



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

Minutes
November 18, 2016

Members Present: Jason Collins, LSW
Laurie Dahley, LISW
Donna Ennis, LSW
Jill Grover, LGSW
Rosemary Kassekert, Public Member
Kathy Lombardi, LICSW, Secretary/Treasurer
Susan McGeehan, LSW
Carol Payne, LSW, Chair
Lori Thompson, LSW
Mary Weaver, Public Member

Members Absent: Emily Bastian, LICSW
Angela Hirsch, LICSW, Vice Chair
Kenneth Middlebrooks, Public Member
Ruth Richardson, Public Member

Staff Present: Megan Gallagher, JD, Regulations Analyst
Michelle Kramer-Prevost, LISW, Assistant Director
Connie Oberle, Office Manager

Staff Absent: Kate Zacher-Pate, LSW, Executive Director

Chair Payne called the meeting to order at 9:04 am. A quorum was present. Payne noted that Hirsch, Middlebrooks, and Zacher-Pate would not be at the Board meeting as they were at the Association of Social Work Boards' (ASWB) Fall Meeting. Kramer-Prevost, as Assistant Director would fulfill Zacher-Pate's role for the Board meeting.

1. PROPOSED AGENDA [Attached]

The Board reviewed the Proposed Agenda. Gallagher noted that in Item 12, there would be only three cases instead of the four listed.

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

2. MINUTES FOR SEPTEMBER 16, 2016 REGULAR BOARD MEETING [Attached]

The Board reviewed the September 16, 2016 Board meeting minutes.

A motion was made by Dahley and seconded by Collins to approve the September 16, 2016 minutes as presented. The motion carried unanimously.

3. MEMBER UPDATES

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

4. EXECUTIVE DIRECTOR'S REPORT: Kramer-Prevost

Kramer-Prevost distributed the following: 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.

Kramer-Prevost provided a short summary of the Executive Director's report including:

- Board Member Vacancies
 - There are six scheduled vacancies, including three public members and three professional members, effective January 2, 2017.
 - The Governor has named a member to fill the unscheduled public member vacancy open since July 2016. Thomas Brooks, of Brooklyn Park, will be appointed effective November 26, 2016.
- Staffing and Personnel
 - An offer has been extended to a candidate for the Social Work Licensing Specialist (formerly named Staff Social Worker) position that was open due to Kramer-Prevost becoming the Assistant Director. The anticipated start date is November 30, 2016.
- Minnesota Board of Teaching and Health Licensing Board Meeting
 - The Board of Teaching is under review for possible reorganization. There has been some discussion about the possibility of eliminating dual/duplicate licensure for professions including social workers. While the Board of Teaching has taken no action to forward ideas regarding elimination of dual licensure it is likely the issue will come up as legislative reform takes place during session.
 - The Board of Teaching requests a letter from the BOSW regarding any guidance the BOSW has on the topic of elimination of the duplicate licensure.
- Minnesota State System Transfer Pathways
 - Minnesota State College and University System (MNSCU) has created a task force to look at work force issues including creating "career ladders". BOSW provided input to MNSCU regarding the project and the letter was included in the Board packet. A final report will be presented to the Governor in January 2017. This may have impact on the Board if an Associate of Arts degree in social work is created.

- Biennial Budget Planning for FY 2018-FY 2019
 - All budget documents were submitted to Minnesota Management and Budget (MMB) by the October 17, 2016 deadline. No input has been received to date by MMB regarding the budget proposal.
 - The HLBs are working on an additional change item to increase Attorney General funding.
- BOSW IT Initiatives
 - The new Automated Licensing Information Management System (ALIMS) data base and online services project is now in the final testing phase. December 12, 2016 is the target “go-live” date.
 - A demonstration of the new online services will be likely be given at the January 20 Board meeting.
- 2015-2108 Board Strategic Planning: Covered in Agenda Item 9
- MS 148E.035 Variance Requests: No variance requests have been submitted since the last Board meeting.

5. LICENSING UNIT REPORT: Kramer-Prevost

Kramer-Prevost stated the following:

- ALIMS testing and development have been priority activities for licensing staff and has required many hours.
- Kramer-Prevost attended the new ASWB Administrators training in Washington DC, September 30 through October 2, 2016.

6. COMPLIANCE UNIT DATA REPORT: Gallagher

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

- Statistics on opened and closed complaints since September 2016, include 263 open complaints.
- There are 15 current cases at the Attorney General’s office.
- Minnesota has been chosen by the National Practitioner Data Bank (NPDB) for an audit.
- The Compliance Unit has mailed out 232 License Late Fee letters and 212 have paid the License Late Fee. The License Late Fee, effective July 1, 2015, was created as an new non-disciplinary, administrative fee option to resolve some unlicensed practice cases.

7. HEALTH PROFESSIONAL SERVICES PROGRAM (HPSP) 2016 BOSW REPORT: Tracy Erfourth, Case Manager

Erfourth gave the annual HPSP training including:

- Background on HPSP.
- Participation rates and other statistics for all HLBs, and the BOSW.
- A case study.
- A question and answer period.

8. 2016 CLEAR ANNUAL CONFERENCE SEPTEMBER 14-17, 2016: Collins

Collins reported on his attendance at the annual Council on Licensure, Enforcement and Regulation (CLEAR) Conference in Portland, Oregon. Seminar topics included:

- Investigation of allegations of sexual misconduct.
- Regulation of the emerging healthcare environment.
- Changes in marijuana usage and regulation.
- Risk management for regulators.
- Can a licensee ever remove their professional hat?
- Language and diversity issues among regulatory agencies.

9. COMMITTEE & LIAISON REPORTS:

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

McGeehan reported that the Advisory Committee did not meet but she did discuss topics for future meetings.

Lombardi wondered about including the Advisory Committee on the School Social Worker license issue with the Board of Teaching. More consultation will occur on this topic.

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,

Payne reported in Middlebrooks, Hirsch, and Zacher-Pate's absence. Zacher-Pate and Middlebrooks are both nominated for positions on the ASWB Board of Directors. The election is being held at the meeting that Middlebrooks, Hirsch, and Zacher-Pate are currently attending.

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

Dahley reported in Richardson's absence that the Committee met on October 25, 2016. Minutes were included in the Board packet. The meeting focused on prioritization of the Board's Strategic Plan activities assigned to CEOC. The priorities hinge on both work by other committees and the need for additional funding, which was included in the FY 2018-FY 2019 biennial budget proposal submitted to MMB.

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

Middlebrooks reported that the Committee met on September 30, October 14, and October 28, 2016. Minutes were included with the Board packet. The final report is expected to be presented at the January 20, 2017 Board Meeting.

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 November 17, 2016. Only Payne and Kramer-Prevost were in attendance at the Committee Meeting due to members having other commitments. Topics discussed were.

- Meeting Schedule for 2017 and 2018

Lunch 11:25-12:10

- Preparation for upcoming Executive Director Evaluation: An online survey tool has been developed to create a more user friendly process to provide feedback.
- Attendance at the upcoming Federation of Associations of Regulatory Boards (FARB) meeting in January 2017: The recommendation is to not send a BOSW representative to this conference, in part due to budget constraints.
- 2015-2018 Strategic Plan Update: A comprehensive master action plan will be provided to update the Board on the progress of the strategic plan at its January 20, 2017 meeting.
- Committee Assignments: There are still some vacancies on various committees. Board members were encouraged to send completed Committee Interest forms to Payne and Zacher-Pate.
- There was additional discussion regarding the Board of Teaching request for BOSW guidance about the possibility of eliminating dual/duplicate licensure for professions including social workers. Lombardi expressed concerns about possible implications that may impact School Social Workers, outside of BOSW regulatory responsibilities, including union/bargaining unit issues, other state or federal regulations regarding service delivery to students.

Ennis motioned and McGeehan seconded to delegate authority to Zacher-Pate and Payne, with input from Lombardi, to draft a letter to the Board of Teaching. The motion passed unanimously.

H. Finance Committee (FC): Lombardi

Lombardi reported that the Finance Committee met on November 17, 2016. The following topics were discussed.

- Expenses were reported through October 31, 2016. At 33% of the year, the Board has spent 23.39% of its budget.
 - Attorney General and HPSP costs are increased per current trends.
- Revenue was reported through October 31, 2016. At 33% of the year, the Board has collected 35.26% of its projected revenues.
- The final Change Items, considered under law non-public documents, submitted as part of the FY 2018 – FY 2019 BOSW Budget were included for members in the Board packet.

I. Health Professionals Services Program (HPSP): Kassekert

Kassekert reported that the HPSP program committee met on November 8. The report included:

- Case Study
- Executive Director survey, with nine agencies responding
- Continued discussion on current HPSP governance model.

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

Kramer-Prevost reported in Zacher-Pate's absence that the LRC has not met. There are still open seats on the committee.

K. Leadership & Development Committee (NC): Middlebrooks

Kramer-Prevost reported in Middlebrooks' absence that the Nominating Committee did not meet. There are still vacancies on the committee.

10. OTHER BUSINESS

Kramer-Prevost stated that Heather Conley, LICSW, has formally accepted the position of Social Work Licensing Specialist with the Board. Her start date will be November 30, 2016.

Jill Grover spoke on how the recent election impacts everyone's work and everyone should continue to support others.

11. PUBLIC COMMENT

There was no public comment.

Ennis left the meeting at 1:13 pm.

Weaver motioned and Lombardi seconded to go into closed session at 1:14 pm. The motion passed unanimously.

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

Executive Session-Closed to the Public from 1:14 pm – 2:10 pm

A motion was made by Compliance Panel B to adopt the Stipulation and Consent Order for Unlicensed Practice for Christine M. Cox, LSW 5211. The motion passed unanimously.

A motion was made by Compliance Panel B to adopt the Stipulation and Consent Order for Unlicensed Practice for Steven A. Eastridge-Johnson, LSW 23968. The motion passed unanimously.

A motion was made by Compliance Panel B to adopt the Stipulation and Consent Order for Unlicensed Practice for Natalie J. Ritter, LSW 23760. The motion passed unanimously.

A motion was made by Compliance Panel B to adopt the Stipulation and Consent Order for Unlicensed Practice for Amy J. Smith, LISW 14520. The motion passed unanimously.

Lombardi presided over the next part of the meeting.

Following a hearing on the Administrative Law Judge Recommended Order on the Board's Motion for Summary Disposition in the Matter of *Hashim F. Yonis, Applicant for Licensure as a Licensed Graduate Social Worker*, a motion was made by Kassekert and seconded by McGeehan to adopt the Proposed Findings of Fact, Conclusions, and Final Order denying the application for licensure. Payne and Collins were not present for the deliberation or vote. The motion passed unanimously.

Following a hearing appealing an Order of Reprimand, a motion was made by Dahley and seconded by Kassekert to adopt the Findings of Fact, Conclusions, and Final Order for Rhonda Gabrielson, LSW 24301, affirming the Order of Reprimand. Payne and Grover were not present for the deliberation or vote. The motion passed unanimously.

Following a hearing appealing an Order of Reprimand, a motion was made by Dahley and seconded by Kassekert to adopt the Findings of Fact, Conclusions, and Final Order for Scott M. Curran, LGSW 22270, affirming the Order of Reprimand. Payne and Grover were not present for the deliberation or vote. The motion passed with 6 affirmations and 1 opposed.

Weaver motioned and McGeehan seconded to reopen the meeting at 2:55 pm.

The meeting re-opened to the public at 2:55 pm.

12. ADJOURN

Dahley motioned and Weaver seconded to adjourn the meeting at 2:56 pm. The motion passed unanimously.

Respectfully submitted,



Kathy Lombardi, LICSW
Secretary-Treasurer