

**KENTUCKY BOARD OF SOCIAL WORK  
MINUTES OF THE BOARD OF DIRECTORS' MEETING  
Tuesday, December 6, 2016**

A regular meeting of the Kentucky Board of Social Work was held on Tuesday, December 6, 2016, at the board office located at 43-44 Fountain Place, Frankfort KY 40601.

**MEMBERS PRESENT**

Bill Adcock, LCSW, Chair  
Dr. Jay Miller, Vice Chair  
Sally Rhoads, LCSW  
Sharon Sanders, LCSW  
Jay Davidson, LCSW  
Hilma Prather  
Janice James, LCSW

**OTHERS PRESENT**

Brian Judy, Board Counsel, Assistant Attorney General

**BOARD STAFF PRESENT**

Florence Huffman, Executive Director  
Lindsay Redman, Staff  
Lisa A. Turner, Staff  
Pat Wasson, Staff

**CALL TO ORDER**

Bill Adcock, LCSW, Chair, called to order the regular meeting of the board at 11:45 a.m.

**INTRODUCTION OF GUEST**

Bill Adcock introduced and welcomed Leighan Dickerson, Deputy Director of Board and Commissions.

**APPROVAL OF MINUTES**

A motion was made by Sharon Sanders to approve the minutes of the October 25, 2016 board meeting as presented; seconded by Justin Miller, motion carried.

**EXECUTIVE DIRECTOR'S REPORT**

Florence Huffman, ED  
Lindsay Redman

- a. Operations Report for October 2016
  - 1) Documents Received and Processed
    - Applications received: 55 total
    - Applications approved: 53 total (Bachelors exam: 8; Masters exam: 29; Clinical exam:16)
    - Initial licenses issued: 39 total (LSW: 8; CSW: 16; LCSW:15)
    - Supervision contracts: 35 contracts were approved; 23 contracts were deferred due to incomplete contracts
    - Reinstatements: 6
    - Temporary Permits: 3 clinical temporary permits approved
- b. Education and Outreach / Technology  
Three new online applications are being developed by Kentucky Interactive:
  - Request to Provide Supervision Application
  - Reinstatement process will be added to online Renewal Applications
  - Online Complaint Form
- c. ASWB
  - Ms. Huffman gave a report of 2016 Delegate Assembly in San Diego that was held November 17-20, 2016. Ms. Huffman and Janice James were representatives for Kentucky.
  - Ms. Huffman was elected to ASWB Board of Directors to serve for a two year term.

- A motion was made by Hilma Prather to approve Ms. Huffman’s travel to attend the FARB/ ASWB Board of Directors meeting in San Antonio January 25-29, 2017 and the ASWB Spring Education meeting April 27-30, 2017 in Henderson, Nevada; seconded by Sally Rhoads, motion carried. All of Ms. Huffman’s expenses will be paid by ASWB.
- Approval for Ms. Huffman to attend the 2017 Annual Delegate Assembly meeting on November 17-19, 2017 in Atlanta was deferred to a later meeting date.

### **FINANCIAL REPORT**

Florence Huffman, ED

- a. Report of Expenditures and Revenues
  - October 2016
    - Sum of Revenues: \$31,325
    - Sum of Expenditures: \$27,726
    - Cash Balance: \$422,472
- b. Travel and Per Diem
  - A motion was made by Sally Rhoads to approve board members’ travel and per diem; seconded by Janice James, motion carried.

### **COMMITTEE REPORTS**

Bill Adcock, Chair

- a. Complaint Review: Janice James, LCSW and Bill Adcock, LCSW
  - 15-14 A & B: On the recommendation of the Complaint Committee, seconded by Sally Rhoads, the board approved the appeal of a Family Court Judge’s order overruling the board’s motion to waive confidentiality.
  - 16-30: The committee recommended dismissal; seconded by Sharon Sanders; the board approved the recommendation.
  - 16-31: The committee recommended opening an investigation; seconded by Justin Miller, the board approved the recommendation.
  - 16-32: The committee recommended dismissal; seconded by Sally Rhoads; the board approved the recommendation.
  - 16-34: The committee recommended opening an investigation; seconded by Sally Rhoads, the board approved the recommendation.
  - 16-39: The committee, except Janice James who recused herself, recommended that an Administrative Subpoena be issued to the respondent’s employer to request the release of patient records; seconded by Justin Miller, the board approved the recommendation.
- b. Application Review Committee: Jay P. Davidson, LCSW (absent) and Sharon Sanders, LCSW
  - The review of one application was deferred because Jay Davidson was unable to attend the committee meeting.
- c. Supervision: Dr. Justin Miller, CSW; Sally Rhoads, LCSW; Jay Davidson, LCSW
  - Two supervision cases were reviewed by the committee. No action was taken.
- d. Continuing Education: Dr. Justin Miller, Ph.D. and Hilma Prather
  - No report for today’s meeting.

**OLD BUSINESS**

Bill Adcock, Chair

- a. The Continuing Education regulation 201 KAR 23:075 was filed and a public hearing date set for December 21, 2016. Public comments are due by January 3, 2016.
- b. The board members received a SharePoint training preview of the Document Library (secure site) that has been established to upload documents for board meetings and committee meetings.

**NEW BUSINESS**

Bill Adcock, Chair

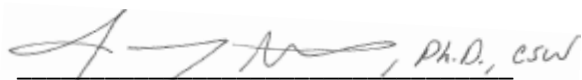
- a. Case No. 15-14 A & B: On the recommendation of the Complaint Committee, seconded by Sally Rhoads, the board approved the appeal of a Family Court Judge's order overruling the board's motion to waive confidentiality. (See Committee Reports, page 2.)
- b. Board meeting schedule 2017: A motion was made by Hilma Prather for the official board meetings for 2017 to be held on the first Tuesday of every month; seconded by Sally Rhoads, motion carried.
- c. Election of officers for 2017: Passed by agreement to January 2017 board meeting. Ms. Dickerson stated that meetings with Governor Bevin to discuss board appointments usually occurred on a weekly basis. Ms. Dickerson shared the applications of individuals who are interested in serving as board members; it was noted that the board composition includes a member who is a LSW, but no applications have been received from LSWs.
- d. Refund request: On motion of Sally Rhoads, seconded by Hilma Prather, motion carried to approve a refund request in the sum of \$200 for C. Kissick.
- e. Policy question: The board members discussed the question of whether an applicant who reports a prior criminal conviction should be required to submit a recent criminal records check prior to licensure. No action was taken.

**ADJOURNMENT**

There being no further business to come before the board, a motion was made by Hilma Prather to adjourn; seconded by Sally Rhoads, motion carried. The meeting adjourned at 1:30p.m.

**NEXT MEETING: 11.am. EST, January 3, 2017, 43-44 Fountain Place, Frankfort, KY 40601**

Approved:



William M. Adcock, Chair  
January 3, 2017