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

Minutes
May 19, 2017

Members Present:	Thomas Brooks, Public Member Jason Collins, LSW Laurie Dahley, LISW Donna Ennis, LSW Jill Grover, LGSW Angela Hirsch, LICSW, Vice Chair Rosemary Kassekert, Public Member Kathy Lombardi, LICSW, Secretary/Treasurer Carol Payne, LSW, Chair Ruth Richardson, Public Member Lori Thompson, LSW
Members Absent:	Emily Bastian, LICSW Susan McGeehan, LSW Kenneth Middlebrooks, Public Member Mary Weaver, Public Member
Staff Present:	Megan Gallagher, JD, Regulations Analyst Michelle Kramer-Prevost, LISW, Assistant Director Connie Oberle, Office Manager Kate Zacher-Pate, LSW, Executive Director Heather Conley, LICSW, Social Work Licensing Specialist
Staff Absent:	None

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

1. PROPOSED AGENDA [Attached]

The Board reviewed the Proposed Agenda.

A motion was made by Dahley and seconded by Lombardi to approve the agenda as presented. The motion carried unanimously.

2. MINUTES FOR MARCH 17, 2017 REGULAR BOARD MEETING [Attached]

The Board reviewed the March 17, 2017 Board meeting minutes.

A motion was made by Dahley and seconded by Kassekert to approve the March 17, 2017 minutes as presented. The motion carried with eight affirmations and one abstention.

3. MEMBER UPDATES

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

Richardson arrived at 9:07 am.

4. EXECUTIVE DIRECTOR'S REPORT: Zacher-Pate

Zacher-Pate distributed the following: committee interest form, per diem claim forms, expense report forms, and the sign-in sheet with public and private BOSW Board member contact lists to be updated as needed.

Zacher-Pate provided a short summary of the Executive Director's report included in the Board packet:

- Board Member Appointments and Vacancies. Appointments should be made prior to the July Board Meeting. Board members and staff expressed appreciation to outgoing Board members.
- Health Licensing Board Minnesota Statutes, Section 214.075 fingerprint-based Criminal Background Check (CBC)
- Addressing Delays in Processing Applications for Licensure
- FY 2018-2019 Proposed Biennial Budget
- BOSW IT Initiatives
    - Licensing System Project: Progress was made in the last two months to refine business processes, develop correspondence and templates, and train staff. Migration to the ALIMS 2.5 is planned in July to ensure capacity to implement the new CBC process.
- 2017 Session Legislation
- BOSW 2015-2018 Strategic Planning

- MS 148E.035 Variance Requests: One variance request was approved and one request denied since the March 17, 2017 Board meeting

In addition, Zacher-Pate spoke on the following:

- There will be a webinar, "Ethics and Technology" at the Board office on June 1, 2017. Frederic Reamer, PhD is the presenter. All Board members and staff are welcome to attend.

5. GOVERNOR DAYTON'S STATE BRANDING INITIATIVE: Zacher-Pate

Zacher-Pate gave a presentation on the Governor's new state branding initiative. The initiative seeks to unify all state agencies by using a single state logo and brand. Zacher-Pate detailed the Board's efforts to comply with the initiative.

The new BOSW brand will potentially be rolled out at the BOSW 30th anniversary celebration/open house likely to be held in September.

Lombardi left at 9:45 am

6. DEMONSTRATION: NOVUS AGENDA SOLUTIONS TECHNOLOGY SOFTWARE: Alec Chacon (via web)

Zacher-Pate gave background on Novus Agenda Solutions. Chacon and other Novus staff demonstrated how the software would facilitate Board meetings, agendas, and minutes. There are possible cost savings to the Board using this product. Following a question and answer period and Board discussion, the Board will further explore this and similar software.

8. LICENSING UNIT REPORT: Kramer-Prevost

Kramer-Prevost reported the following topics:

- Application processing is now within a 30-45 day window for first look at applications. Applicants are encouraged to check their online profile for application status.
- Supervision plan processing is behind, so staff were reallocated to review plans.

9. COMPLIANCE UNIT REPORT: Gallagher

Gallagher reported on the following topics:

- Complainant notification letters can now be sent through ALIMS
- 125 complaints have been opened to date in 2017
- A consent agenda has been added to compliance panel meetings
- 15 disciplinary and educational conferences have been held to date in 2017
- 8 educational or disciplinary conferences are scheduled with licensees in June and July
- Gallagher attended two trainings on Implicit Bias in April and May. Videos and other training materials will be made available to the Board and Staff.

Lunch 11:30-12:05

Richardson left the meeting at 12:07 pm

7. ASWB REPORT: SPRING EDUCATION CONFERENCE: BEYOND CE-REGULATING COMPETENCY IN A DYNAMIC PROFESSION; AND ASWB DRAFT PRACTICE MOBILITY PLAN: Hirsch, Zacher-Pate, Kramer-Prevost

Hirsch, Zacher-Pate, and Kramer-Prevost reported on the following highlights after attending the conference:

- Continuing competency: Continuing education (CE) current status, challenges, and trends
- Roles and responsibilities of the three pillars of the social work profession
- Emerging technological innovation in CE
- Professional development models
- Remediation and rehabilitation in the disciplinary context
- Social work supervision: Quantity and quality
- Continuing competency think tank polling questions and big ideas
- Draft ASWB social work practice mobility plan (distributed in the Board packet)
    - Board members commented on the mobility plan. The Board will submit the collective response to ASWB.
- Council on Social Work Education (CSWE) will add licensing and regulation competencies to the curriculum requirements for accredited social work programs
- The ASWB social work practice analysis was completed across North America and a blueprint of the revised licensure examination will soon be available. The new examinations will be available January 2018. There is not a substantial change to the examinations.

Lombardi returned at 1:21

11. COMMITTEE & LIAISON REPORTS:

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

Zacher-Pate reported in McGeehan's absence that the Advisory Committee met on April 10, 2017. Minutes were included in Board packet. Topics covered included:

- Review and approval of revisions Advisory Committee Bylaws (included in the Board packet)

A motion was made by Dahley and seconded by Kassekert, to approve the newly amended Advisory Committee Bylaws, as presented. The motion carried unanimously.

- Demonstration of new Online Services by Kramer-Prevost
- CBC finger-print based criminal background checks
- Member organization updates

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

A motion was made by Hirsch and seconded by Lombardi to go into closed session. The motion carried unanimously.

Executive Session-Closed to the Public from 1:33 pm – 1:41 pm

Following a hearing on the Administrative Law Judge Findings of Fact, Conclusions of Law and Recommendation upon Default In the Matter of Virginia D. Hamman, LSW, the Board voted to adopt the Proposed Findings of Fact, Conclusions and Final Order suspending her license. Dahley, Collins, Brooks, Hirsch, Payne, and Grover voted to affirm. Ennis, Kassekert, Lombardi, and Thompson, as members of Compliance Panel A, were not present for the vote.

A motion was made by Dahley and seconded by Hirsch to re-open the meeting. The motion carried unanimously.

The meeting re-opened at 1:52 pm.

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

Kramer-Prevost reported that the ARC did not meet.

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

The ASWB report was covered in Item 7.

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

Kramer-Prevost reported that CEOC has not met since the last Board meeting. Dahley and Kramer-Prevost will meet in June to discuss the voice over technique for PowerPoint presentations.

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

Gallagher reported that the Committee did not meet. The report from the Committee, "Destination Public Protection: Final Report 2015-2016" is now on the Board's website.

F. Council of Health Boards (CHB): Kassekert

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

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

Payne reported that the Executive Committee met on May 18. 2017.

- Three initiatives have been added to the Strategic Plan
    - HLB Minnesota Statutes, Section 214.075 fingerprint-based Criminal Background Checks (CBC)
    - Governor's State Branding
    - ALIMS 2.5 migration
- Conference Interest Form was circulated for the Council on Licensure, Education, and Regulation (CLEAR) conference to be held in September.
- Committee Assignments: Vacancies will be filled after the new Board member appointments are made.
- Reminder to email or call Payne or Zacher-Payne if a Board member is unable to attend a Board or Committee meeting.
- HLBs are setting up a contract to work on the Hay Review process for Executive Directors.
- Plans are in the works for the Board's 30th anniversary celebration.

H. Finance Committee (FC): Lombardi

Lombardi reported that the Finance Committee met on May 18, 2017, and discussed the following topics.

- At 83% of the year, expenses are at 70.54%
- At 83% of the year, revenues are at 84.65%
- Possible end-of-the-biennium spending items, including technology hardware and software
- All change items, except for the fee increase are included in the Health and Human Service Omnibus Budget Bill
- HLB Legal Cost Fund

I. Health Professionals Services Program (HPSP): Kassekert

Kassekert reported that the HPSP Program Committee met on May 9, 2017. The report included:

- Introduction of new case manager, Audrey Grossman
- Presentation of the stigma associated with substance use disorders
- Board statistics from July 1, 2016-April 30, 2017 of open and closed cases

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

Zacher-Pate reported that the LRC did not meet.

K. Leadership & Development Committee (L & DC): Middlebrooks

Zacher-Pate reported in Middlebrooks absence that the L & DC did not meet.

10. HEALTH LICENSING BOARDS CRIMINAL BACKGROUND CHECK (CBC) PROGRAM: Zacher-Pate

Zacher-Pate reported on the summary that was included in the Board packet including:

- Requirements
- General process and costs to applicants
- BOSW implementation plan with August target date
- Legal interpretations of two provisions sought:
  - Applicant for initial license
  - Intersection with current BOSW background check
- Public education strategies

12. OTHER BUSINESS

There was no other business.

13. PUBLIC COMMENT

There was no public comment.

15. ADJOURN

Ennis motioned and Dahley seconded to adjourn the meeting at 2:45 pm. The motion passed unanimously.

Respectfully submitted,

Kathy Lombardi, MSW, LICSW

Kathy Lombardi, LICSW
Secretary-Treasurer