MINNESOTA
BOARD OF SOCIAL WORK

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

Minutes
September 15, 2017

Members Present:	Sarah Bello, LISW Jason Collins, LSW Angela Hirsch, LICSW, Vice Chair Kathy Lombardi, LICSW, Secretary/Treasurer Susan McGeehan, LSW Laura McGrath, Public Member Kenneth Middlebrooks, Public Member Carol Payne, LSW, Chair Mary Weaver, Public Member Shawn Yates, Public Member
Members Absent:	Emily Bastian, LICSW Thomas Brooks, Public Member Donna Ennis, LSW Jill Grover, LGSW Lori Thompson, LSW
Staff Present:	Megan Gallagher, JD, Regulations Analyst Michelle Kramer-Prevost, LISW, Assistant Director Connie Oberle, Office Manager Kate Zacher-Pate, LSW, Executive Director
Staff Absent:	Heather Conley, LICSW, Social Work Licensing Specialist

Chair Payne called the meeting to order at 8:32 am. A quorum was present.

1. PROPOSED AGENDA

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

Middlebrooks motioned and Lombardi seconded to approve the agenda as presented. The motion carried unanimously.

2. MINUTES FOR JULY 21, 2017 REGULAR BOARD MEETING

The Board reviewed the July 21, 2017 Board meeting minutes.

Yates motioned and Hirsch seconded to approve the July 21, 2017 minutes as presented. The motion carried unanimously.

3. MEMBER UPDATES

Payne read a thank you from former Board Member Rosemary Kassekert. Board Members and Board Staff welcomed and introduced themselves to new Board Member Sarah Bello, LISW, and gave updates on new developments and projects in their professional spheres.

Weaver arrived at 8:40 am

Zacher-Pate distributed the following: per diem claim forms, expense report forms, and the sign-in sheet.

Zacher-Pate invited everyone to attend the Board of Social Work's 30th Anniversary Open House following the Board meeting.

Weaver motioned and Yates seconded to go into closed session to consider disciplinary cases, at 9:04 am. The motion passed unanimously.

Executive Session-Closed to the Public from 9:04 am – 12:40 pm.

4. COMPLIANCE COMMITTEE: GALLAGHER, MIDDLEBROOKS

Payne recused herself and Lombardi presided over the next part of the meeting.

Following a hearing and deliberation on the Administrative Law Judge's (ALJ) Findings of Fact, Conclusions of Law, and Recommendation in the matter of a Licensee, Lombardi motioned and Collins seconded to accept the ALJ's recommendation of dismissal. Voting to affirm the dismissal were Yates, Collins, Lombardi, and McGrath. Weaver and Bello voted to reject the dismissal. McGeehan abstained from the vote. Hirsch, Middlebrooks, and Payne, as members of Compliance Panel B, were not present for the vote.

Payne returned to preside over the remainder of the meeting.

Following a hearing and deliberation, Hirsch motioned and Weaver seconded to accept the Administrative Law Judge's (ALJ) Findings of Fact, Conclusions of Law, and Recommendation in the Matter of Rena Ledin, LGSW, with a technical amendment substituting Schaefer's name for Middleton's. Voting to affirm were Weaver, Payne, Hirsch, Bello, Middlebrooks, Yates, Collins, and McGrath. McGeehan abstained from the vote. Lombardi, as a member of Compliance Panel A, was not present for the vote. All other members of Compliance Panel A were not present for the entire meeting.

Compliance Panel A motioned to adopt the Stipulation and Consent Order for Valerie N. Koski, LICSW. The motion passed unanimously.

Compliance Panel B motioned to adopt the Stipulation and Consent Order for David I. McGraw-Schuchman. The motion passed unanimously.

Compliance Panel A motioned to adopt the Stipulation and Consent Order for a Stayed Suspension for Dwight H. Peterson, LICSW. Lombardi amended the motion to provisionally approve the Order

with an amendment removing Lombardi's name from the attendees at the Panel meeting. The motion passed with nine affirming and Lombardi abstaining.

Compliance Panel B motioned to adopt the Stipulation and Consent Order for Reinstatement to Stayed Suspension for Shonee R. Phillips, LGSW. The motion passed unanimously.

Compliance Panel B motioned to adopt the Stipulation and Consent Order for Shawn P. Willis, LSW and LGSW Applicant, suspending his LSW license and denying his LGSW application. The motion passed unanimously.

Middlebrooks motioned and Yates seconded to reopen the meeting at 12:40 pm.

5. 2018-2019 BOSW OFFICER ELECTIONS: Middlebrooks

Officers are elected by majority vote of the members of the Board. Middlebrooks described officer positions and duties and presented the official slate of officer candidates. Additional nominations from the floor for all offices were requested, but no nominations were received. Candidates addressed the board on skills, goals, and vision for their tenure if elected.

By voice vote, the slate of candidates, as presented, was elected unanimously.

Chair: Angie Hirsch, LICSW
Vice Chair: Kathy Lombardi, LICSW
Secretary-Treasurer: Jill Grover, LISW

Lunch 11:50 am-12:38pm

6. 2015-2018 BOSW STRATEGIC PLAN REIVEW: Zacher-Pate

The Board reviewed the Strategic Plan. Zacher-Pate reported on progress made in the plan. A review and reprioritization of the plan, including specific strategic tasks accomplished to date, will occur at the November Board meeting.

7. EXECUTIVE DIRECTOR'S REPORT: Zacher-Pate

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

- Board Member Appointments and Vacancies
  - Terms for Collins, Lombardi, and McGeehan will expire in January 2018.
- Board of Teaching Rule Changes
  - Potential to affect, related service licenses including, School Social Workers
- Mental Health Workforce Plan for Minnesota 2015
  - The Mental Health Workforce Steering Committee met on September 6.
  - Executive Directors and Board Chairs of the HLB Mental Health Boards may collaborate with legislators in addressing licensure issues as they relate to the mental health workforce.
- Governor's State Branding Initiative
  - The new Board logo will be showcased at the 30th Anniversary Open House later today.
- BOSW IT Initiatives
  - Programming work continues for the licensure database to implement the required new fingerprint background check.
- MS 148E.035 Variance Requests
  - Four variance requests have been approved and one request denied since the last Board meeting.

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

Zacher-Pate reported on the Board's CBC efforts to date. A written summary was included in the Board packet.

- Target date for BOSW/CBC implementation is delayed to November 2017, at the earliest, due to programming changes that need to be made to the ALIMS database. All Boards must implement the CBC for initial applicants by January 1, 2018.

9. LICENSING UNIT REPORT: Kramer-Prevost

Kramer-Prevost stated the following:

- Applications are at a less than 30-day processing time for first contact.
- Processing efficiencies are being explored.
- Staff presentations to BSW and MSW programs and conference displays are a priority in the fall season.
- Kramer-Prevost and Gallagher will present an ethics training at the St. Louis County Health and Human Services Conference in October.

10. COMPLIANCE UNIT DATA REPORT: Gallagher

Gallagher reported on the following data since January 1, 2017:

- 241 complaints on 216 individuals have been opened.
- 184 complaints have been closed, with 33 resulting in actions.
    - 37 of the closed complaints were closed with a license late fee.
    - 26 of the closed complaints were on individuals in an exempt setting.
- 24 conferences have been held.
- 18 complaints are at the Attorney General's office for investigation.

11. COMMITTEE & LIAISON REPORTS:

Members and staff gave a description of each of the committees' responsibilities and duties during the committee reports.

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

McGeehan reported that the Advisory Committee did not meet. The next meeting will be October 2, 2017.

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

Middlebrooks reported on the following:

- ASWB Board of Directors toured the Pearson Vue testing site in Bloomington in August. The BOSW was invited to tour the site as well.
- ASWB sent a Proclamation to the Board in honor of the BOSW 30th Anniversary.
- Upcoming ASWB meeting dates and locations.

Zacher-Pate reported on the following action items on the ASWB 2017 Annual Meeting of the Delegate Assembly agenda:

- Upcoming non-substantive changes to ASWB bylaws.

- Mobility Strategy for ASWB member board jurisdictions along with informational sessions that will be available prior to the ASWB Delegate Assembly.
- BOSW will review and discuss the ASWB action items at its November board meeting to determine how the BOSW should cast its vote at the ASWB Delegate Assembly.

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

Zacher-Pate reported that the CEOC did not meet.

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

Middlebrooks reported that the CRC did not meet. The next meeting will be in the late fall/winter.

F. Council of Health Boards (CHB): Zacher-Pate

Zacher-Pate stated that the CHB did not meet.

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

Payne reported that the Executive Committee met on September 14, 2017.

- Payne reminded all member of the Board Member Responsibility and Accountability Statement. Bello added her signature to the oath.
- Proposed Board Committee assignments were uploaded to the Board packet on September 14, 2017.
- Zacher-Pate, as an ASWB Committee Chair, Middlebrooks, as an ASWB Board Member, and Hirsch, as the BOSW delegate will attend the ASWB Delegate Assembly at ASWB's expense.

Middlebrooks motioned and McGeehan seconded to send two additional Board Members, Payne and Brooks, to the November ASWB Delegate Assembly. The motion passed unanimously.

Zacher-Pate reported on the following:

- ASWB Spring Education Conference will be hands-on learning related to promoting and implementing license mobility. The conference will be held May 17-19, 2018, in Halifax, Nova Scotia, Canada.
- May 2018 and November 2018 ASWB meeting dates conflict with the BOSW Board meeting dates and may need to be rescheduled.

Payne and Zacher-Pate reported that a written Board of Social Work Customer Appeal Grievance Policy has been compiled and is available and is posted in the Resource folder on the BOSW Board Member SharePoint site.

H. Finance Committee (FC): Lombardi

Lombardi reported on the following:

- Zacher-Pate prepared the "BOSW Budget Summary Highlights", included in the board packet, to report fiscal data for the close of the FY 2016-FY 2017 biennium, fiscal data for the new FY 2018-FY 2019 biennium, and historical and other budget data. It is a comprehensive report covering fiscal data from 2004.

- Fiscal Year 2017 items:
  - Expenses were reported through June 30, 2017. At 100% of the year, the Board has about $148,000 that will cancel back to the accumulated balance since this was the end of the biennium.
  - Attorney General costs were approximately $50,000 over budget.

- HPSP costs increased over the past year and were about $6000 over budget.
- Revenue was reported through June 30, 2017. At 100% of the year, the Board has collected 104% of its projected revenues.

Lombardi and Zacher-Pate reported the following Fiscal Year 2018 items:

- Attorney General and HPSP budgeted amounts have increased.
- At 16% of the year, the Board has spent 8% of its budget.
- At 16% of the year, the Board has collected 20% of forecasted revenues.

I. Health Professionals Services Program (HPSP): Gallagher

Gallagher reported that the HPSP Program Committee did not meet.

J. Legislation & Rules Committee (LRC): Hirsch

Hirsch reported that the LRC did not meet. The LRC will be convened in late fall/winter.

K. Leadership & Development Committee (LD): Middlebrooks

Middlebrooks reported that LD Committee did not meet.

12. OTHER BUSINESS

Bello inquired about the data request from the Star Tribune. Zacher-Pate said there was no additional information to report.

13. PUBLIC COMMENT

There was no public comment.

14. ADJOURN

Middlebrooks motioned and Bello seconded to adjourn the meeting at 2:48 pm. The motion passed unanimously.

Respectfully submitted,

Kathy Lombardi, MSW, LICSW

Kathy Lombardi, LICSW
Secretary-Treasurer