



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

Minutes
March 18, 2016

- Members Present:** Christine Black-Hughes, LICSW
Donna Ennis, LSW
David Hallman, LSW
Angela Hirsch, LICSW, Vice Chair
Rosemary Kassekert, Public Member
Kathy Lombardi, LICSW, Secretary/Treasurer
Susan McGeehan, LSW
Kenneth Middlebrooks, Public Member
Carol Payne, LSW, Chair
Ruth Richardson, Public Member
- Members Absent:** Larene Broome, Public Member
Jason Collins, LSW
Laurie Dahley, LISW
Jill Grover, LGSW
Mary Weaver, Public Member
- Staff Present:** Megan Gallagher, JD, Regulations Analyst
Sheryl McNair, LICSW, Assistant Director
Connie Oberle, Office Manager
Kate Zacher-Pate, LSW, Executive Director
- Staff Absent:** Michelle Kramer-Prevost, LISW, Staff Social Worker

Chair Payne called the meeting to order at 9:07 am. A quorum was present. Payne reminded Board Members of the personal participation commitment that each member wrote down at the January 15, 2016 Board Meeting.

In honor of March, National Social Work Month, and March 13, World Social Work Day, a video by Dr. Anna Scheyett, Dean of the School of Social Work at the University of South Carolina, entitled “Social Workers as Super Heroes”, was presented.

1. **PROPOSED AGENDA** [Attached]

A motion was made by the Executive Committee to approve the Agenda as presented. The motion carried unanimously.

2. **MINUTES FOR JANUARY 15, 2016 MEETING** [Attached]

The Board reviewed the January 15, 2016 Board meeting minutes.

A motion was made by Richardson and seconded by Middlebrooks to approve the January 15, 2016 minutes as presented. The motion carried with 9 affirmations and one abstention.

3. **EXECUTIVE DIRECTOR'S REPORT:** Zacher-Pate

Zacher-Pate distributed the following: per diem claim forms, expense report forms, and the sign-in sheet with public and private BOSW contact lists to be updated as needed. An interest sheet for attendance at the Association of Social Work Board's upcoming spring conference was also distributed.

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

- Board Member Appreciation and Vacancies
Additional applications have been received by the Governor's Office; however, no date for possible appointments has been set.
- Strategic Planning (discussed in Agenda Item 4)
- Outreach to Diverse Community and Professional Groups
 - Zacher-Pate and McNair met with the newly formed Hmong Social Workers Coalition on March 2, 2016. The group is comprised of licensed and non-licensed social workers. An invitation was extended for a member to present training on Hmong culture at a future Board Meeting, and for a representative from this group to serve on the BOSW Advisory Committee.
 - The five Executive Directors of the Minnesota State Councils will be present at the May 20, 2016 Board Meeting.
- Minnesota Department of Health (MDH) Workforce Survey. The new survey for social work licensees will be implemented in the next few weeks. The survey is presented with online license renewal applications.
- 2016 Legislative Session. More information will be provided in Agenda Item 7
- BOSW IT Initiatives: Work continues on the BOSW new database system.
 - Zacher-Pate extended her appreciation to MN.IT and Anita Scott, the MDH and HLB CIO, for her work on securing additional funding of \$35,500 from the OET e-Licensing Surcharge monies.
 - Black-Hughes wondered about ongoing maintenance costs once the new database is deployed. Zacher-Pate clarified that maintenance costs are being discussed and planned for all Boards involved in this project.
 - Middlebrooks suggested inviting Scott to a future Board meeting.
- MS 148E.035 Variance Requests: One variance request, under MS 148E.035, has been approved since the last Board meeting.

4. 2015-2016 BOSW STRATEGIC PLANNING: Payne, Richardson, Zacher-Pate

Board Members and Board Staff presented on the work completed on the 2015-2018 Strategic Plan since the January 15, 2016 Board Meeting. Discussion ensued on structures, action plans, activities worksheets, measurement of outcomes, and informing the Board of the progress of the final plan. Suggestions included a “State of the Board” address once a year by the Board Chair, a “Dashboard”, and/or regular reports/reviews from the Executive Committee regarding Strategic Plan progress.

A motion was made by Ennis and seconded by Hallman to approve the Strategic Plan as amended. The motion carried unanimously.

5. COMPLIANCE AND LICENSING UNIT DATA REPORT: Gallagher, McNair [Attached]

Gallagher and McNair presented the attached report to the Board regarding statistics for the Compliance Unit and Licensing Unit between fiscal year 2000 and fiscal year 2015. Activity has increased in all areas, with lower fees and generally no increase in staff. Questions were answered after the presentation.

Zacher-Pate thanked Gallagher, McNair, Oberle, and Jodi White for their contributions to the report. The data, along with the Strategic Plan, will play an important part in the upcoming fiscal years 2018-2019 Biennial Budget planning process. Discussion ensued about whether the current staff complement and the current budget is adequate to best serve the Board’s mission of public protection and strategic priorities.

6. COMPLIANCE COMMITTEE: [Executive Session – closed to the public] Hallman, Gallagher

Executive Session-Closed to the Public from 11:55 am – 12:07 pm

A motion was made by Compliance Panel B to adopt the Stipulation and Consent Order for Unlicensed Practice for Megan C. Benedict, LGSW 19756. The motion passed unanimously.

A motion was made by Compliance Panel B to adopt the Stipulation and Consent Order for Unlicensed Practice for Christon J. Best, LGSW 23890. The motion passed unanimously.

A motion was made by Compliance Panel B to adopt the Stipulation and Consent Order, including a technical amendment, suspending the license of Kaylin D. Erickson, LSW 22660. The motion passed unanimously.

A motion was made by Compliance Panel B to adopt the Stipulation and Consent Order for Unlicensed Practice for Jean M. Feia, LSW 3335. The motion passed unanimously.

A motion was made by Compliance Panel B to adopt the Stipulation and Consent Order for Unlicensed Practice for Michaela R. Rapp, LGSW 24364. The motion passed unanimously.

A motion was made by Compliance Panel B to adopt the Stipulation and Consent Order for Unlicensed Practice for Ann M. Kutzler, LSW 21942. The motion passed with 9 affirmations and 1 abstention.

A motion was made by Compliance Panel B to adopt the Stipulation and Consent Order for Unlicensed Practice for Dylan A. Sobota, LSW 23937. The motion passed unanimously.

A motion was made by Compliance Panel B to adopt the Order of Unconditional License for Jennifer I. Leiser, LSW 17376. The motion passed unanimously.

The meeting re-opened to the public at 12:07 pm.

Lunch 12:07 pm – 12:44 pm

7. COMMITTEE & LIAISON REPORTS:

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

Zacher-Pate reported that the Advisory Committee met on February 5, 2016; minutes were included in the Board packet. A quorum was present.

Topics discussed at the meeting included:

- New Chairperson Lake Dziengel was appointed.
- New members: Deborah Talen, National Association of Social Workers, and Harriet Kohen, LICSW, Minnesota Society for Clinical Society
- 2016 meeting dates were approved
- Methods to increase engagement of members
- Board updates
- Member updates

B. Application Review Committee (ARC): Black-Hughes, McNair

McNair reported that the ARC meeting, previously scheduled to follow today's Board meeting, has been cancelled due to lack of cases.

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

Middlebrooks commented that the Spring Education Conference will be held April 28-30, 2016 in Jersey City, New Jersey. The topic is "Social Work in the Age of Mobility". The topic is important so he suggested that the Board should consider sending several attendees.

Zacher-Pate reported the following:

- She has been appointed to the ASWB Regulatory and Educational Leadership (REAL) Committee for calendar years 2016-2017.
- The Minnesota Board of Social Work was the feature board profile in the February ASWB newsletter.
- The deadline for nominations for ASWB Board of Director positions is July 1, 2017.

D. Communication Education Outreach Committee (CEOC): Richardson, Zacher-Pate

Richardson stated that the Committee was scheduled to meet, however, the meeting was cancelled due to lack of attendance. A meeting will be scheduled in the near future.

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

Middlebrooks reported that the committee met on February 26, 2016.

The minutes from the January 29, 2016 meeting were included in the Board packet. Topics included:

- Accountability
- Cost savings and efficiencies
- Next steps
- A full report will be presented to the Board at a future date

The committee minutes included in the Board packet were inadvertently included for the January 29, 2016, not the February 26, 2016 meeting. The most current minutes will be distributed to Members following today's meeting.

F. Council of Health Boards (CHB): Kassekert

Kassekert reported that the Council of Health Boards did not meet.

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

Payne reported that the Board conducted the Annual Review of the Executive Director at the January 15, 2016 Board Meeting. Zacher-Pate was acknowledged for her excellent work.

The ASWB Spring Education Conference will be held April 28-30, 2016 in Jersey City, New Jersey. Discussion was held about how many representatives will attend from Minnesota. Staff Members Zacher-Pate (as a member of the REAL Committee) and Gallagher (on a scholarship) will attend at ASWB's expense. Middlebrooks, Payne, Hirsch, and possibly Black-Hughes indicated interest in attending the conference.

A motion was made by Hallman and seconded by McGeehan to send 3 or up to 4 Board Members and 1 Staff Person to the ASWB Spring Educational Conference with expenses covered by the Board. The motion passed unanimously.

H. Finance Committee (FC): Lombardi

Lombardi reported that the Finance Committee met on March 17, 2016.

- Expenses were reported through January 31, 2016, with the Attorney General's office paid through December 29, 2015. At 58% of the year, the Board has spent 47.91% of its budget.
- Revenue was reported through February 29, 2016. At 66% of the year, the Board has collected 67.86% of its projected revenues.
- The Attorney General costs are currently at 70.43% of the budgeted amount at 50% of the fiscal year (billing through December 29, 2015) and are expected to exceed the budgeted amount for fiscal year 2016, ending June 30, 2016.
- HPSP fees are higher than in past years, which is consistent with the increase in complaint activity.
- The May Finance Committee meeting will include preliminary budget planning. Hallman requested that if Board members identify a budget need or priority activity to send a suggestion to Zacher-Pate, on behalf of the Finance Committee.

Black-Hughes wondered about identifying specific dollar amounts that will be spent on education and outreach efforts.

I. Health Professionals Services Program (HPSP): Kassekert

Kassekert reported that an HPSP Program Committee meeting was held on February 16, 2016.

- Attendance was excellent as all of the Health Licensing Boards were represented.
- All members of the Strategic Planning Governance Work Group (SPGWG) were also in attendance.
 - History of HPSP was given
 - Additional members were added to the (SPGWG)
- Program Committee Member Survey results were presented to the Program Committee.
- Future Program Committee meeting dates were set.
- According to the Fiscal Year 2016 Mid-Year Report, the BOSW has 18 participants in HPSP.

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

Hallman and Zacher-Pate reported that although the BOSW has not initiated any agency bills this session, the following bills may affect the BOSW or all HLBs in general:

- Creation of a permanent Child Protection Task Force
- Labor Union Contracts that affect Board Employees
- Clarification of the Temporary Suspension provision for all health licensing boards contained in MS 214
- Creation of licensure for Behavioral Analysts and Assistant Behavioral Analysts and a Behavioral Analysis Advisory Council to be assigned to the Board of Behavioral Health and Therapy
- Creation of licensure for Music Therapists

- Creation of licensure for Massage and Body Work Therapists
- Assisted Suicide/Compassionate Care legalization
- Duty to Warn for practicum students for the Boards of Psychology, Behavioral Health and Therapy, and Marriage and Family Therapy

K. Nominating Committee (NC): Middlebrooks

Middlebrooks reported that the Nominating Committee did not meet, so there was no report.

8. OTHER BUSINESS

Gallagher clarified that the minutes for the Complaint Review Committee were, in fact, for the January 29, 2016 meeting. The February 26, 2016 minutes will be included in the May Board Meeting packet.

9. ROUNDTABLE

There were no Roundtable comments.

Middlebrooks and Richardson left the meeting at 2:00.

Kassekert left the meeting at 2:05.

10. PUBLIC COMMENT

Pam Luinenburg, Coordinator for the Coalition of Licensed Social Workers, discussed the Duty to Warn bill.

11. ADJOURN

Chair Payne adjourned the meeting at 2:10 pm as a quorum was not present.

Respectfully submitted,



Kathy Lombardi, LICSW
Secretary-Treasurer