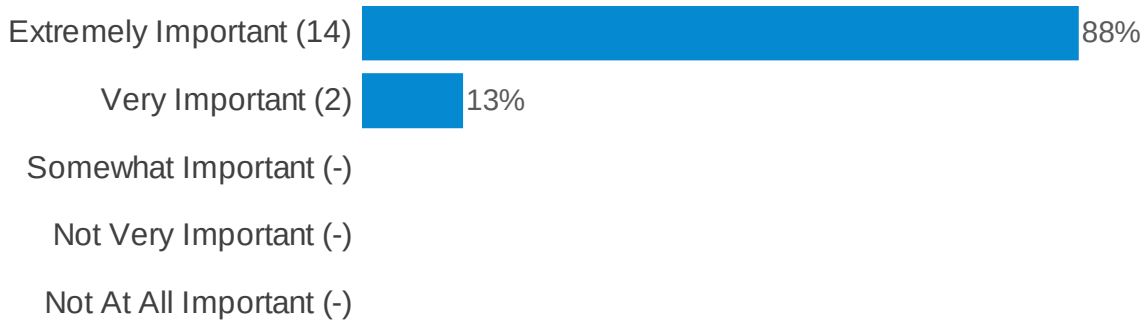
How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (Relationships with clients, former clients and others)



How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (Fee and billing practices)



How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (Professional and ethical conduct)



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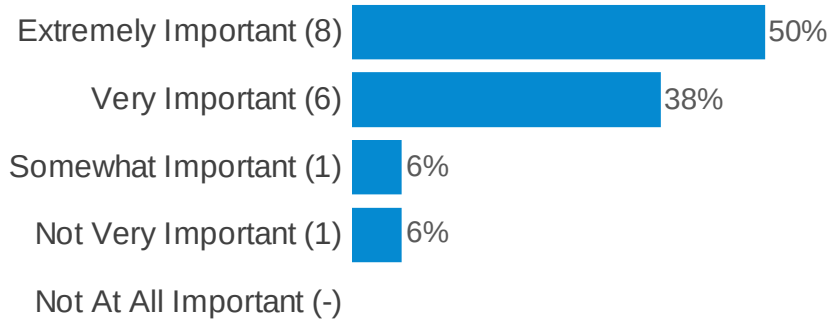
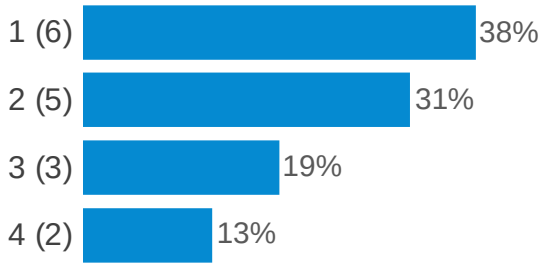
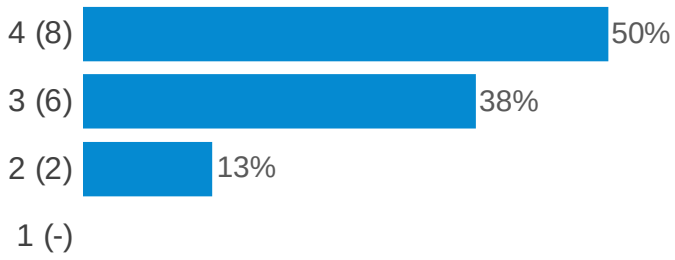
How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas? (Treatment and intervention services)



Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Definition of social work practice)**

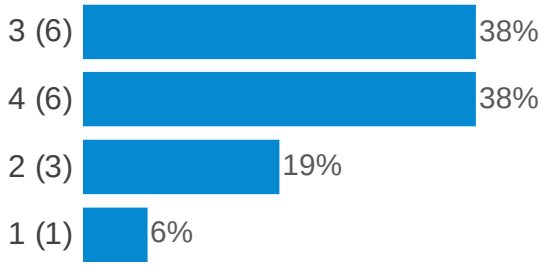


Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (License and application requirements)**

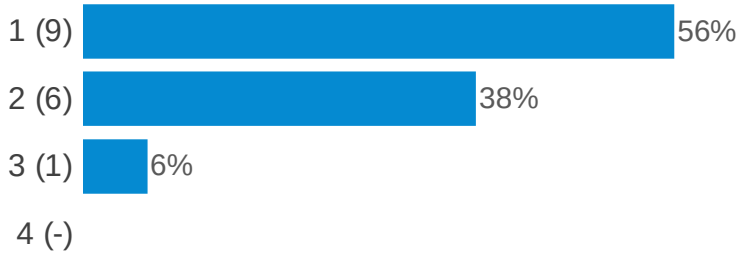


Jurisprudence Exam Survey

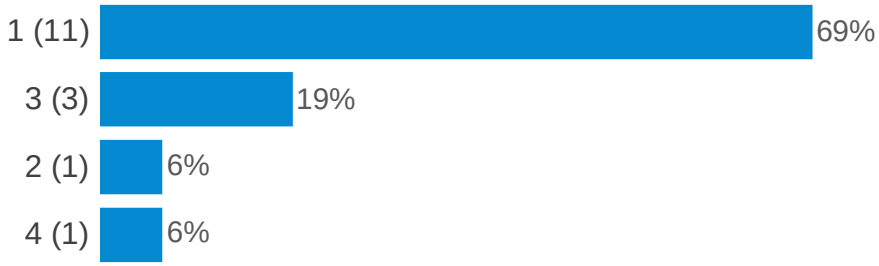
Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Supervised practice)**



Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Standards of practice)**



Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Authorized scope of practice)**



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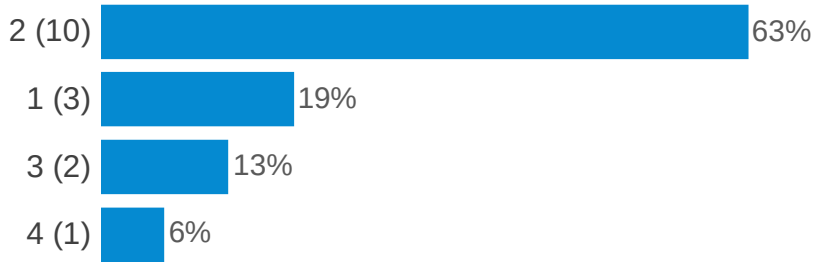
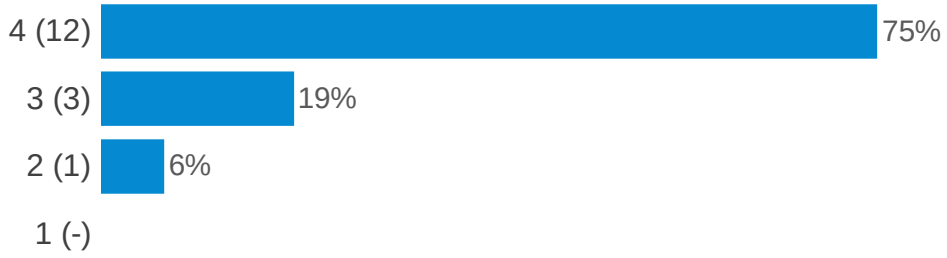
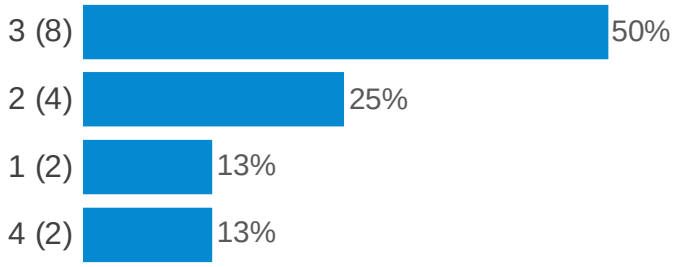
Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Supervised practice)**



Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Knowledge of different license types)**



Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (License renewal requirements)**



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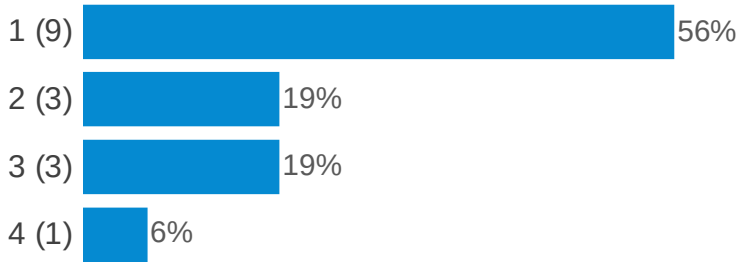
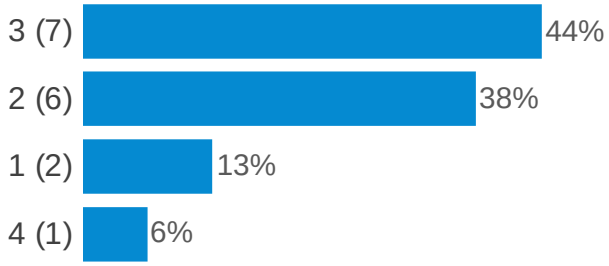
Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Supervised practice)**



Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Continuing education)**



Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Duties of the Board)**

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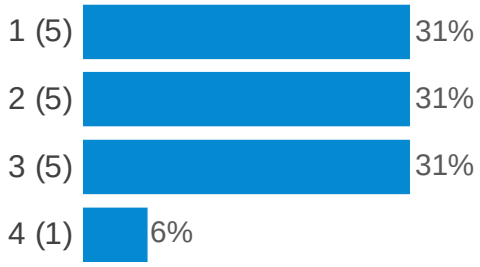
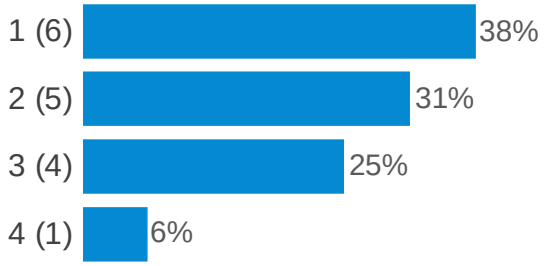
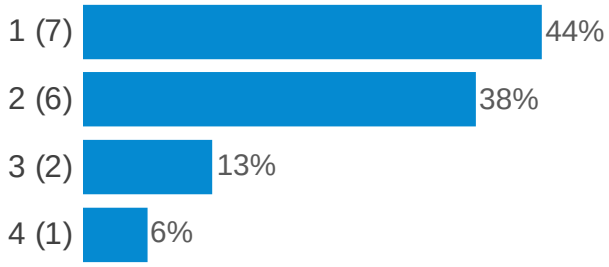
Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Representation and use of title)**



Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Definition of social work practice)**



Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Standards of practice)**



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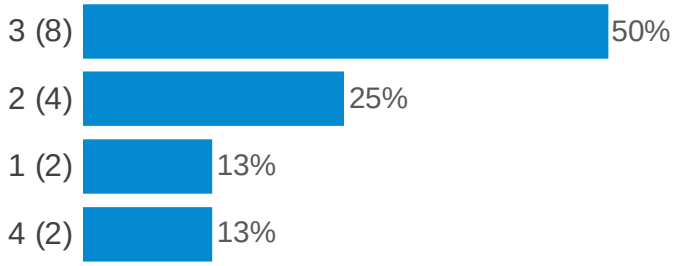
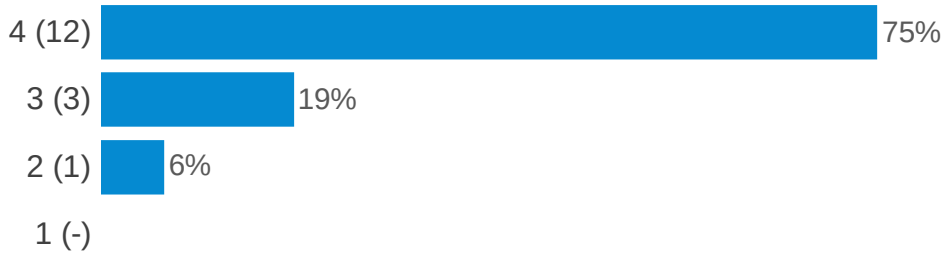
Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Duties of the Board)**

Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Unlicensed practice)**



Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (License fees)**



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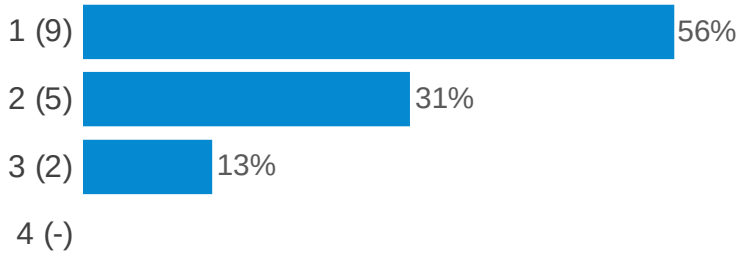
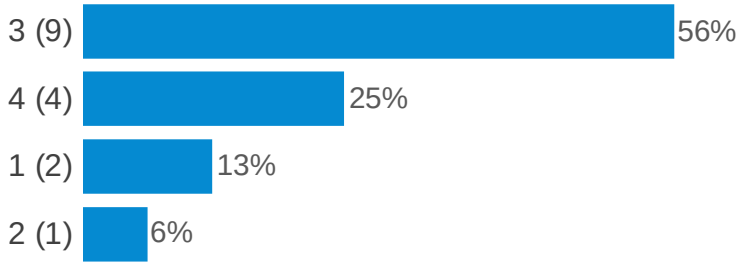
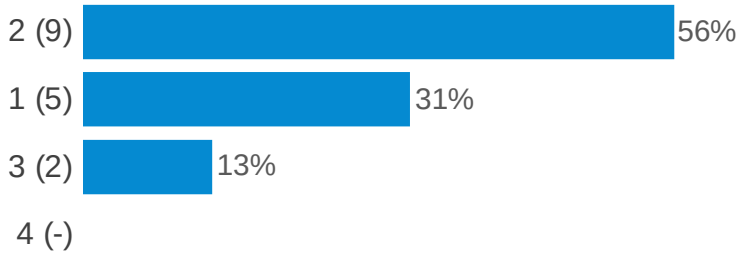
Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Continuing education)**



Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Knowledge of different license types)**



Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (License renewal requirements)**



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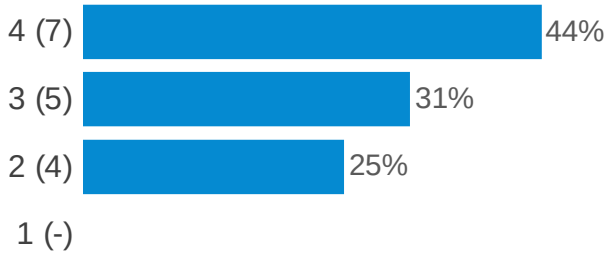
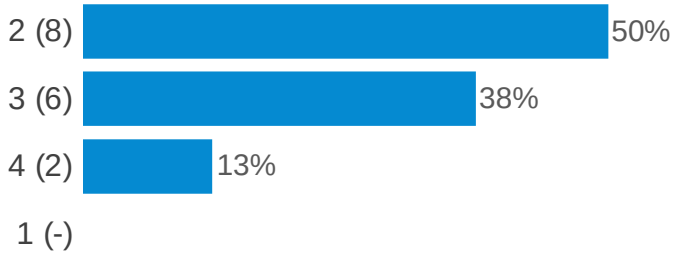
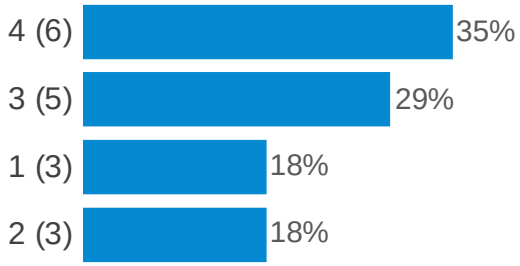
Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Reporting obligations)**



Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Confidentiality and records)**



Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Representation and use of title)**



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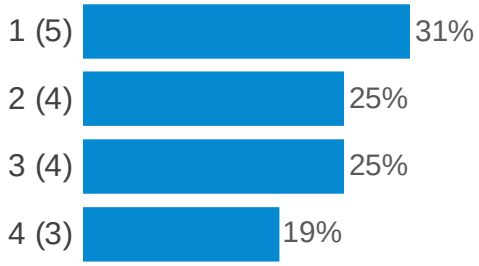
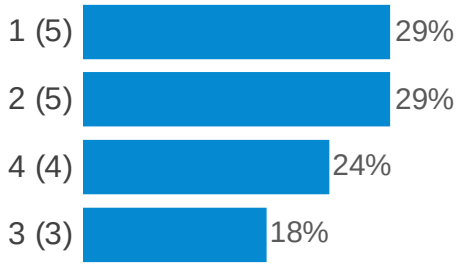
Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Professional and ethical conduct)**

Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Confidentiality and records)**

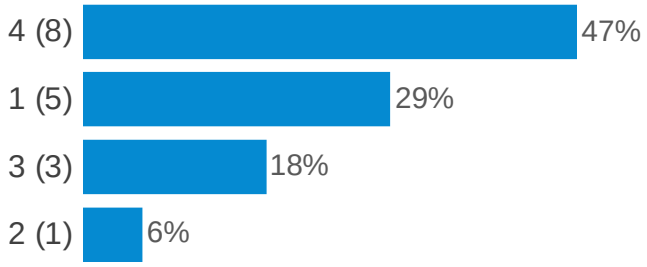


Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Authorized scope of practice)**

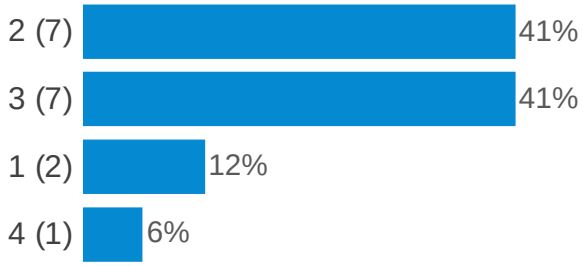


Jurisprudence Exam Survey

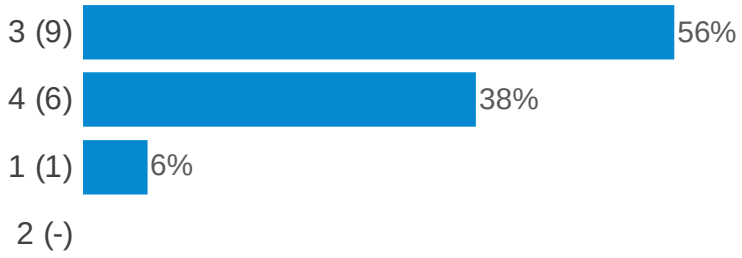
Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Definition of social work practice)**



Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Competency)**

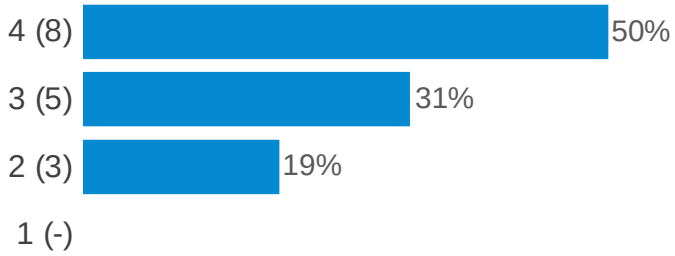


Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Grounds for action)**

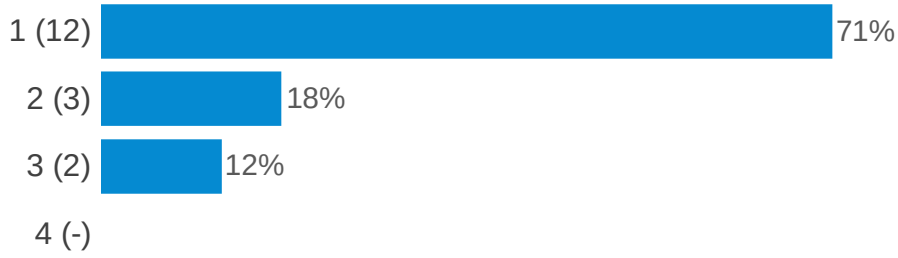


Jurisprudence Exam Survey

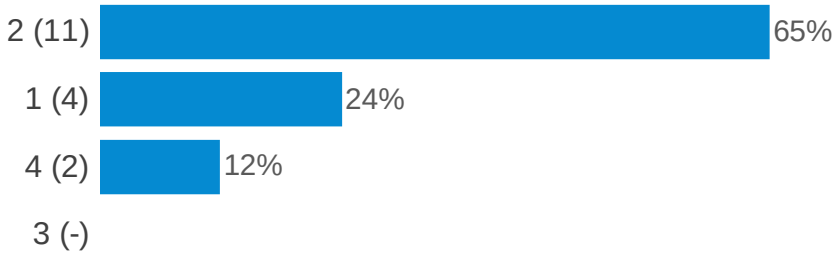
Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Unlicensed practice)**



Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Professional and ethical conduct)**

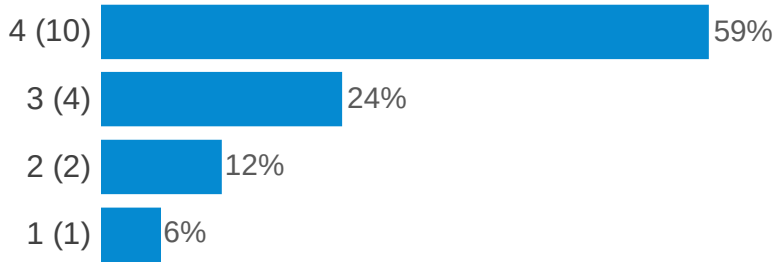


Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Relationships with clients, former clients, and others)**

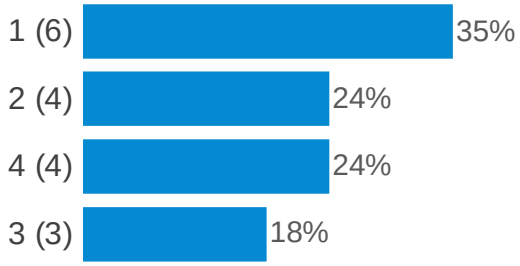


Jurisprudence Exam Survey

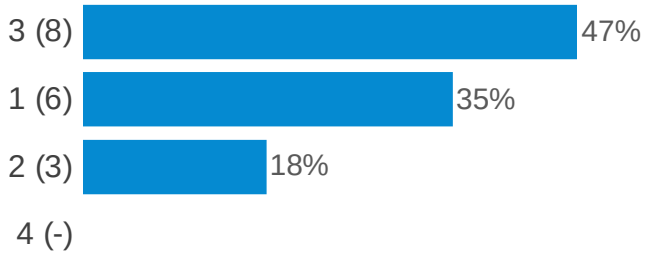
Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Fee and billing practices)**



Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Treatment and intervention services)**

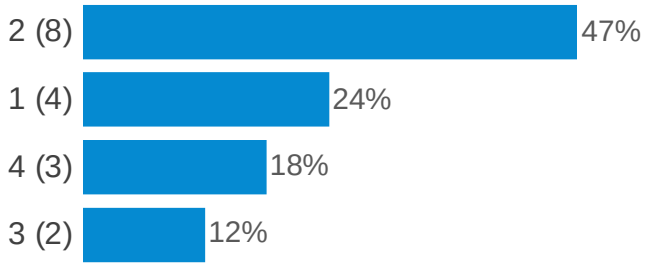


Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Confidentiality and records)**



Jurisprudence Exam Survey

Drag and drop the following requirements and content areas from the box on the left to the box on the right to rank them from MOST important (1) **to** LEAST important (4)**: (Impairment)**



MINNESOTA BOARD OF SOCIAL WORK

2829 University Ave SE Ste 340
Minneapolis MN 55414-3239
612-617-2100 | 612-617-2103 (fax)
social.work@state.mn.us | mn.gov/boards/social-work

Protecting the Public

JURISPRUDENCE EXAM SURVEY RESULTS

Report to Communication Education & Outreach Committee
April 4, 2019

SUMMARY

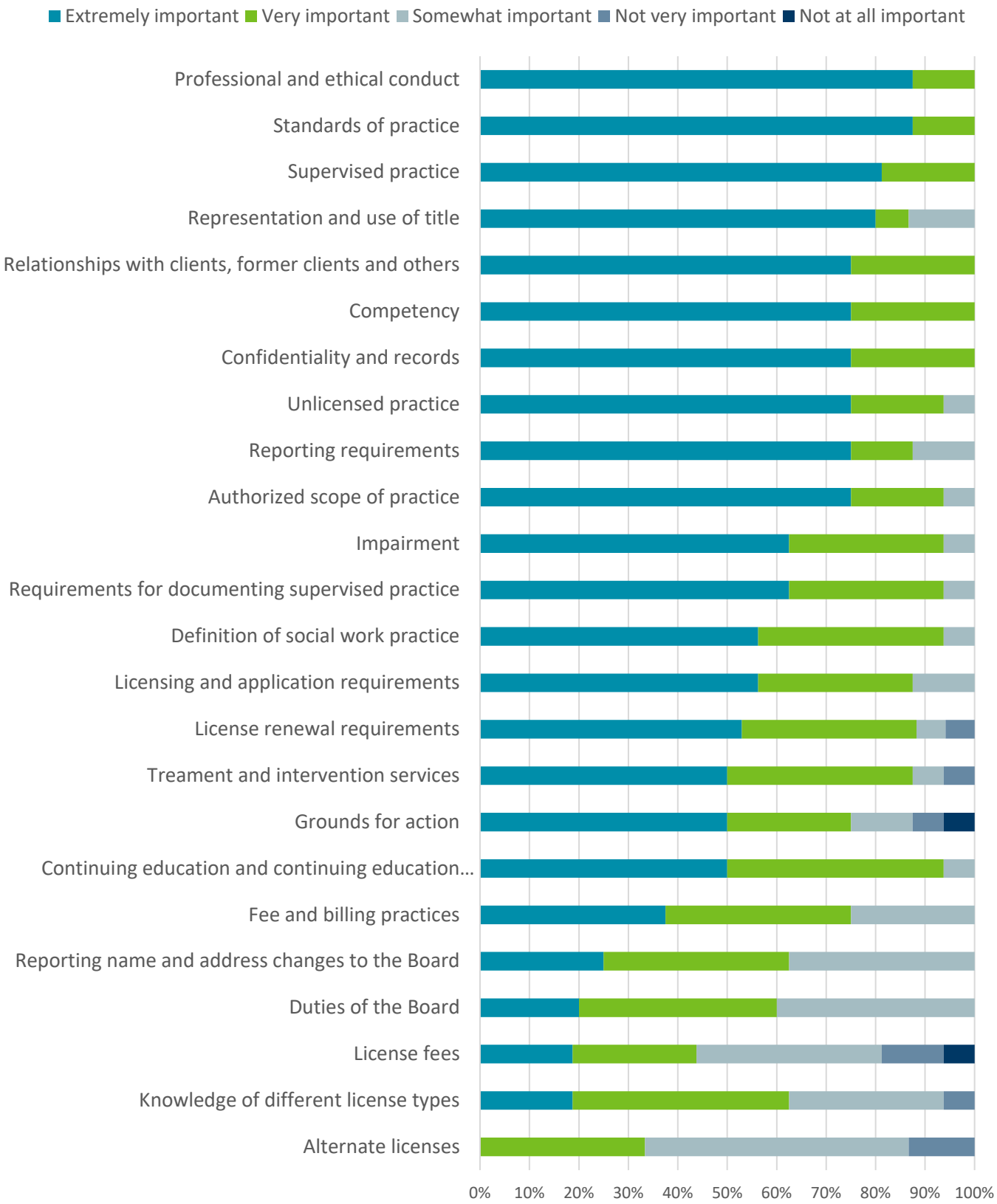
- **Standards of practice** were consistently rated as most important requirement/content area overall, with **professional and ethical conduct** rated highest of specific standards
- **Supervised practice** was rated as most important when compared to licensing requirements other than standards of practice, i.e., continuing education, license and application requirements, etc.
- Other highly rated topics included **authorized practice** and **unlicensed practice**

DATA SNAPSHOT

See following pages for detailed survey results/graphs

- Licensing requirements or topics that **75% or more** of respondents said were "**Extremely important**":
  - Standards of practice (88%):
    - Professional and ethical conduct (88%)
    - Representation and use of title (80%)
    - Reporting requirements (75%)
    - Confidentiality and records (75%)
    - Competency (75%)
    - Relationships with clients, former clients and others (75%)
  - Supervised practice (81%)
  - Authorized scope of practice (75%)
  - Unlicensed practice (75%)
- **Professional and ethical conduct**, **standards of practice**, and **supervised practice**:
  - Not rated less than "Very Important" by any respondents
  - Each received at least one ranking as "MOST important (1)" when ranked out of four requirements/content areas

How important do you think it is for licensees to be knowledgeable about the following licensing requirements or content areas?



Ranking of requirements and content areas from **MOST important (1)** to **LEAST important (4)**

1	Standards of practice
2	Definition of social work practice
3	Supervised practice
4	License and application requirements

1	Authorized scope of practice
2	Supervised practice
3	License renewal requirements
4	Knowledge of different license types

1	Supervised practice
2	Representation and use of title
3	Continuing education
4	Duties of the Board

1	Standards of practice
2	Definition of social work practice
3	Unlicensed practice
4	Duties of the Board

1	Continuing education requirements
2	License renewal requirements
3	Knowledge of different license types
4	License fees

Ranking of requirements and content areas from **MOST important (1)** to **LEAST important (4)** *(continued)*

1	Professional and ethical conduct
2	Confidentiality and records
3	Representation and use of title
4	Reporting obligations

1	Confidentiality and records
2	Authorized scope of practice
3	Competency
4	Definition of social work practice

1	Professional and ethical conduct
2	Relationships with clients, former clients, and others
3	Grounds for action
4	Unlicensed practice

1	Treatment and intervention services
2	Impairment
3	Confidentiality and records
4	Fee and billing practices

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Protecting the Public

COMPLIANCE PROCESS REVIEW AD-HOC COMMITTEE MINUTES

May 1, 2019 – 2pm – 4pm – BOSW Conference Room #340

REMOTE MEETING ACCESS

WebEx Video Conference or Conference Call Participation: Meeting invite sent out by Board includes details for participating via WebEx. Contact Kate Manley at kate.manley@state.mn.us with questions.

COMMITTEE MEMBERS

Board Members Present: Carol Payne, LSW Member

Board Members Present via WebEx: Mary Weaver, Public Member, co-chair; Jill Grover, LISW Board Member; Laura McGrath, Public Member

Board Members Absent: Ken Middlebrooks, Public Member, co-chair

Board Staff Present: Kate Zacher-Pate, LSW, Executive Director; Megan Gallagher, JD, Regulations Analyst

AGENDA

1. **Welcome and call meeting to order: [Weaver]**
    a. Meeting called to order at 2:10 p.m.

2. **Minutes: [Attached]**
    a. February 17, 2017 minutes previously approved at March 2017 Board meeting.

3. **Recap Work to Date: [All]**
    a. History of CRC
        i. Zacher-Pate provided history of creation of CRC which was based on previous strategic plan and need for an intentional review of the compliance process. At the time, it had been several years since the compliance process received a review. The full Board then created this ad-hoc committee to complete a thorough review of the compliance process and make recommendations for improvement.
        ii. CRC worked for nearly two years and created a comprehensive final report with recommendations. The report was presented to and approved by full Board in March 2017. Based on the ongoing work of a new strategic plan at that time, the CRC put meetings on hold.
        iii. With the completion of the 2015-2018 Strategic Plan, the CRC reconvened to review the recommendations and determine next steps.
    b. Review of CRC Recommendations

i. Gallagher reported that many of the CRC tasks and recommendations are complete or partially complete. Staff suggested creation of a new tracking document that identifies the status of each recommendations.
ii. For incomplete recommendations, the CRC will identify whether tasks should remain with CRC, be integrated into the next strategic plan, or be assigned to another committee.
iii. Zacher-Pate noted some dynamics and landscape have changed since the CRC final report. For example, we now know that double the amount of complaints is the normal; two years ago, CRC did not know yet if it was an anomaly. Also, many of the CRC recommendations were completed as a part of the 2015-2018 Strategic Plan.
iv. Payne noted the CRC should continue to be a mix of compliance panel and non-compliance panel members to provide that outside unique perspective.

c. Comparison of CRC Final Recommendations and 2015-2018 Strategic Plan Completed Priorities
i. Committee Reviewed the recommendations one by one to determine whether completed or needs more.

d. Payne noted some of the recommendations are complete or the recommendations is no longer relevant. For example, the transparency survey is no longer needed as the Board developed many additional transparency strategies over the last two years including GovDelivery, Board newsletter, and additional information posted to website.

e. Review of Status of Long-Term Priorities:
i. GovDelivery, WebEx, and the newsletter feature compliance toolkit have helped Board achieve many of the long-term priorities. Many of these priorities are ongoing and currently assigned to CEOC. This includes Board presentations, the jurisprudence exam, and webinars posted to the website.
ii. Much of the outreach to legislators and governor's office has been achieved in the 2018 and 2019 legislative sessions. Board also sends the newsletter to legislators and can push board meeting updates to the governor's office and legislators.

4. New Business: [All]

a. Identify tasks for the CRC and develop workplan for completion
i. Board staff will create a document outlining the status of each CRC recommendation for review at next meeting.
ii. Grover noted that a review of the compliance panel structure would be useful due to scheduling difficulties with conferences. Gallagher suggested maybe having an extra compliance panel meeting on the calendar that may or may not be used and would be reserved only for conferences.
iii. Payne noted this is similar to a quality assurance audit.
iv. Payne asked staff to review the number of discipline staff at other boards in comparison to their licensees to help CRC assess staffing needs.
v. Payne also requested staff provide some fiscal data related to the cost of complaints. For example, staff could divide all complaint related costs by the number of complaints just to get an idea of what the range is.

b. Continued Role of the CRC
i. Zacher-Pate noted there are not many items from the CRC final report that would be exclusive to CRC. Payne suggested that the CRC could convene yearly for quality control and to complete an environmental scan. This would improve transparency and demonstrates accountability.

c. CRC will discuss possible meeting structure and role of the CRC at next meeting and determine whether there is a specific role for stakeholders in this process.
d. CRC will find a date for next meeting likely in June 2019.

5. Action Items & Next Steps

a. Staff will compare number of licensees to number of discipline staff.
b. Staff will try to find a complaint cost per complaint; fiscal analysis.
c. Staff will create tracking document with recommendations and what tasks were completed and what is left to do.
d. Committee will recommend to the Board what structure and charge of CRC should be in the future at July or September Board meeting.

6. Adjourn

a. Meeting adjourned at 3:30 p.m.

2019 MEETING SCHEDULE
CRC is an ad-hoc committee and meets as needed. Meetings are open to the public under Minnesota Statutes Chapter 13D, and held at the Board office. May 1, *2pm—4pm*
COMMITTEE CHARGE UNDER BOARD BYLAWS & 2015-2018 STRATEGIC PLAN
Review the complaint resolution process with regard to transparency, accountability, cost savings, and possible efficiencies.

FY 2019

BOARD OF SOCIAL WORK

Paid Thru 04/30/19
Payroll Paid Thru 04/26/19
AGO's Paid Thru 03/19/19

APRIL 2019

	ORIGINAL BIENNIAL BUDGET	CURRENT ANNUAL BUDGET	AVAILABLE BALANCE	1ST QUARTER EXPENDED	2ND QUARTER EXPENDED	3RD QUARTER EXPENDED	4TH QUARTER EXPENDED	TOTAL YR TO DATE EXPENDED	% SPENT OF TOTAL BUDGET	SYSTEM PROJECTION-ENCUMBERED
OPERATIONS - Fund 1201 - H7L1111										
FULL - TIME SALARY	$880,000.00	$882,342.00	$0.00	$190,455.87	$195,584.64	$234,183.94	$67,741.98	$687,966.43	77.97%	$ 194,375.57
PART-TIME, SEASONAL	$26,000.00	$23,502.00	$0.00	$3,806.38	$5,061.83	$6,923.33	$2,048.22	$17,839.76	75.91%	$ 5,662.24
OVER-TIME PAY	$0.00	$2,000.00	$0.00	$185.63	$0.00	$0.00	$0.00	$185.63	9.28%	$ 1,814.37
OTHER BENEFITS- PER DIEMS	$35,000.00	$40,000.00	$0.00	$2,250.00	$6,605.01	$3,450.00	$2,625.00	$14,930.01	37.33%	$ 25,069.99
SPACE RENTAL, MAINT & UTIL	$72,000.00	$72,317.59	-$2,969.93	$17,655.26	$17,970.45	$19,354.61	$6,348.33	$61,328.65	84.80%	$ 13,958.87
PRINTING & ADVERTISING	$11,000.00	$21,000.00	$15,620.95	$324.08	$1,682.32	$799.89	$548.39	$3,354.68	15.97%	$ 2,024.37
PROF/TECH SERVICES	$9,000.00	$19,000.00	$18,950.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$ 50.00
IT PROF/TECH SERVICES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Not Budgeted	$ -
COMPUTER/SYSTEM SERVICE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Not Budgeted	$ -
COMMUNICATIONS	$30,000.00	$33,198.00	$17,921.28	$18.36	$4,418.76	$5,273.52	$1,102.76	$10,813.40	32.57%	$ 4,463.32
TRAVEL, IN STATE	$18,000.00	$28,000.00	$11,542.53	$1,897.58	$4,374.34	$4,198.94	$2,234.84	$12,705.70	45.38%	$ 3,751.77
TRAVEL, OUT STATE	$7,000.00	$20,000.00	$9,367.97	$0.00	$2,080.54	$2,481.35	$1,960.64	$6,522.53	32.61%	$ 4,109.50
EMPLOYEE DEVELOPMENT	$6,000.00	$11,000.00	$5,990.00	$940.00	$1,925.00	$450.00	$0.00	$3,315.00	30.14%	$ 1,695.00
AGY PROVIDED PROF/TECH	$10,000.00	$45,000.00	$39,936.00	$32.00	$0.00	$132.00	$51.00	$215.00	0.48%	$ 4,849.00
CENTRALIZED IT SERVICES	$85,000.00	$115,000.00	$36,112.09	$1,582.90	$9,055.97	$10,974.91	$3,321.09	$24,934.87	21.68%	$ 53,953.04
SUPPLIES	$12,000.00	$73,282.41	$60,933.75	$1,995.33	$2,418.37	$2,711.62	$267.97	$7,393.29	10.09%	$ 4,955.37
EQUIPMENT	$5,000.00	$15,000.00	$11,454.36	$614.47	$646.99	$681.36	$209.42	$2,152.24	14.35%	$ 1,393.40
REPAIRS, MAINTENANCE	$2,000.00	$2,000.00	$897.63	$7.47	$304.20	$10.52	$0.00	$322.19	16.11%	$ 780.18
OTHER OPERATING COSTS	$26,000.00	$38,526.63	$34,462.63	$1,329.20	$431.35	$1,495.56	$78.42	$3,334.53	8.66%	$ 729.47
EQUIPMENT - NON CAPITAL	$12,000.00	$12,000.00	$3,939.08	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$ 8,060.92
TOTAL OPERATION COSTS	$1,246,000.00	$1,453,168.63	$264,158.34	$223,094.53	$252,559.77	$293,121.55	$88,538.06	$857,313.91	59.00%	$ 331,696.38
H7L Legal Cost Account - Fund 1201										
OTHER BENEFITS- PER DIEMS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Not Budgeted	$ -
PRINTING & ADVERTISING	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Not Budgeted	$ -
PROF/TECH SERVICES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Not Budgeted	$ -
TRAVEL, IN STATE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Not Budgeted	$ -
AGY PROVIDED PROF/TECH	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Not Budgeted	$ -
TOTAL H7L LEGAL COST ACCOUNT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Not Budgeted	$ -
H7L RETIREMENT										
OTHER BENEFITS- PER DIEMS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Not Budgeted	$ -
TOTAL RETIREMENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Not Budgeted	$ -
CRIMINAL BACKGROUND CHECKS - Fund 2000 - H7K3000										
AGY PROVIDED PROF/TECH	$25,000.00	$81,952.45	$0.00	$2,880.00	$8,992.00	$6,560.00	$9,941.75	$28,373.75	34.62%	$ 53,578.70
TOTAL CRIMINAL BACKGROUND CHE	$25,000.00	$81,952.45	$0.00	$2,880.00	$8,992.00	$6,560.00	$9,941.75	$28,373.75	34.62%	$ 53,578.70
INDIRECT COSTS/OTHER COSTS (From other Gov't Agencies) - Fund 1201										
ADMIN. SERV. UNIT	$143,977.87	$78,896.83	$48,251.04	$8,657.90	$10,615.54	$11,372.35	$0.00	$30,645.79	38.84%	
ASU - MN.IT STAFF COSTS	$134,137.78	$134,137.78	$58,162.74	$23,032.22	$22,446.92	$27,524.88	$2,971.02	$75,975.04	56.64%	
HEALTH PROFESS SERV PROG	$29,018.92	$29,018.92	-$458.15	$9,066.34	$9,805.00	$10,605.73	$0.00	$29,477.07	101.58%	
ATTORNEY GENERAL	$200,000.00	$200,000.00	$70,792.00	$42,100.20	$43,599.00	$43,508.80	$0.00	$129,208.00	64.60%	
CRIMINAL BACKGROUND CHECKS	$28,501.58	$28,501.58	$10,258.56	$6,685.16	$4,733.82	$6,824.04	$0.00	$18,243.02	64.01%	
STATEWIDE INDIRECT	$18,000.00	$10,107.00	$5,053.50	$2,526.75	$0.00	$2,526.75	$0.00	$5,053.50	50.00%	
TOTAL INDIRECT COSTS/OTHER COST	$553,636.15	$480,662.11	$192,059.69	$92,068.57	$91,200.28	$102,362.55	$2,971.02	$288,602.42	60.04%	
TOTAL EXPENSES - 1201 FUND	$1,799,636.15	$1,933,830.74	$456,218.03	$315,163.10	$343,760.05	$395,484.10	$91,509.08	$1,145,916.33	59.26%	
TOTAL EXPENSES - 2000 FUND	$25,000.00	$81,952.45	$0.00	$2,880.00	$8,992.00	$6,560.00	$9,941.75	$28,373.75	34.62%	
TOTAL EXPENSES - ALL FUNDS	$1,824,636.15	$2,015,783.19	$58,744.88	$318,043.10	$352,752.05	$402,044.10	$101,450.83	$1,174,290.08	58.25%	
REVENUE										
LICENSING REVENUE - FUND 1201	$1,361,279.00	$1,413,624.10	$219,300.99	$364,942.97	$343,865.65	$356,191.60	$129,322.89	$1,194,323.11	84.49%	
BACKGROUND CHECKS - FUND 2000	$25,000.00	$20,000.00	-$23,900.00	$8,936.75	$12,256.00	$18,052.25	$4,655.00	$43,900.00		
TOTAL REVENUE - ALL FUNDS	$1,386,279.00	$1,433,624.10	$195,400.99	$373,879.72	$356,121.65	$374,243.85	$133,977.89	$1,238,223.11	86.37%	
SURPLUS (SHORTFALL) 1201 FUND	-$438,357.15	-$520,206.64	-$236,917.04	$49,779.87	$105.60	-$39,292.50	$37,813.81	$48,406.78	Not Budgeted	
SURPLUS (SHORTFALL) 2000 FUND	$0.00	-$61,952.45	-$23,900.00	$6,056.75	$3,264.00	$11,492.25	-$5,286.75	$15,526.25	Not Budgeted	

Prepared by: Administrative Services Unit/JV
05/09/19
FILE NAME: FY19 Social Work Expenses

FY 2019

BOARD OF SOCIAL WORK
ACTUAL RECEIPT REPORT

Receipts as of: 04/30/19

APRIL 2019

	REVENUE SOURCE CODE #	CURRENT REVENUE BUDGET	ESTIMATED UNCOLLECTED RECEIPTS	1ST QUARTER RECEIPTS	2ND QUARTER RECEIPTS	3RD QUARTER RECEIPTS	4TH QUARTER RECEIPTS	TOTAL YR TO DATE RECEIPTS	% RECEIPTS OF TOTAL BUDGET
Credit Card Clearing	553094	$0.00	($6,262.89)	$2,671.51	$1,418.63	$1,642.87	$529.88	$6,262.89	Not Budgeted
H7L SW Professional Firm	608257	$2,000.00	($675.00)	$525.00	$1,125.00	$900.00	$125.00	$2,675.00	133.75%
Supervision Plan Late Fee	648700	$1,800.00	$120.00	$720.00	$400.00	$360.00	$200.00	$1,680.00	93.33%
LGSW Reactivation Temp Leave	648701	$144.00	($240.00)	$0.00	$162.00	$72.00	$150.00	$384.00	266.67%
LSW Reactivation Expiration	648702	$5,832.00	$388.12	$1,798.88	$607.50	$2,187.00	$850.50	$5,443.88	93.34%
LSW Reactivation Temp Leave	648703	$972.00	$921.36	($317.25)	$104.63	$192.38	$70.88	$50.64	5.21%
LISW Reactivation Expiration	648704	$1,296.00	$648.00	$0.00	$648.00	$0.00	$0.00	$648.00	50.00%
LISW Reactivation Temp Leave	648705	$216.00	($769.50)	$144.00	$517.50	$108.00	$216.00	$985.50	456.25%
LICSW Reactivation Expiration	648706	$7,155.00	$1,431.00	$1,431.00	$1,788.75	$1,788.75	$715.50	$5,724.00	80.00%
LICSW Reactivation Temp Leave	648707	$1,908.00	$874.50	$0.00	$437.25	$596.25	$0.00	$1,033.50	54.17%
LGSW Reactivation Expiration	648708	$5,832.00	$1,296.00	$864.00	$2,376.00	$1,296.00	$0.00	$4,536.00	77.78%
Temporary License Application	648709	$13,750.00	$7,450.00	$3,500.00	$1,550.00	$550.00	$700.00	$6,300.00	45.82%
Endorsement Application	648710	$20,825.00	$3,910.00	$5,185.00	$5,100.00	$5,185.00	$1,445.00	$16,915.00	81.22%
Misc Other	648711	$300.00	$260.00	$22.50	$2.50	$0.00	$15.00	$40.00	13.33%
Misc / Discipline Fines	648712	$1,500.00	$1,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
LISW & LICSW Application Fee	648713	$17,550.00	($720.00)	$5,490.00	$5,220.00	$5,760.00	$1,800.00	$18,270.00	104.10%
Lic Verifications Insurance Co	648714	$15.00	$15.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Cont Ed Other	648715	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Not Budgeted
LICSW Temporary Leave	648716	$2,862.00	$0.00	$1,192.50	$238.50	$954.00	$477.00	$2,862.00	100.00%
LISW Temporary Leave	648717	$432.00	$432.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
LGSW Temporary Leave	648718	$1,440.00	$144.00	$432.00	$288.00	$288.00	$288.00	$1,296.00	90.00%
Social Worker NSF Check Penalty	648719	$60.00	$20.00	$0.00	$0.00	$40.00	$0.00	$40.00	66.67%
Misc - Mail Labels	648720	$20,000.00	$5,561.15	$8,423.85	$3,950.00	$1,765.00	$300.00	$14,438.85	72.19%
LSW & LGSW Application Fee	648721	$65,250.00	$9,405.00	$10,755.00	$15,300.00	$23,715.00	$6,075.00	$55,845.00	85.59%
LSW Original License	648722	$48,195.00	$21,323.17	$8,974.20	$5,173.88	$10,351.11	$2,372.64	$26,871.83	55.76%
LGSW Original License	648723	$79,200.00	$22,440.74	$31,204.52	$14,620.12	$8,701.12	$2,233.50	$56,759.26	71.67%
LISW Original License	648724	$1,944.00	$312.00	$267.00	$555.00	$540.00	$270.00	$1,632.00	83.95%
LICSW Original License	648725	$35,775.00	($12.57)	$8,889.35	$8,978.29	$12,897.38	$5,022.55	$35,787.57	100.04%
LSW Renewal	648726	$206,550.00	$34,792.20	$52,893.00	$48,843.00	$50,338.80	$19,683.00	$171,757.80	83.16%
LSW Temporary Leave	648727	$2,268.00	$405.00	$405.00	$648.00	$729.00	$81.00	$1,863.00	82.14%
Social Work Emeritus Status	648728	$1,740.00	$487.20	$216.00	$432.00	$475.20	$129.60	$1,252.80	72.00%
SW Duplicate License Charge	648729	$8,700.00	$1,080.00	$2,220.00	$2,760.00	$2,010.00	$630.00	$7,620.00	87.59%
Cont Ed Sponsor Fee	648730	$58,000.00	$6,050.00	$13,200.00	$15,950.00	$19,450.00	$3,350.00	$51,950.00	89.57%
LGSW Renewal	648731	$144,000.00	$8,352.00	$39,744.00	$37,152.00	$43,632.00	$15,120.00	$135,648.00	94.20%
LISW Renewal	648732	$64,800.00	$17,712.00	$12,744.00	$13,176.00	$14,688.00	$6,480.00	$47,088.00	72.67%
LICSW Renewal	648733	$548,550.00	$63,633.27	$141,238.23	$147,870.00	$138,807.00	$57,001.50	$484,916.73	88.40%
Soc Work Dupliate License Card	648734	$300.00	$50.00	$90.00	$50.00	$90.00	$20.00	$250.00	83.33%
Soc Work Verification	648735	$3,450.00	$430.00	$1,235.00	$645.00	$825.00	$315.00	$3,020.00	87.54%
LSW Late Renewal Fee	648736	$3,017.25	$850.50	$789.75	$567.00	$648.00	$162.00	$2,166.75	71.81%
LGSW Late Renewal Fee	648737	$2,160.00	$108.00	$468.00	$576.00	$720.00	$288.00	$2,052.00	95.00%
LISW Late Renewal Fee	648738	$810.00	$270.00	$162.00	$162.00	$162.00	$54.00	$540.00	66.67%
LICSW Late Renewal Fee	648739	$4,174.10	$686.38	$1,013.08	$954.08	$1,162.78	$357.78	$3,487.72	83.56%
LSW Emeritus Active License	648740	$567.00	$162.00	$162.00	$81.00	$162.00	$0.00	$405.00	71.43%
LGSW Emeritus Active License	648741	$144.00	$0.00	$144.00	$0.00	$0.00	$0.00	$144.00	100.00%
LISW Emeritus Active License	648742	$324.00	($324.00)	$216.00	$324.00	$108.00	$0.00	$648.00	200.00%
LICSW Emeritus Active License	648743	$4,770.00	$1,669.50	$834.75	$834.75	$715.50	$715.50	$3,100.50	65.00%
LSW License Late Fee	648744	$12,000.00	$7,747.79	$2,086.04	$828.27	$1,082.65	$255.25	$4,252.21	35.44%
LGSW License Late Fee	648745	$10,000.00	$5,342.00	$2,382.00	$1,216.00	$366.00	$694.00	$4,658.00	46.58%
LISW License Late Fee	648746	$200.00	$73.00	$251.00	($124.00)	$0.00	$0.00	$127.00	63.50%
LICSW License Late Fee	648747	$750.00	($117.68)	$249.06	$359.00	$129.81	$129.81	$867.68	115.69%
LICSW Emeritus Active Late Fe	648761	$59.62	$59.62	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
LISW Emeritus Active Late Fee	648762	$27.00	$0.00	$27.00	$0.00	$0.00	$0.00	$27.00	100.00%
LGSW Emeritus Active Late Fee	648763	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	Not Budgeted
LSW Emeritus Active Late Fee	648764	$10.13	$10.13	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
TOTAL REVENUE		**$1,413,624.10**	**$219,300.99**	**$364,942.97**	**$343,865.65**	**$356,191.60**	**$129,322.89**	**$1,194,323.11**	**84.49%**

FY 2019

BOARD OF SOCIAL WORK
CRIMINAL BACKGROUND CHECKS

Receipts as of: 04/30/19

	REVENUE SOURCE CODE #	CURRENT REVENUE BUDGET	ESTIMATED UNCOLLECTED RECEIPTS	1ST QUARTER RECEIPTS	2ND QUARTER RECEIPTS	3RD QUARTER RECEIPTS	4TH QUARTER RECEIPTS	TOTAL YR TO DATE RECEIPTS	% RECEIPTS OF TOTAL BUDGET
H7L Criminal Background Fee	648765	$60,000.00	$16,100.00	$8,936.75	$12,256.00	$18,052.25	$4,655.00	$43,900.00	73.17%
TOTAL REVENUE		**$60,000.00**	**$16,100.00**	**$8,936.75**	**$12,256.00**	**$18,052.25**	**$4,655.00**	**$43,900.00**	**73.17%**

Prepared by: Administrative Services Unit/ JV
05/09/19
File Name: FY19 Social Work Revenue

MINNESOTA
BOARD OF SOCIAL WORK

2829 University Ave SE Ste 340
Minneapolis MN 55414-3239
612-617-2100 | 612-617-2103 (fax)
social.work@state.mn.us | mn.gov/boards/social-work

Protecting the Public

FY 2019 Monthly Budget Report Data
May 17, 2019 Board Meeting

FY 2019 Expenditures					
Type	**Budgeted Amount**	**Date Paid Through**	**% Fiscal Year**	**Amount Spent**	**% Spent**
Total: Direct Operations [1]	$1,453,169	4/30/19	83%	$857,314	59%
Direct Operations Encumbered [4]				$331,696[4]	23%
Indirect AGO	$200,000	3/19/19	68%	$129,208	65%
Indirect HPSP	$29,019	3/31/19	75%	$29,477	102%
Indirect Other [3]	$117,506	3/31/19	75%	$46,735	27%
Total: Indirect	$346,524 [2]			$288,602	75%
Total: Direct & Indirect	$1,933,831			$1,145,916	60%

[1] Carry forward of $180,169 from FY 18.
[2] ASU FY 19 budgeted amount reduced by $72,974; from $419,498 to $346,524.
[3] "Indirect Other" includes Administrative Services Unit (ASU); Criminal Background Check Program Office (CBCPO); Statewide Indirect.
[4] Encumbered funds are not yet spent but are funds identified/anticipated to be spent over course of fiscal year.

FY 2019 Revenues				
Budgeted Amount	**Collected Through**	**% Fiscal Year**	**Amount Collected**	**% Collected**
$1,413,624 [1]	4/30/19	83%	$1,194,323	84.5%

[1] Original FY 19 budgeted amounted of $1,318,274, was increased by $95,350, based on refresh of FY 19 budget projections during FY 2020-FY2021 budget planning.

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Protecting the Public

LEGISLATION AND RULES COMMITTEE MINUTES

April 25, 2019 – 1pm – 4pm – BOSW Conference Room #340

REMOTE MEETING ACCESS

WebEx Video Conference or Conference Call Participation: Meeting invite sent out by Board includes details for participating via WebEx. Contact Kate Manley at kate.manley@state.mn.us with questions.

COMMITTEE MEMBERS

Board Members Present: Angie Hirsch, LICSW, Board Chair; Thomas Brooks, Public Member; Ken Middlebrooks, Public Member; Jolene Engelking, LISW

Board Members via WebEx: Pa Der Vang, LICSW

Board Members Absent: Stephanie Jacobson, LSW; Shawn Yates, Public Member

Board Advisory Committee Stakeholders Present: Karen Frees, LICSW, MN Coalition; Karen Goodenough, LGSW, NASW-MN

Board Advisory Committee Stakeholders Absent: Lake Dziengel, LICSW, MCSWE

Board Staff Present: Kate Zacher-Pate, LSW, Executive Director; Megan Gallagher, JD, Regulations Analyst; Michelle Kramer-Prevost, LISW, Assistant Director

AGENDA

1. **Welcome and call meeting to order: [Hirsch]**

    a. Hirsch called the meeting to order at 1:07 p.m.

2. **Minutes: [Attached]**
    a. March 28, 2019, minutes approved with one correction. Karen Frees was incorrectly listed as absent.

3. **Recap action items and suggestions from March 28 meeting: [All]**
    a. 148E.055, subd. 5(b)(3), Requirements to satisfy the 360 Clinical Clock Hours via CE
        i. Staff summarized findings regarding CE via online and independent learning
            1. Kramer-Prevost shared several studies that demonstrate online learning is effective.

2. Staff noted BOSW definition of Independent study includes research and reading articles; not limited to online webinars.
3. Committee noted the 90 hours allowed via CE is 25% of the total hours for 360 and 75% of hours are done through academic coursework. Online MSWs could complete the entire 360 via online learning. Kramer-Prevost noted CE hours are typically used to fill any clinical content gaps in the MSW program.
4. Kramer-Prevost reminded committee that only a handful of applicants would benefit from being able to complete more than 90 hours via CE, usually from MSW programs with a generalist rather than clinical focus or MSW completed many years ago.
5. Committee recommended that 90 CE hours could be any kind of CE, including entirely completed via independent study.

ii. Definition of CE
1. Staff noted CE is not currently defined in Practice Act. Staff recommended adding both CE and independent study in the definitions section.
2. Staff proposed using the ASWB model law definition of CE as a starting point.
    a. Committee agreed this definition works but that more explanation and clarity should also be added to CE sections of the practice act.
3. All agreed the CE definitions for renewal and 360 should be the same.
4. Members had a discussion about several other possible names for CE independent study including, self-directed learning. Staff will research how other boards and profession name and define independent study and bring a proposal back to committee.

iii. Documentation of CE for 360
1. Committee agreed post-test should not be required but need to determine how applicants will demonstrate they completed the CE, especially in cases of independent study.
2. Committee discussed use of certificates of attendance as one method, but this would not address independent research or reading CEs.
3. Kramer-Prevost reiterated that the documentation submitted to fulfill this requirement is the most labor intensive part of LICSW applications.
4. Staff agreed to consider several options and present a recommendation to Committee at next meeting. Staff will consider how much direction needs to be in statute and how the requirements will be operationalized.

4. Review Sections with Framework Goals: 1) Promotes Board Mission; 2) Mobility Impact; 3) Competency Standards vs Barriers; 4) Operational Efficiencies; 5) Data Driven Policy; 6) Workforce Issues: [All]

a. 148E.055, subd. 7, Licensure by endorsement
    i. Staff began the discussion with a synopsis of the mobility legislation moving in CA and passed in AZ. These proposals ease licensure for individuals licensed in other jurisdictions at the independent clinical level.
    ii. Staff recommended that the current structure of the .055 section be modified and rather than having one endorsement section that references back to the license types, each license type will have a section for licensure by exam and license by endorsement.

iii. Committee agreed with this recommendation. Middlebrooks noted this structure reinforces the two tracks concept; those who are applying for an initial license and those who are already licensed in another jurisdiction
iv. Zacher-Pate restated the high-level themes driving mobility and endorsement: minimize barriers; expedite application process; and accept vetting process for licensure in the other jurisdiction.
v. With those themes in mind, the staff recommended the committee discuss and determine what criterion are needed to grant licensure to individuals licensed in another jurisdiction. The following criterion were considered:
    1. Current License in another jurisdiction. How long must the person have been licensed?
        a. All agreed the license in the other jurisdiction must be current and active
        b. Committee discussed what the appropriate length of time the applicant must have held the license in another jurisdiction. There was consensus that the length of time requirements creates a barrier. AZ has both one- and three-year provisions; CA uses a minimum of two years.
        c. Initially, the members agreed a minimum length of time is not necessary. However, in discussing whether LSWs and LGSWs (non-clinical) would be subject to post-licensure supervision requirements, some members agreed a minimum length of time might be needed.
        d. Committee discussed whether someone who has been practicing for a number of years as an LSW or an LGSW in another state should be required to complete post-licensure supervision for LSWs and LGSWs. Members agreed this topic would be discussed further at next meeting with additional information from ASWB regarding supervision requirements for different license types in other states.
    2. No discipline
        a. Committee agreed no disciplinary action is important piece of endorsement.
        b. Committee then discussed what to do for individuals who have discipline, current or resolved.
        c. Members agreed the Board should be able to issue licenses to individuals who may have been disciplined in the past while maintaining the discretion to investigate concerning behavior.
    3. Criminal background check
        a. Required by 214.075 and must be included for endorsement applicants.
    4. Source documentation (i.e. transcripts; score transfers)?
        a. Committee discussed whether any source documentation should be required as a part of the endorsement application. For example, Board currently requires official transcript and official score report.
        b. All agreed a license verification from the jurisdiction where the licensee is currently licensed is needed (in whatever form the jurisdiction provides that verification.)

c. Committee discussed whether to request an official transcript. Board would have the person's degree information on the application for licensure. Committee already agreed that under the mobility model, we trust that the other state vetted this person. Thus, the consensus of the group was that a transcript is not necessary.
d. Committee discussed whether to request a score transfer. Group noted evidence of passing score on the exam is not required for endorsement under the mobility model. Because the basis of eligibility is the current active license in another state, exam score not needed.

5. Verification of supervised practice
    a. What about supervision for endorsement? Committee members agreed evidence of supervised practice completion should not be required for licensure by endorsement.
    b. However, whether to require LSWs and LGSWs by endorsement to demonstrate completion of post-licensure supervision requirements or obtain supervision once they begin practicing in MN needs additional consideration and discussion.
6. Educational requirements
    a. Committee discussed whether endorsement applicants need to have a BSW or an MSW.
    b. Mobility assumes that if you are licensed somewhere else and were vetted by that Board, you can get a license here. Thus, a specific degree is not required; you met the requirements for licensure in the other state.
    c. Staff noted many other jurisdictions are taking the position that it is ok that you don't have a social work degree if you are currently licensed somewhere else. Overall, the number of licensed people nationwide without a social work degree is small; it's not going to be flood of non-social work degreed people.
    d. In addition, grandparenting provisions are for a fixed period of time and are not an ongoing licensing option.
    e. Members agreed evidence of a social work degree is not a necessary component of licensure by endorsement.
7. Clinical education requirements
    a. Not currently required for licensure by endorsement; adding would be inconsistent with mobility model.
8. Application and Fee
    a. Required for all applicants.

5. Recap & Action Items

a. Staff will draft language clarifying documentation required for CEs completed as part of the 360 for independent study and in person CEs.
b. Staff will obtain information about how other professions use and define independent study of self-directed learning.
c. Staff will contact ASWB for information about whether and other states have moved forward with mobility for LSW or LGSW license types and how post-licensure supervision requirements

are handled. Staff will also request more data on how much post-licensure supervision is required in how many states.

6. Public Comment

a. There were no members of the public in attendance.

7. Other Business

a. Next meeting will begin with legislative strategy discussion before returning to the licensure by endorsement discussion.

8. Adjourn

a. The meeting adjourned at 4:02 p.m.

2019 MEETING SCHEDULE

L&R Committee meets monthly, on the fourth Thursday, from 1:00 – 4:00 pm, unless otherwise noted. Meetings are open to the public under Minnesota Statutes Chapter 13D, and held at the Board office.

January 31, *1pm – 4pm*	May 23	September 26
February 26, *3pm – 6pm*	June 27	October 24
March 28, *1pm – 4pm*	July 25	November 21
April 25	August 22	December 26

COMMITTEE CHARGE UNDER BOARD BYLAWS & 2015-2018 STRATEGIC PLAN

1. Determine need to conduct review "deep dive" of Social Work Practice Act MS 148E and remaining MS 148D provisions to ensure: 1) public protection 2) relevant regulation, 3) licensure mobility, 4) create operational efficiencies where possible, 5) identify and consider potential barriers, 6) consider overall workforce issues, 7) consider possible incorporation of technology standards into Practice Act – how board regulates technology in practice
2. Reference:
    a. ASWB/NASW technology standards
    b. ASWB Model Law
    c. ASWB Mobility Strategy referendum
3. Work to repeal county social worker licensing exemption, including clarification of use of social work title in county agencies

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Protecting the Public

LEGISLATION AND RULES COMMITTEE MINUTES

March 28, 2019 – 1pm – 4pm – BOSW Conference Room #340

COMMITTEE MEMBERS

Board Members Present:
In person: Angie Hirsch, LICSW, Board Chair; Stephanie Jacobson, LSW; Ken Middlebrooks, Public Member
Via WebEx: Pa Der Vang, LICSW; Shawn Yates, Public Member
Via Phone: Thomas Brooks, Public Member
Absent: Jolene Engelking, LISW

Board Advisory Committee Stakeholders Present: Karen Frees, LICSW, MN Coalition

Board Advisory Committee Stakeholders Absent:
Karen Goodenough, LGSW, NASW-MN; Lake Dziengel, LICSW, MCSWE

Board Staff Present: Kate Zacher-Pate, LSW, Executive Director; Megan Gallagher, JD, Regulations Analyst; Michelle Kramer-Prevost, LISW, Assistant Director

AGENDA

1. **Welcome and call meeting to order: [Hirsch]**

    a. Hirsch called the meeting to order at 1:07 p.m.

2. **Minutes**
    a. February 26, 2019 approved.

3. **Recap action items and suggestions from February 26 meeting: [All]**
    a. 148E.055, subd. 4, Requirements for LISW (by examination)
        i. Staff summarized the ASWB information around macro practice
            1. In 2018, 191 Advanced Generalist exams taken out of 22,000 ASWB exams nationally
            2. 36 Minnesota applicants took the Advanced Generalist exam in 2018
            3. Four states use "macro" in their definition of social work practice
            4. Five states have a defined scope of practice for master's level macro practice
        ii. Staff recommendation to add "macro" to definition of social work practice 148E.010, subd. 11. Redefining the scope of practice would be a drastic change and create workforce concerns given that currently any licensee has the potential to do macro practice, not those with master's degrees.

iii. General agreement with staff recommendations; no other changes to LISW requirements.

b. 148E.055, subd. 5, Requirements for LICSW (by examination)
   i. Panel agreed to make same technical/housekeeping changes to this section as previously made to LSW, LGSW, and LISW.
   ii. Changes to 360 Clinical Clock Hours Requirement Advanced Standing
      1. Committee members discussed the possibility of allowing advanced standing MSWs to use some of their BSW credits toward the 360 requirement
      2. Hirsch stated BOSW should be consistent with other MH professions and keep advanced standing as is.
      3. This decision was carefully made with much input from stakeholders at the time 360 went into effect. Jacobsen added that clinical content hours in BSW would be risky; a limited number would fall into the 360 categories.
      4. After some discussion, consensus of committee only hours earned at the MSW level should count toward the 360.
   iii. CE and Independent Study
      1. Kramer-Prevost reported information on LIC applications that use CE toward the 360 requirement
         a. In 2018, of 409 LC Apps, 1/3 have some CEs.
         b. Of those with CEs; 4060 hours of CE documentation reviewed by staff, including content description; certificate of attendance; and category of content hours
         c. Many applicants took both graduate courses and CEs.
         d. Most applicants submitting a lot of CE hours were advanced standing who attended a macro program.
         e. Staff noted changing to an attestation and audit model would address some of the labor-intensive nature of the CE review for staff. However, 360 is part of the minimum standards for LICSW licensure. Entry to practice has different standards than renewal.
         f. Staff currently relies on the applicant to define what the CE was; it can be subjective and difficult to verify.
      2. Increasing the CE requirement
         a. Committee discussed possibility of changing the current limit on CE for the 360 from 90 hours to 120 hours. This would be one way to remove barriers to completing the 360.
         b. Staff noted that increasing the amount to 120 is unlikely to be utilized by most applicants. Additional CE hours would have helped 2 people in 2018. Also, because it's been 8 years since this went into effect, the trend is that this will be less likely as we go forward.
         c. Kramer-Prevost noted that the clinical knowledge is also occurring while applicants are getting supervised practice.
         d. Hirsch noted that there do not seem to be good reasons to change the CE limit. Is there data to support the change based on one or two outliers? Frees added this is especially true since the trend is moving away from individuals needed that much CE to meet the 360.
         e. Consensus of the committee to keep the CE limit at 90 hours.
      3. Post-test requirement

a. Documentation for 360 currently requires a post-test and public course description.
b. Staff questioned whether it would be better to require evidence that the applicant took the course (completion certificate) that lists the title and the number of CEs, rather than course description. Staff could still request more information if needed. Applicant would still be able to assign the CE hours to the correct clinical content area.
c. Brooks opined that evidence of completion makes sense. Applicants have already met the baseline with the MSW. There is no way to prove how valuable CE content is under any circumstances.
d. Consensus of the committee to move toward evidence of completion but not moving to attest/audit model.

4. Limit on independent study
   a. Staff will review sources and suggest a new definition for independent study and 360 CE with a focus on inclusive language. This language defining independent study will remain parallel with the renewal CE section.
   b. Karen Frees noted the definition should be broad enough to include in-service trainings.
   c. The Committee discussed what the appropriate amount independent study should be. Increasing independent study amount reduces barriers and helps advanced standing students.
   d. Even if all 90 of the CE were completed independent study, it would still only be ¼ of the total 360.
   e. Zacher-Pate noted the limit on independent study was developed in 2007. Online learning has exploded since then, arguing in favor of increasing the amount.
   f. While there was some concern about learning clinical content via independent study, other noted the Board is still ensuring competence. The vast majority of the 360 is earned through academic coursework.
   g. Increasing the independent study increases flexibility and cost-saving without losing the competency standard. Perhaps we can call it professional development rather than CE.
   h. Consensus of the committee is to allow all 90 CEs via independent study.
   i. Staff will draft language for next meeting and possibly add definitions.

4. Framework for Endorsement Discussion [148E.055, subd.7]: [Zacher-Pate; Kramer-Prevost] [Attached]

a. The Committee reviewed several resources from ASWB regarding mobility including:
   i. Mobility resolution adopted at 2017 Delegate Assembly
   ii. ASWB Mobility Video
   iii. ASWB Mobility Taskforce Report
   iv. ASWB 2018 Model Law section 308 “Qualifications for Licensure by Endorsement”
   v. ASWB Mobility Website

b. California Mobility Legislation for Clinical Licensure **[2:45pm]**

i. Kim Madsen, Executive Officer, California Board of Behavioral Sciences, joined the committee meeting via phone to describe the mobility legislation in CA.
ii. Madsen described the process CA took including meeting with stakeholders and being aware of legislative push to reduce barriers to licensure for individuals coming to the state.
iii. The CA workgroup put together the mobility framework based on the idea that there are two groups of applicants: those who have never been licensed and those who are currently licensed somewhere else.
iv. CA is taking the position that individuals who are currently licensed somewhere else have already demonstrated entry level standards to the other state and that state did their due diligence in licensing the individual.
v. CA legislation will allow an individual to get licensed in CA if they have been licensed for at least two years somewhere else and license is in good standing. CA will not require the person to demonstrate completion of supervised practice, a passing exam score, or a social work degree to become licensed.
vi. The rationale for two years is that the individual will have completed at least one renewal cycle. CA will trust that the other state has determined this person meets the standards and will not require grandparented individuals to take an exam. The exam is for entry to practice and these individuals are already practicing. CA determined it is arbitrary to require a long-term practitioner to take an entry level exam.
vii. CA has seen great support for their model and not had any opposition.

5. **Review Sections with Framework Goals: 1) Promotes Board Mission; 2) Mobility Impact; 3) Competency Standards vs Barriers; 4) Operational Efficiencies; 5) Data Driven Policy; 6) Workforce Issues: [All]**
    a. 148E.055, subd. 6, Degrees from outside United States and Canada.
        i. No changes recommended to this section
    b. 148E.055, subd. 7, Licensure by endorsement.
        i. Agreement to include an endorsement section within each license type to provide more clarity.

6. **Recap & Action Items**
    a. Staff will redefine independent study section and present data and proposal
    b. Perhaps change the label from CE.
    c. Next meeting will include discussion of approach to mobility
    d. Next meeting will discussion of legislative strategy

7. **Public Comment**

    a. No members of the public were present.

8. **Other Business**

    a. There was no other business.

9. **Adjourn**

a. Meeting adjourned at 3:30 p.m.

2019 MEETING SCHEDULE

L&R Committee meets monthly, on the fourth Thursday, from 1:00 – 4:00 pm, unless otherwise noted. Meetings are open to the public under Minnesota Statutes Chapter 13D, and held at the Board office.

January 31, *1pm – 4pm*	May 23	September 26
February 26, *3pm – 6pm*	June 27	October 24
March 28, *1pm – 4pm*	July 25	November 21
April 25	August 22	December 26

COMMITTEE CHARGE UNDER BOARD BYLAWS & 2015-2018 STRATEGIC PLAN

1. Determine need to conduct review "deep dive" of Social Work Practice Act MS 148E and remaining MS 148D provisions to ensure: 1) public protection 2) relevant regulation, 3) licensure mobility, 4) create operational efficiencies where possible, 5) identify and consider potential barriers, 6) consider overall workforce issues, 7) consider possible incorporation of technology standards into Practice Act – how board regulates technology in practice
2. Reference:
    a. ASWB/NASW technology standards
    b. ASWB Model Law
    c. ASWB Mobility Strategy referendum
3. Work to repeal county social worker licensing exemption, including clarification of use of social work title in county agencies

MINNESOTA
BOARD OF SOCIAL WORK

2829 University Ave SE Ste 340
Minneapolis MN 55414-3239
612-617-2100 | 612-617-2103 (fax)
social.work@state.mn.us | mn.gov/boards/social-work

Protecting the Public

LEADERSHIP & DEVELOPMENT COMMITTEE

Monday, May 13, 2019 – 6:00 to 7:30 pm – BOSW Conference Room #340

COMMITTEE MEMBERS

Board Members Present:
In person: Laura McGrath, Public Member, Chair
Via WebEx: Thomas Brooks, Public Member; Jill Grover, LISW; Mary Weaver, Public Member
Absent: Ken Middlebrooks, Public Member

Board Staff Present:
Kate Manley, Licensing & Communications Coordinator

AGENDA

1. **Welcome and call meeting to order**

2. **Minutes:**
    a. February 11, 2019 minutes approved; no additions.

3. **Recap action items and suggestions from February 11 meeting:**
    a. Continue board member roundtable and lunch ideas to increase engagement:
        i. Discussed bingo activity at last Board meeting and ideas for upcoming Board meeting. McGrath proposed activity to practice "elevator speech" for Board members. Create slide with bullets and key words and have each Board member give 30 second speech during lunch at Board meeting. Grover to lead activity during morning roundtable.
    b. Contact Middlebrooks and other state agencies regarding succession planning resources:
        i. Manley reported that Kate Zacher-Pate has spoken to Middlebrooks regarding resources; no state agencies contacted.
    c. Create survey for board member training suggestions/needs and engagement:
        i. Survey completed and distributed to full Board and results will be presented to full Board at May 17 public Board meeting.
    d. Draft updated L&D Committee strategic action plan:
        i. Preliminary draft updated and available for committee review.
    e. Volunteer appreciation:
        i. Volunteer appreciation event held in March following March 15 public Board meeting.

4. **New business:**
    a. Review member training and engagement survey results:

i. Committee reviewed report on survey results. Results show that scheduling outside of Board meetings is a challenge for members, but Board member development was considered important by respondents. Extending longer meeting times was generally not preferred by respondents. Committee discussed option of restructuring Board agenda and moving to a consent agenda to allow more time during regularly scheduled Board meetings for Board member development and training. Committee proposed providing more context and information to full board surrounding restructuring agenda and options for development.
ii. Survey results reflected interest in a formal retreat. Minnesota Management & Budget (MMB) Management Analysis and Development (MAD) is possible state resource for organizing formal retreat. Manley reported Zacher-Pate has had preliminary conversations with MAD staff regarding options for retreat focused on governance. Committee agreed to explore options.
iii. Survey results also reflected interest in additional trainings, at a frequency of two to three times per year, both at regularly scheduled board meetings and potentially outside of board meetings. Survey results demonstrate that Board is willing to allocate additional resources to development and training. Committee members requested information from Board staff regarding trainings that have been offered previously. McGrath proposed creating a regular training schedule, integrating trainings that have been offered plus new trainings. Brooks proposed approaching Board members with specific areas of expertise to encourage board volunteers to lead trainings.
iv. Committee proposed bringing discussion of survey results and possible options moving forward, as well as idea of retreat, to full board at May 17 board meeting.

b. Review new Leadership & Development Committee 2019 Strategic Work Plan:
i. Committee discussed additions to completed activities and updates to percent of completion. Committee expressed that restructuring of Board meetings and agenda should be considered top priority as it will allow for completion of other goals and activities such as increased engagement, teambuilding, and training. Staff will update strategic plan based on discussion and further updates will be made as full Board strategic planning begins.

c. Prepare for new board members in July:
i. Committee proposed survey to gather information from participants (mentors and mentees) in Board mentoring since July 2018. Requested that staff create brief survey including qualitative and quantitative questions to inform onboarding and orientation for new Board appointments. Plan to send out late June/early July to allow for about a from start of current mentoring. Possible questions include open-ended questions for feedback relating to tools provided, what worked well, ideas for improvement, etc.

d. Plan committee appointment process for July 19, 2019 board meeting:
i. McGrath proposed distributing, completing, and collecting committee interest forms at July 19 board meeting. Proposed providing more information to Board members regarding committee tasks, expectation of term length if any, information about who is currently serving and whether there are vacancies, how decisions to rotate members off are made, etc. Brooks proposed revising committee interest form to allow for ranking of interest to inform committee assignments and keep on file in the case of

unexpected vacancies. Staff will distribute current committee interest form to L&D members for suggestions and updates.

e. Develop slate for officer elections at September 20, 2019 board meeting:
   i. Grover proposed providing more information about officers to Board members regarding eligibility to serve in an effort to encourage volunteers. Committee recommended adding interest in serving as officer to committee interest form. Committee requested information about previous officers to inform requesting volunteers. Brooks proposed that L&D committee approach board members to request volunteers for officer slate.

f. Engage in creation and execution of a succession plan:
   i. Committee requested clarification surrounding succession planning and input from Executive Committee as well as Executive Director. Brooks expressed that succession planning should be a priority and could likely require a subcommittee; members agreed. Subcommittee could include members from L&D and members of Executive Committee.

g. Collaborate with Executive Committee to enhance board meetings and agendas:
   i. Discussed approach to enhancing board meetings and agendas during discussion of L&D strategic plan. Consider combining with succession planning subcommittee.

h. Possible board retreat discussion:
   i. L&D will report and discuss with full Board at May 17 board meeting. Committee requested additional information regarding resources and options available from MAD.

5. Other business

a. No other business.

6. Adjourn

a. Meeting adjourned 7:25 pm.

2019 MEETING SCHEDULE		
Leadership & Development Committee meets the 2nd Monday quarterly from 6:00 to 7:30 pm. Meetings are open to the public under Minnesota Statutes Chapter 13D, and held at the Board office.		
February 11	Board Members:	Staff:
May 13	Laura McGrath, Chair	Kate Zacher-Pate, LSW, Executive Director
August 12	Thomas Brooks	Kate Manley, Licensing & Communications Coordinator
November 18*	Jill Grover	*(as needed)*
**Need new date to avoid holiday conflict*	Ken Middlebrooks	
	Mary Weaver	

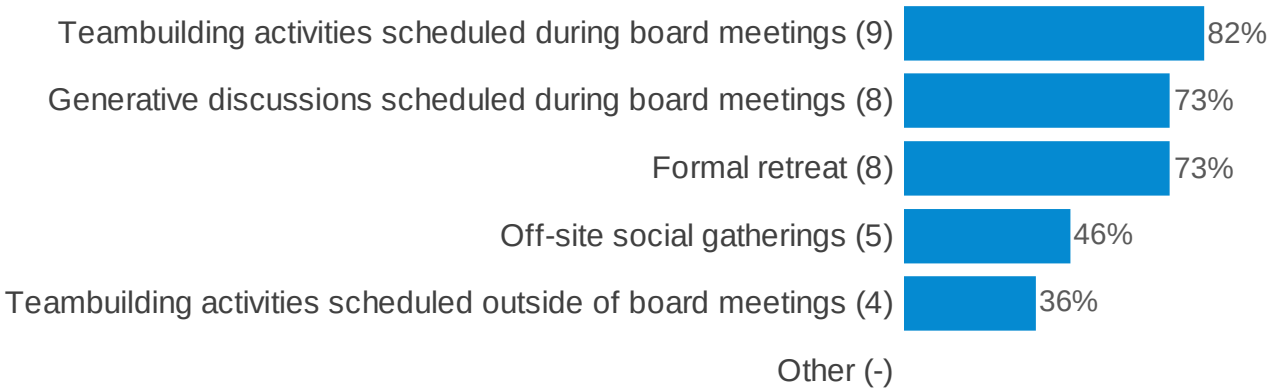
Board Member Development Survey

Board Member Development Survey

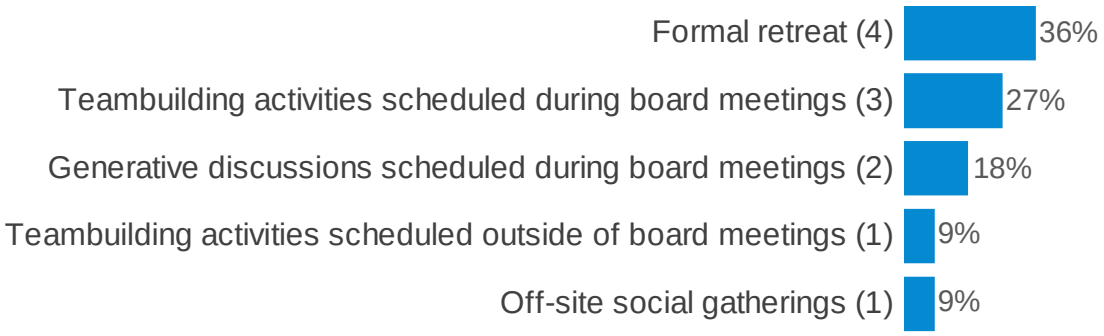
This report was generated on 05/10/19. Overall 11 respondents completed this questionnaire. The report has been filtered to show the responses for 'All Respondents'.

The following charts are restricted to the top 12 codes. Lists are restricted to the most recent 100 rows.

Which of the following types of board member engagement would you be interested in participating in? *(select all that apply)*

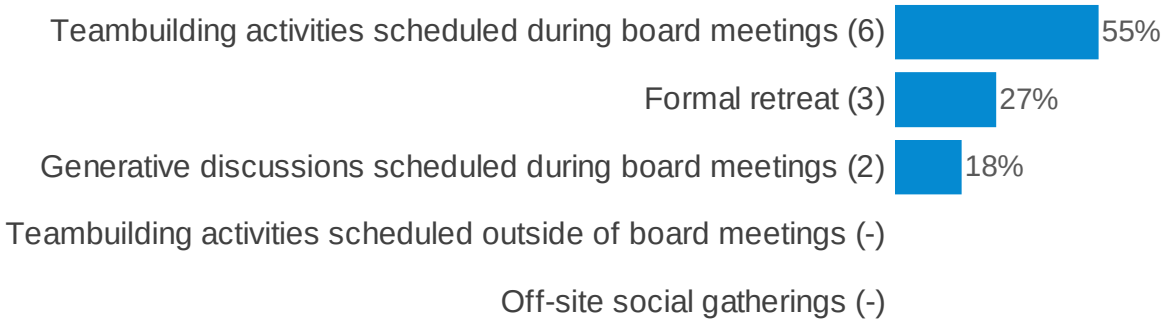


Which of the following opportunities for board member engagement do you think would be most **effective?**

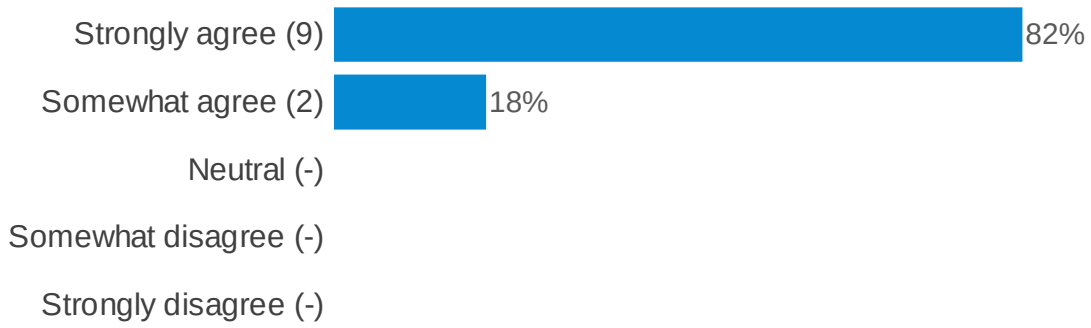


Board Member Development Survey

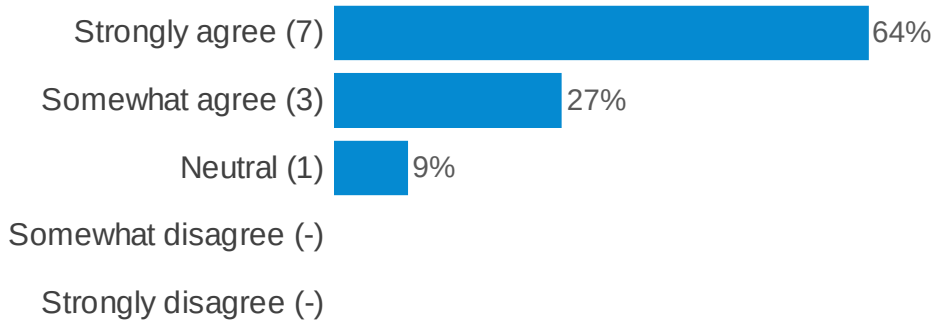
Which of the following opportunities for increased board member engagement would you be most **likely to participate in?**



Please consider the following statements regarding board member engagement and tell us how much you agree or disagree with each statement: (Board member engagement is critical to the success of the Board)

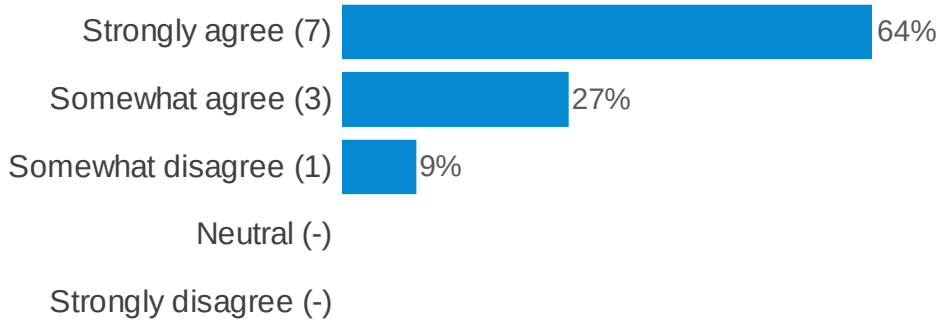


Please consider the following statements regarding board member engagement and tell us how much you agree or disagree with each statement: (I would like to see more opportunities for board member engagement)

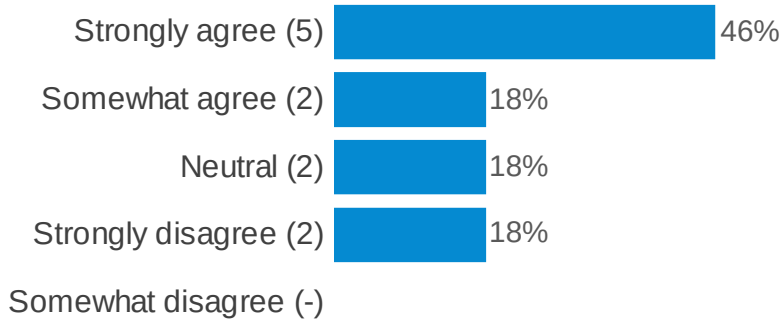


Board Member Development Survey

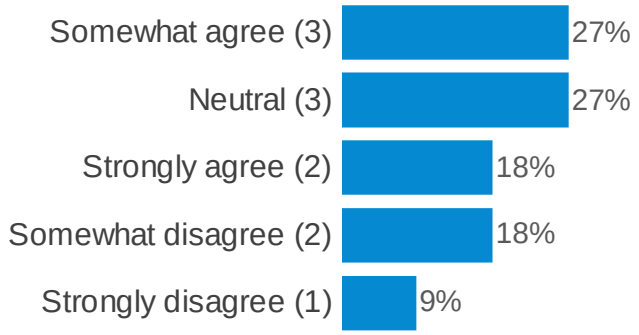
Please consider the following statements regarding board member engagement and tell us how much you agree or disagree with each statement: (I would participate in new and expanded opportunities for board member engagement if they were offered)



Please consider the following statements regarding board member engagement and tell us how much you agree or disagree with each statement: (I would be able to accommodate longer board meetings in order to allow for board member engagement opportunities to be scheduled during board meetings)

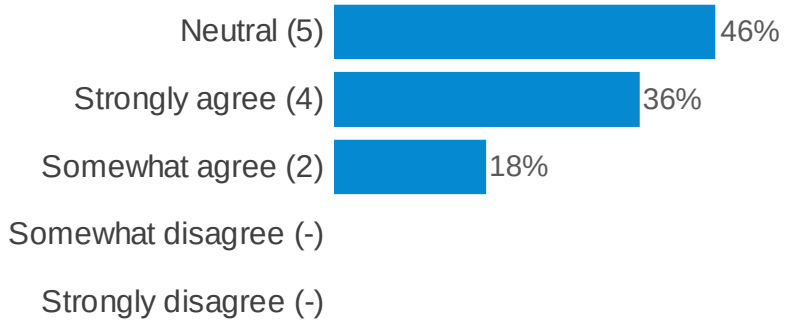


Please consider the following statements regarding board member engagement and tell us how much you agree or disagree with each statement: (I would be available to participate in opportunities for board member engagement scheduled outside of Board meetings)

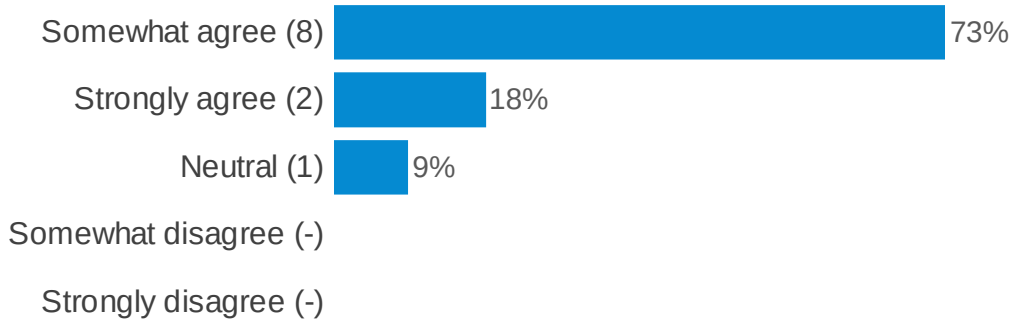


Board Member Development Survey

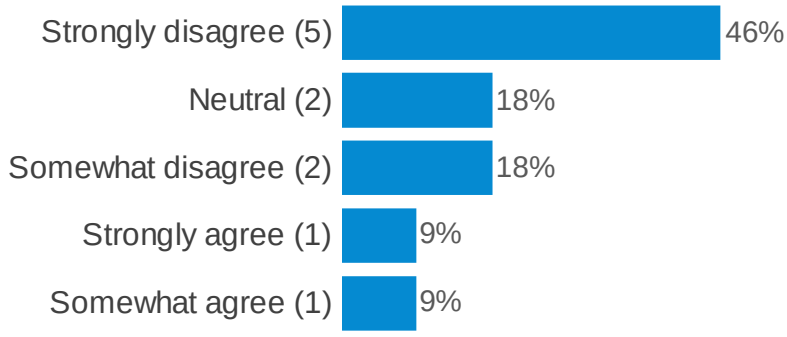
Please consider the following statements regarding board member engagement and tell us how much you agree or disagree with each statement: (I am in interested in exploring a restructuring of the board agenda)



Please consider the following statements regarding board member engagement and tell us how much you agree or disagree with each statement: (I am satisfied with the current level of board member engagement)

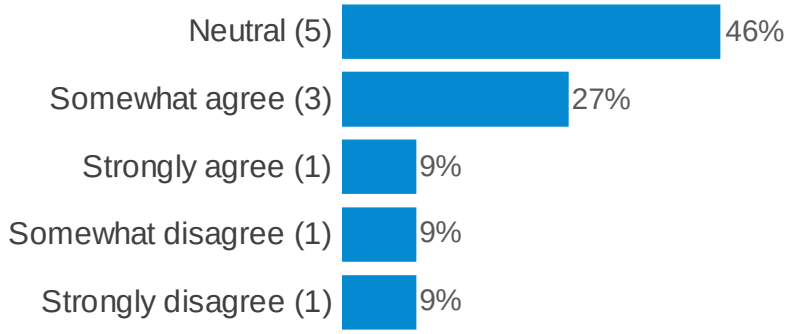


Please consider the following statements regarding board member engagement and tell us how much you agree or disagree with each statement: (Board member engagement is not very important to me)



Board Member Development Survey

Please consider the following statements regarding board member engagement and tell us how much you agree or disagree with each statement: (It would be challenging for me to participate in new and expanded opportunities for board member engagement if they were offered)

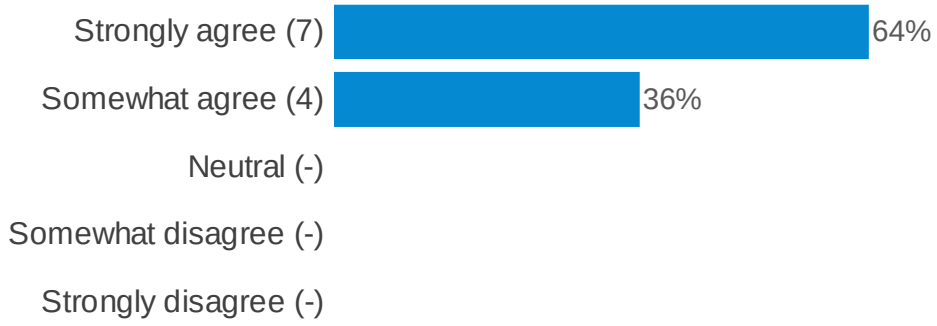


Do you have any other comments or suggestions regarding board member engagement?

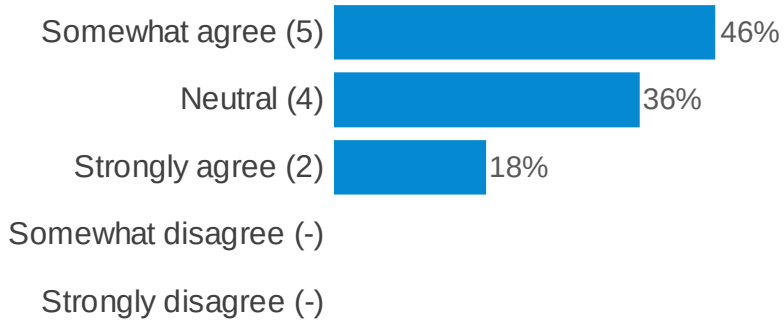
I think day long board meetings is plenty. I think the two committees folks serve on is plenty. Board members need to be able to maintain their fulltime jobs since it is their jobs that help to elevate their qualifications to be on the board.
I think Board member engagement is critical to our work. The only difficult piece for me is finding extra time outside or regular board meeting times with a full schedule and family responsibilities. Doesn't mean I wouldn't ever be able to participate outside of board meeting times, but there would be a higher possibility that I wouldn't be able to attend something if it wasn't already something I was planning to be at anyway.
Currently the board only meets every other month - but for the full day on Fridays - ugh! I would be open - to meeting for 3-4 hours 1x month - ex. 8:00am -11:am on the 2nd Thursday of the month & this way, then the weekend would be open. We could rotate which items needed to be covered - depending on which groups met that month. It may be also easier for people to attend our meetings, if they were shorter - not all day long. Another positive - no worries about lunch! We would be done & on o
If there were activities outside of the regular board meetings, it would work best for me if the activities were the day/evening before the meeting as I am coming from out of town. Extending the board meeting is an option as well.

Board Member Development Survey

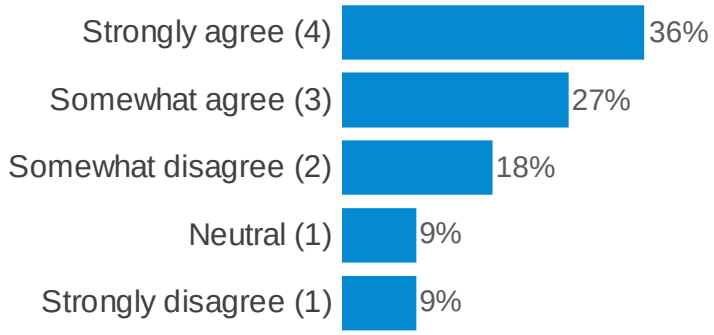
Please consider the following statements regarding board member training and tell us how much you agree or disagree with each statement: (I am interested in more opportunities for board member training)



Please consider the following statements regarding board member training and tell us how much you agree or disagree with each statement: (I feel I need more training to be successful as a board member)

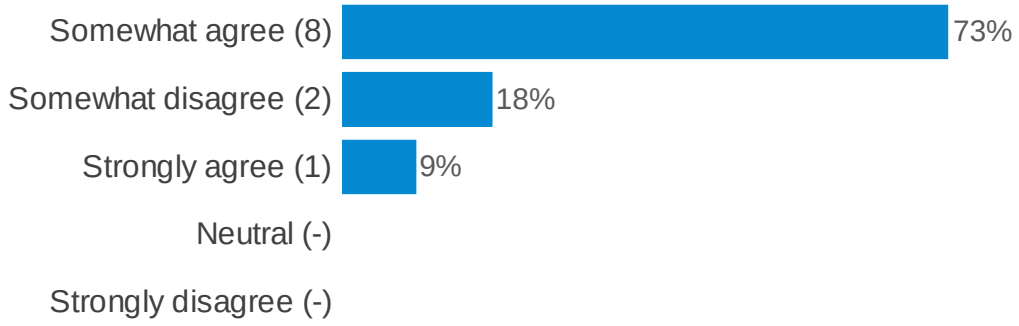


Please consider the following statements regarding board member training and tell us how much you agree or disagree with each statement: (I would be able to accommodate longer Board meetings in order to allow for board member training opportunities to be scheduled during Board meetings)

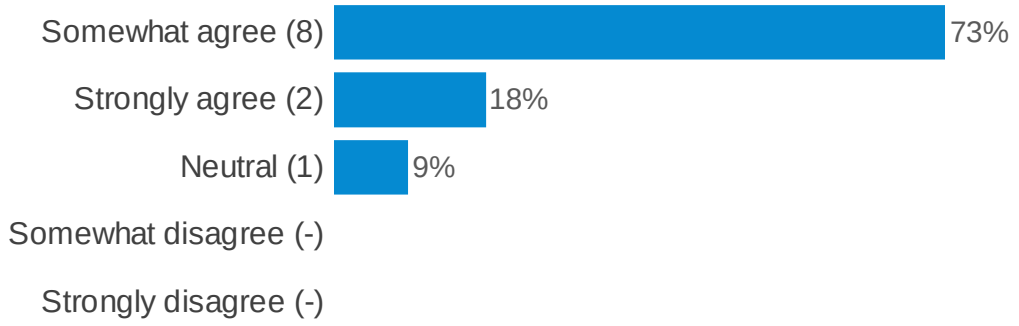


Board Member Development Survey

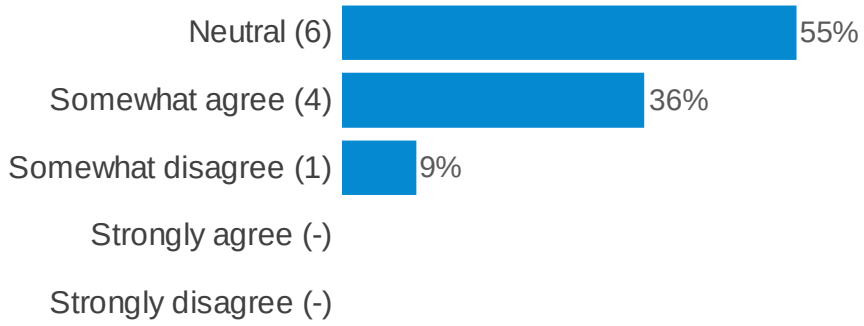
Please consider the following statements regarding board member training and tell us how much you agree or disagree with each statement: (I would be available to participate in opportunities for board member training scheduled outside of Board meetings)



Please consider the following statements regarding board member training and tell us how much you agree or disagree with each statement: (I would be in favor of the Board investing resources in new and expanded board member training)

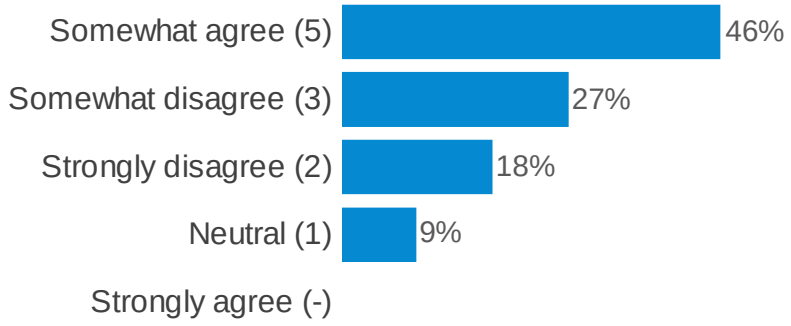


Please consider the following statements regarding board member training and tell us how much you agree or disagree with each statement: (I am satisfied with the current level of board member training)

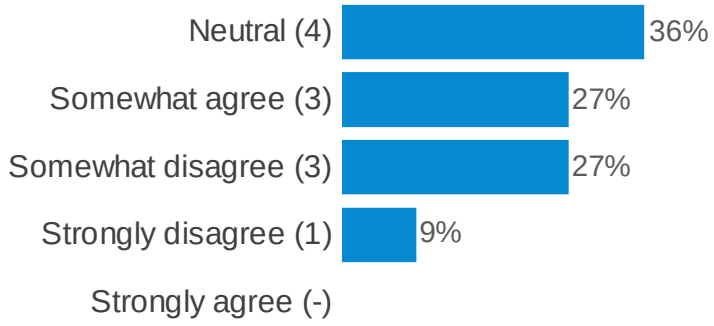


Board Member Development Survey

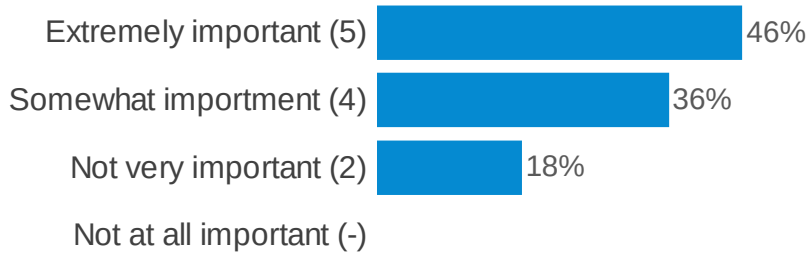
Please consider the following statements regarding board member training and tell us how much you agree or disagree with each statement: (I do not feel I need more training to be successful as a board member)



Please consider the following statements regarding board member training and tell us how much you agree or disagree with each statement: (It would be challenging for me to participate in new and expanded opportunities for board member training if they were offered)

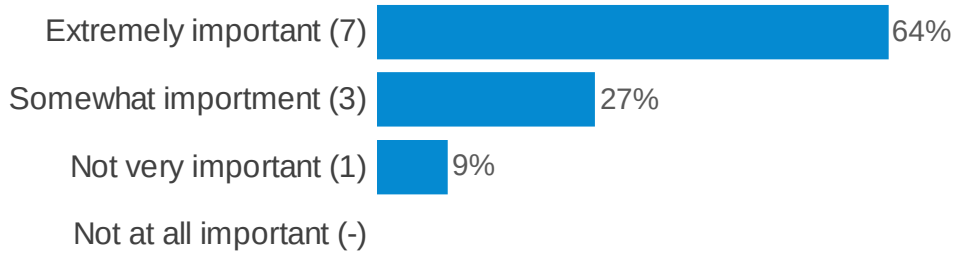


Please tell us how important you think the following topics for board member training are: (Training on crisis communication)

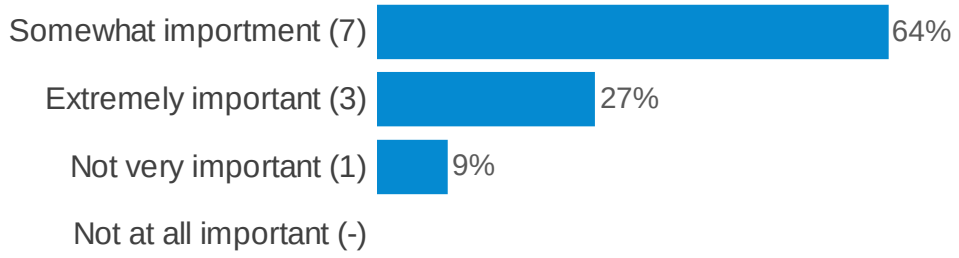


Board Member Development Survey

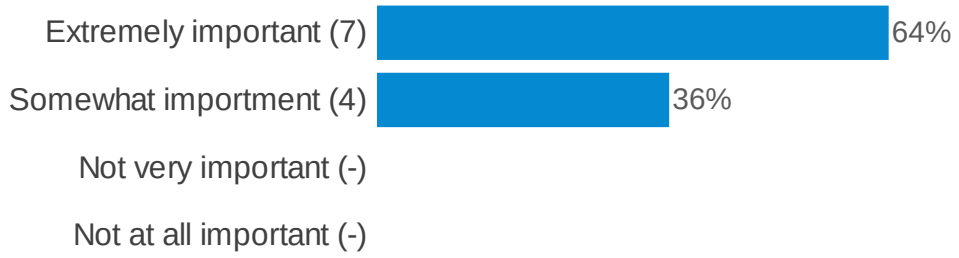
Please tell us how important you think the following topics for board member training are: (Training on risk mitigation)



Please tell us how important you think the following topics for board member training are: (Training on workforce trends)

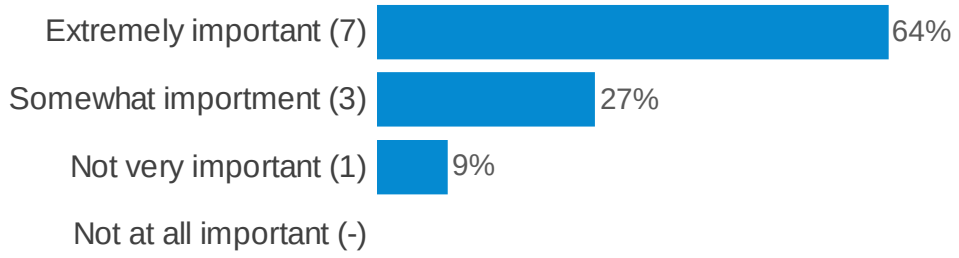


Please tell us how important you think the following topics for board member training are: (Training on social work practice trends)

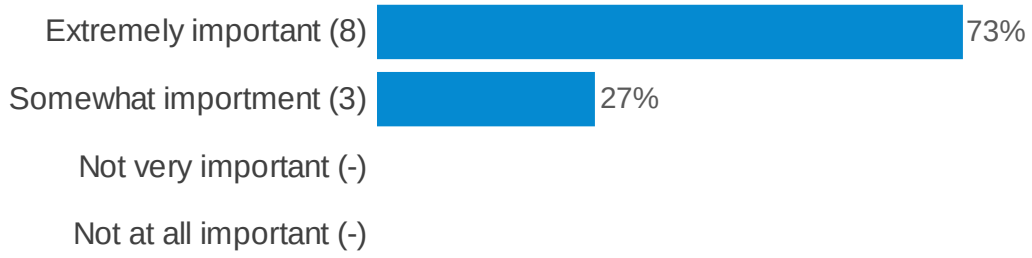


Board Member Development Survey

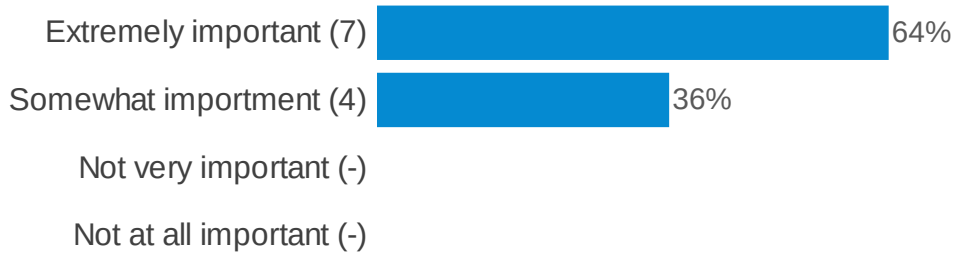
Please tell us how important you think the following topics for board member training are: (Training on marginalized communities)



Please tell us how important you think the following topics for board member training are: (Leadership training)

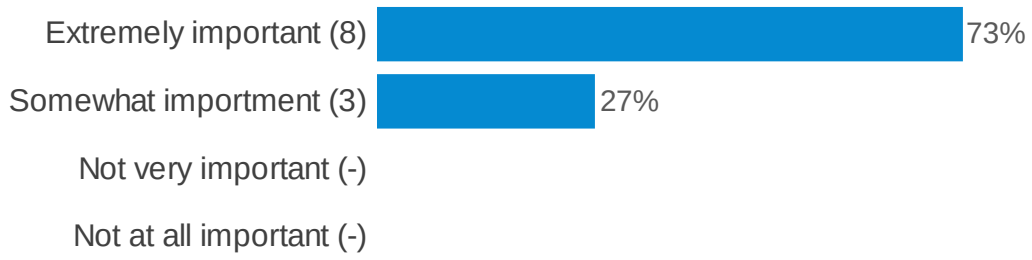


Please tell us how important you think the following topics for board member training are: (Budget/fiscal training)

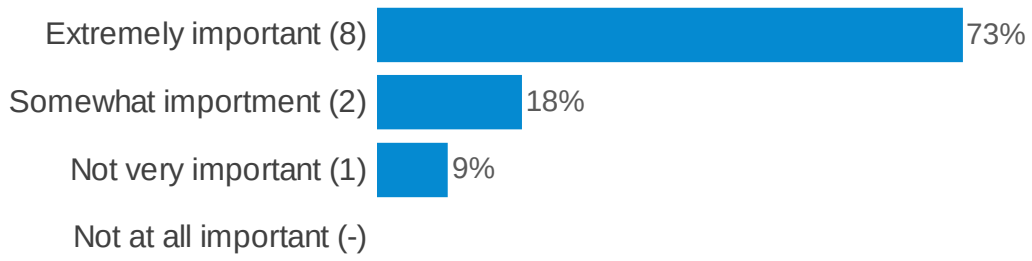


Board Member Development Survey

Please tell us how important you think the following topics for board member training are: (Board compliance process training)



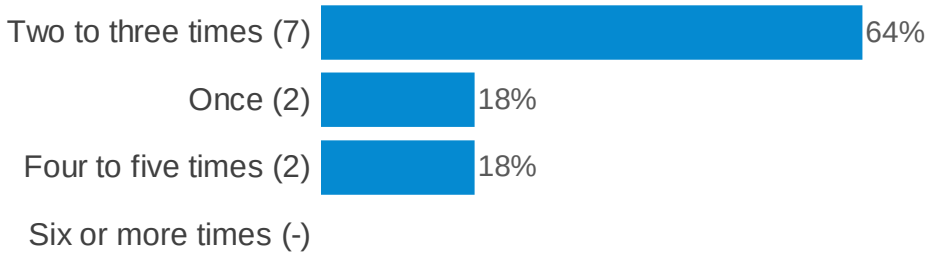
Please tell us how important you think the following topics for board member training are: (Regulatory training)



Are there any other topics not listed here that you think are important for board members to be trained in?

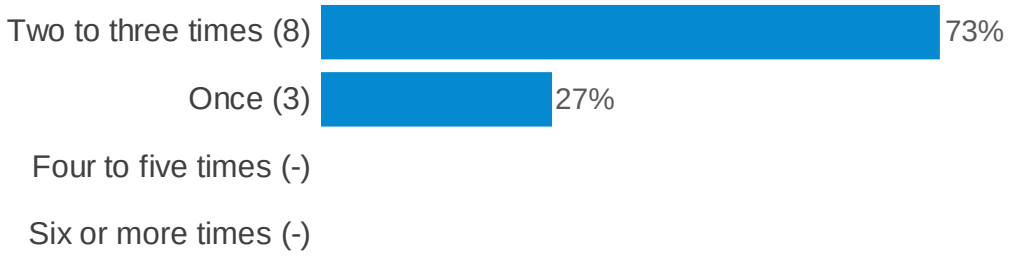
Social Justice
Can't think of any at the moment
Some items we receive education in our own practice/field. It would be great to have more insight on the bigger picture - of whom we work with. ASWB/NASW- exactly where/how they will influence the board and to what capacity at times.

How many times per year should board member training be offered at Board meetings?



Board Member Development Survey

How many times per year should board member training be offered outside of Board meetings?



Would you be interested in an annual “refresher” training, similar to new board member orientation?

Would you be interested in volunteering to lead any trainings?

Board Member Development Survey

Do you have any other comments or suggestions regarding board member training?

Thanks for taking the time to gather this!
I like the idea of ongoing training at board meetings as that is when we would likely have the greatest participation. Regular activities facilitates board member engagement so it sort of serves two purposes. This would also help control cost as board members are already there and there would be no extra per diem or mileage.
Thank you!

MINNESOTA
BOARD OF SOCIAL WORK

2829 University Ave SE Ste 340
Minneapolis MN 55414-3239
612-617-2100 | 612-617-2103 (fax)
social.work@state.mn.us | mn.gov/boards/social-work

Protecting the Public

BOSW LEADERSHIP & DEVELOPMENT (L&D) COMMITTEE 2019 STRATEGIC WORK PLAN

SECTION 1: 2015-2018 STRATEGIC PLAN GOALS

2015-2018 BOSW STRATEGIC PLAN GOALS

Board identified overarching goals:

1. Review Committee Structure
2. Continue & Strengthen Strategic Communication, Education, Outreach, and Partnerships
3. Review Internal Business Processes to Effectively Leverage Resources; Conduct Cost Analysis; Create Possible Efficiencies
4. Foster Team Building
5. Define Board Approved Legislative Agenda
6. Utilize Technology to Promote Board Mission

2019 L&D STRATEGIC WORK PLAN GOALS

L&D Committee identified the following goals at its February 11, 2019 meeting:

1. Promote and sustain board member development
2. Promote and sustain board member engagement and team building
3. Enhance board structure

PRIORITY DEFINITIONS

Target Dates:

- Ongoing
- Short-term (1-12 months)
- Long-term (12-18 months)

Priority Value:

- #1 (vital/important)
- #2 (moderate)
- #3 (minimal)

ACTIVITY STATUS KEY

Status of strategic plan activities in the following tables and charts are color-coded by percentage complete:

0-25% complete	76-99% complete
26-50% complete	100% complete
51-75% complete	Ongoing

SECTION 2: STRATEGIC WORK PLAN GOALS

GOAL 1: PROMOTE AND SUSTAIN BOARD MEMBER DEVELOPMENT

Project Goals	Priority	Target Date	Activities	Owner(s)	Status
Create board member survey to collect data on board member training needs/interests	**#1**	Short term	1. Board Member Development survey created and submitted to L&D Committee members for review April 2019 2. Survey distributed to full Board April 2019 3. Survey results reported to full Board at May 17, 2019 board meeting	L&D Committee & Staff	**100%**
Create annual board training plan	**#1**	Short term	1. L&D to report back at May 17, 2019 board meeting and develop plan. 2. Integrate "standing" trainings including 1) HPSP Annual Report at each November board meeting, and 2) budget training by ASU in September of even calendar years in conjunction with biennial budget planning. 3. Consider "board member refresher" training. 4. Consider "regular" compliance/standards of practice training.	L&D Committee & Staff	**20%**
Coordinate attendance at national conferences	**#3**	Short term	1.	L&D Committee	**0%**

GOAL 2: PROMOTE AND SUSTAIN BOARD MEMBER ENGAGEMENT AND TEAM BUILDING

Project Goals	Priority	Target Date	Activities	Owner(s)	Status
Promote engagement at Board meeting and other meetings of the organization: • Include fun at Board meetings • Schedule roundtable earlier in Board meetings • Treat day and/or ethnic potluck lunch • "Structured" conversations during lunch • Share personal stories and information • Café process at Board meetings • Strength Finder 2.0 • "Who you are, who you want to be," growth discussion	**#2**	Ongoing	1. Board member updates moved to start of Board meeting March 2017 2. Team building exercise used at September 2017 Board meeting to engage all/new members 3. Team building activities assigned to L&D Committee November 2017 4. L&D Committee developed team building exercise at 2018 Board meetings 5. Board member "personality bingo" at March 2019 meeting. 6. Board Member Development survey included questions regarding engagement and team-building 7. Perhaps consider personality inventory activity	L&D Committee & Staff	**Ongoing**
Meet or gather outside of Board structure: • Annual gathering of Board and staff for food and drink *(possibly Thursday night before Board meetings)* • Sporting event	**#3**		1.		**0%**
Generative discussion topics at each meeting	**#2**	Ongoing	1. Generative discussion regarding "MSW or DSW" as terminal degree at March 2019 meeting		**15%**

Project Goals	Priority	Target Date	Activities	Owner(s)	Status
Personality test or facilitated event to learn about each other for Board and staff separately: • Facilitator places words in each corner of the room and participants move to the corner with the word that best describes them • As new words are revealed, people continue to move to the word that best describes them	**#3**	Ongoing	1. Staff off-site Team Building Event to be held June 5, 2019. Facilitated by SEGIP/MMB Consultants at no charge.		**Ongoing**
Board retreat for team building and work	**#1**	Short term	1.		**0%**
Evaluate and improve mentoring program for new Board members	**#1**	Short-term	1. Survey mentors/mentees for feedback on program		**0%**
Community service project with Board and Staff	**#3**		1. Staff organize and participate in annual holiday charitable drives	L&D Committee & Staff	**25%**
Board members plan intentional time to visit with staff when in office	**#1**	Ongoing	1.		**0%**
Coordinate annual volunteer recognition event in March tied to Social Work Month	**#1**	Ongoing	1. Held Volunteer Recognition event in March 2019 following Board meeting	L&D Committee & Staff	**Ongoing**

GOAL 3: ENHANCE BOARD STRUCTURE & EFFECTIVENESS

Project Goals	Priority	Target Date	Activities	Owner(s)	Status
Work with Executive Committee to modify Board meeting structure and agenda to create more opportunities for engagement, active work	**#1**	Long-term	1. Researched best practices in *Nonprofit Governance: The Why, What and How of Nonprofit Boardship* 2. Lit review on consent agendas	L&D Committee, Executive Committee & Staff	**25%**
Develop and implement succession planning	**#1**	Long-term	1.		**0%**
Develop officer slate for September meeting in odd years	**#1**	Short-term	1. Begin to develop slate and announce opportunities at May board meeting in odd calendar year. 2. Bring slate forward for vote in November odd calendar year.	L&D Committee	**20%**
Ensure effective committee structure and diverse membership	**#1**	Short-term	1. L&D update committee interest form with opportunity to 1) prioritize committee interest, and 2) identify interest for board office. 2. Announce committee opportunities at May 17, 2019 meeting with updated committee roster. 3. Deadlines = forms to be completed at July 2019 meeting; appointments to be made at September 2019 meeting.	L&D Committee	**20%**
Monitor and evaluate board effectiveness	**#1**	Ongoing	1. Develop and implement board meeting evaluation survey 2. Administer board member off-boarding survey	L&D Committee	**Ongoing**