



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

Minutes
May 20, 2016

Members Present: Christine Black-Hughes, LICSW
Jason Collins, LSW
Donna Ennis, LSW
Jill Grover, LGSW
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
Mary Weaver, Public Member

Members Absent: Larene Broome, Public Member
Laurie Dahley, LISW

Staff Present: Megan Gallagher, JD, Regulations Analyst
Michelle Kramer-Prevost, LISW, Staff Social Worker
Sheryl McNair, LICSW, Assistant Director
Connie Oberle, Office Manager
Kate Zacher-Pate, LSW, Executive Director

Chair Payne called the meeting to order at 9:03 am. A quorum was present. Payne reminded Board Members to remember to state their name when making a motion or second for the record.

1. PROPOSED AGENDA [Attached]

A motion was made by Black-Hughes and seconded by Richardson to approve the Agenda as presented. The motion carried unanimously.

2. MINUTES FOR MARCH 18, 2016 REGULAR BOARD MEETING AND APRIL 21, 2016 SPEICAL BOARD MEETING [Attached]

The Board reviewed the March 18, 2016 regular Board meeting minutes.

A motion was made by Middlebrooks and seconded by McGeehan to approve the March 18, 2016 minutes as presented. The motion carried unanimously.

The Board reviewed the April 21, 2016 Special Board meeting minutes.

A motion was made by Black-Hughes and seconded by Weaver to approve the April 21, 2016 minutes as presented. The motion carried unanimously.

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.

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

- Current 2016 Board Member Vacancies
Applications are under review by the Governor's office, however, no date for possible appointments has been set.
- BOSW IT Initiatives
Work continues on the new ALIMS project which is now in the testing phase. An extension of the June 1, 2016 contract deadline has been requested. This extension is for time only, not additional funds.
- Strategic Planning
- 2016 Legislative Session
- MS 148E.035 Variance Requests: Two variance requests, under MS 148E.035, have been approved since the last Board meeting.

In addition to these items, Zacher-Pate reported on efforts to improve building and parking ramp safety. Zacher-Pate is Chair of the Health Licensing Board (HLB) Safety Committee.

4. LICENSING UNIT REPORT: McNair, Kramer-Prevost

McNair reported that application for licensure numbers are decreasing, but temporary license application numbers are increasing. This is consistent with yearly licensure cycles.

McNair presented on the Association of Social Work Boards' pass rate report that was distributed in the Board packet.

Discussion and questions ensued covering various test-related topics including:

- Canadian provinces utilizing the exam, including whether the test would need to be given in French as well as English
- Contributing factors for higher pass rates in Minnesota
- Research at ASWB on higher pass rates contributing factors
- Whether primary and secondary education affects passing rate
- Data on ethnic backgrounds of applicants

- Data on special accommodations granted for applicants
- Posting report to the Board's website

5. COMPLIANCE UNIT DATA REPORT: Gallagher [Attached]

Gallagher gave a summary of the report that was distributed in the Board packet. Topics included:

- Statistics on opened and closed complaints since January 2016
- There have been 12 disciplinary conferences held since January 2016
- Increased volume of complaints received
- Implementation of the new license late fee. Although the license late fee is NOT related to discipline, the compliance unit is responsible for this task. Procedures are evolving due to new situations that present. To date, statistics include:
 - 102 license late fee letters have been sent
 - 40 license late fees have been received
 - 1 case has required a second letter

6. ASSOCIATION OF SOCIAL WORK BOARDS (ASWB) EDUCATION CONFERENCE REPORT: MOVING FORWARD IN THE AGE OF MOBILITY: Middlebrooks, Hirsch, Payne, Zacher-Pate, Gallagher

Zacher-Pate presented a video that was shown at the conference on the fast-paced changes occurring in technology, the labor force, and the social work profession.

Hirsch spoke on a presentation she attended on the three pillars: regulators, educators, and social workers and how all three are interconnected.

Payne described information learned from the Mobility Task Force report. Information included how differences and similarities in each jurisdiction's statutes and regulations affect mobility. Some other professions have already started down the road toward mobility and portability.

Middlebrooks informed the Board that focus groups met on various conference topics and ASWB will issue a final report on the groups' discussion in July.

Gallagher discussed various regulatory issues involved with mobility between jurisdictions. Zacher-Pate discussed the next steps that are involved with mobility and future strategies that the Board may explore in 2017.

The Interstate Medical Compact involving the Minnesota Board of Medical Practice was recently approved by the Minnesota Legislature, so steps are already being taken by other Minnesota HLBs.

Zacher-Pate has been in brief conversations with the North Dakota Board of Social Work regarding mobility issues.

The Board also discussed the risks and benefits of e-practice.

The topic of the 2017 ASWB Spring Educational meeting will be continuing competency.

**7. PRESENTATION: MINNESOTA STATE COUNCIL EXECUTIVE DIRECTORS:
Chicano Latino Affairs Council: Henry Jimenez and Minnesota State Council on
Disability: Joan Wilshire**

Zacher-Pate noted that the Executive Directors from the Council on Asian Pacific Minnesotans, the Council on Minnesotans of African Heritage, and the Minnesota Indian Affairs Council were unable to attend the meeting due to other commitments.

Jimenez and Wilshire each presented on the following topics:

- History of their Councils
- Pending issues
- Future Issues
- Possibilities for collaboration with the Board.

A question and answer period followed the presentation. Brochures and pamphlets were also distributed to Board members.

Lunch 12:08 pm – 12:52 pm

8. COMMITTEE & LIAISON REPORTS:

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

McGeehan reported that the Advisory Committee met on April 1, 2016; minutes were included in the Board packet.

Topics discussed at the meeting included:

- The new ALIMS database/online services system
- The possibility of a licensing fee increase in the upcoming FY 2018-FY 2019 budget planning
- Compliance and Licensing Data Statistical Report was presented to the AC
- Re-energizing the Committee
- 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, Grover

Middlebrooks reported that there is some discussion among jurisdictions of combining the Spring and Fall ASWB meetings. There would be some cost savings, although the meetings would be lengthy.

Grover reported that she and Broome attended the ASWB New Board Member Orientation in March. The training provided very useful information and it was very beneficial to meet members from other jurisdictions. She was happy that she had attended some Board meetings prior to attending the orientation.

Zacher-Pate reported that she attended the Administrator's Forum held the day prior to the Spring meeting. The practice analysis has begun for inclusion in the new 2018 ASWB examinations.

Nominations for 11 seats on the ASWB Board of Directors are due to ASWB by July 1, 2016.

Payne, Middlebrooks, and Hirsch reported on their attendance at the Board Member Forum:

- Minnesota seems to be in a better position in terms of staff than some other jurisdictions
- ASWB will compile a list of boards that have a jurisprudence exam
- Deans of CSWE schools of social work will be invited to future Board Meetings
- Online Competencies

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

Richardson stated that the Committee did not meet. The next meeting will focus on the Board's Strategic Plan.

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

Middlebrooks reported that the Committee met on April 1, 2016. The minutes from the meeting were included in the Board packet. Topics included:

- Final Report Outline
- Strategy Map
- Next Steps
- Next Meeting Dates

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 Executive Committee met on May 19, 2016.

The Council on Licensure, Enforcement, and Regulation (CLEAR) annual conference will be September 14-17, 2016 in Portland, Oregon. An interest sign-up sheet for the conference was circulated.

There were some wording changes to the Strategic Plan map and report. Because the changes did not affect the plan overall, a vote was not necessary.

Staff member Kate Manley designed a "snapshot" report of the Strategic Plan that was presented to the Board. Measurable outcomes can be tracked easily on this report.

Retention of notes taken by Board members at various meetings was discussed. Using state devices and shredding in the Board office was agreed upon as a best practice. The Executive Director's Forum and the Attorney General's office will discuss this issue further and make recommendations, possibly in July.

Discussion ensued on end of the exemption for state employees, effective July 1, 2016 for newly hired persons. The University of Minnesota is concerned about attracting top educators and researchers for its MSW program if they must be licensed. Zacher-Pate will send a letter to the University of Minnesota.

H. Finance Committee (FC): Lombardi

Lombardi reported that the Finance Committee met on May 19, 2016. The following items were discussed:

- Expenses were reported through April 30, 2016. At 83% of the year, the Board has spent 71% of its budget.
- Revenue was reported through April 30, 2016. At 83% of the year, the Board has collected 64.87% of its projected revenues.
- The Attorney General costs are currently at 99.46% of the budgeted amount with billing through April 19, 2016 and will exceed the budgeted amount by possibly \$25,000 for fiscal year 2016, ending June 30, 2016. Overages will need to be covered out of the Board's accumulated balance. In future years, the base budget amount will likely need to be increased based on the nature and volume of the Board's cases.
- MN.IT costs will increase substantially beginning in FY 2017. These include:
 - \$30,000 ALIMS, new data base, maintenance fee
 - \$22,000 maintenance fee on the Board's switch hardware
 - \$18,000 data storage fee
- Increasing fees and looking at future budget needs
- Strategic Plan implementation costs
- Board members were told to email Lombardi or Zacher-Pate with any budget or change item ideas for the upcoming budget planning.

I. Health Professionals Services Program (HPSP): Kassekert

Kassekert reported that an HPSP Program Committee meeting was held on May 10, 2016.

- Monica Feider, HPSP Program Director, attended a meeting of the Federation of State Physicians Health Programs and reported on the history of various state programs and the differences between the programs.
- Public Member Appointment to Advisory Committee background checks. The Program Committee also discussed background checks for professional members but ultimately decided to use the same vetting process as the Governor's office.
- Case Review

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

Hallman reported that the LRC will work on the mobility issue. He requested that Board

Members contact him or Zacher-Pate with anything they feel should be considered during the next legislative session.

Zacher-Pate stated that the Fiscal Year 2018-2019 Biennial Budget will be brought forward in the next legislative session.

Zacher-Pate reported on various bills that were considered in the last legislative session.

- Duty to Warn bill which was approved, but did not affect the Board of Social Work
- Labor Contracts, which the Legislature was voting on during the Board Meeting
- Temporary Suspension for the HLBs, which was approved

K. Nominating Committee (NC): Middlebrooks

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

9. OTHER BUSINESS

Hirsch congratulated Donna Ennis on obtaining her Masters in Tribal Administration and Governance.

10. ROUNDTABLE

Black-Hughes commented that she may not be at the July Board meeting, because she will be in South Africa.

11. PUBLIC COMMENT

Mark Anderson, Senior Licensure Consultant from Capella University, discussed licensure issues for the faculty in their online MSW program. The program was recently granted Candidacy Status by the Council on Social Work Education (CSWE).

Kassekert left the meeting at 2:37 pm.

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

Executive Session-Closed to the Public from 2:40 pm – 3:02 pm

A motion was made by Compliance Panel B to adopt the Stipulation and Consent Order for Unlicensed Practice for Denise N. Abbott, LSW 24085. The motion passed unanimously.

A motion was made by Compliance Panel B to adopt the Stipulation and Consent Order for Unlicensed Practice for Cynthia L. Behl, LSW 23771. The motion passed unanimously.

A motion was made by Compliance Panel B to adopt the Stipulation and Consent Order for Unlicensed Practice for Margaret A. Buelte-Bell, LSW 16060. The motion passed unanimously.

A motion was made by Compliance Panel A to adopt the Stipulation and Consent Order for a stayed suspension of the license of Brenda J. Hubers, LICSW 9533. The motion passed with 12 affirmations and 1 abstention.

A motion was made by Compliance Panel B to adopt the Stipulation and Consent Order for Amber L. Johnson, LSW 21193. The motion passed unanimously.

A motion was made by Compliance Panel B to adopt the Stipulation and Consent Order suspending the license of David R. Rynders, LICSW 7581. The motion passed unanimously.

A motion was made by Compliance Panel B to adopt the Stipulation and Consent Order suspending the license of Megan L. Westover, LSW 23221. The motion passed unanimously.

A motion was made by Compliance Panel A to provisionally adopt the faxed Stipulation and Consent Order revoking the license of Carlton F. Frank, LICSW 12812, pending receipt of the original signed copy of the Order. The motion passed unanimously.

A motion was made by Compliance Panel A to provisionally adopt the faxed Stipulation and Consent Order revoking the license of Gina M. Frank, LICSW 20999, pending receipt of the original signed copy of the Order. The motion passed unanimously.

The meeting re-opened to the public at 3:02 pm.

13. ADJOURN

Middlebrooks motioned and Black-Hughes seconded to adjourn the meeting at 3:03 pm. The motion passed unanimously.

Respectfully submitted,



Kathy Lombardi, LICSW
Secretary-Treasurer