

KENTUCKY BOARD OF SOCIAL WORK
MINUTES OF THE BOARD OF DIRECTORS' MEETING
Tuesday February 23, 2016

A regular meeting of the Kentucky Board of Social Work was held on Tuesday, February 23, 2016, at the board office located at 44 Fountain Place, Frankfort KY 40601.

MEMBERS PRESENT

Dr. Jay Miller, Vice Chair
Sally Rhoads, LCSW
Jay Davidson, LCSW
Sharon Sanders, LCSW
Hilma Prather, Public Member

OTHERS PRESENT

Brian Judy, Board Counsel, Assistant Attorney General

BOARD STAFF PRESENT

Florence Huffman, Executive Director
Lindsay Redman, Staff
Lisa A. Turner, Staff
Molly Bode, Intern

MEMBERS ABSENT: Bill Adcock, LCSW, and Janice James, LCSW (attended Complaint Committee)

CALL TO ORDER

Jay Miller, Vice Chair, called to order the regular meeting of the board at 11:10 a.m.

APPROVAL OF MINUTES

A motion was made by Sharon Sanders to approve the minutes of the January 26, 2016 board meeting as presented. Seconded by Sally Rhoads, motion carried.

EXECUTIVE DIRECTOR'S REPORT

Florence Huffman, ED

- a. Operations Report for January 2016
Documents Received and Processed – Lindsay Redman reported:
- 185 payment items were received and processed in the office in January 2016
 - Applications received: 47 total
 - Applications approved: 30 total (Clinical exam: 3; Masters exam: 19; Bachelors exam: 8)
 - Initial licenses issued: 37 total (LSW: 5; CSW: 22; LCSW: 10)
 - Supervision contracts: 27 contracts were approved; 10 contracts were deferred due to incomplete contracts; missing job descriptions; weak clinical job descriptions; and lack of required signatures).
 - Reinstatements: 4
 - Temporary Permits: 2 clinical permits approved
 - Kentucky Interactive now allows the licensee to print out a wallet card upon completion of the renewal process.
- b. ASWB
- Ms. Huffman will attend the ASWB Mobility Task Force meeting on April 2-3, 2016 (all expenses paid by ASWB).
 - 2016 ASWB Spring Education meeting will be in Jersey City, NJ on April 28-May 1, 2016. There are sufficient funds for board members to attend. All expenses paid by ASWB for Ms. Huffman.
 - 2016 Annual Meeting of the Delegate Assembly meeting is November 18-20, 2016 in San Diego. There are sufficient funds for members to attend. All expenses paid by ASWB for Ms. Huffman.
- a. Education & Outreach / Technology
- Ms. Huffman reported that a new telephone system including wireless headsets have been ordered for the office.
 - Kentucky Interactive is preparing to begin the development of the SharePoint site for board member documents. Technology upgrades are under discussion.
 - The FAQs have been posted to the website and there has been a positive response.
 - Board members discussed an outreach project where board members would go to Kentucky colleges and discuss the reasons for deferred contracts and applications.

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b. Legislative Update

- Ms. Huffman and Brian Judy attended the meeting with Senator Danny Carroll on February 8th to discuss the licensure process and the bill proposed by Children’s Alliance to narrow approval time and add automatic temporary permits to practice upon the application being received. Ms. Huffman provided reports documenting the nature of incomplete applications and contracts, which delay the approval turnaround time; also application and contract approval turnaround time is meeting or exceeding regulatory deadlines. Senator Carroll has informed us that he would not be sponsoring the bill as a result of the information he received from the board.
- Ms. Huffman is watching pending legislation of interest to social workers.

COMMITTEE REPORTS

Dr. Jay Miller

- a. Complaint Review: Janice James, LCSW and Bill Adcock, LCSW
- 15-011: The committee recommended an Agreed Order; seconded by Hilma Prather, the board approved the recommendation.
 - 15-012: The committee recommended that the supervision requirement be lifted from the terms of the Agreed Order; seconded by Hilma Prather, the board approved the recommendation.
 - 15-015-A: The committee recommended the complaint be dismissed; seconded by Sharon Sanders, the board approved the recommendation.
 - 15-015-B: The committee recommended that an investigation be opened; seconded by Hilma Prather, the board approved the recommendation.
 - 15-017-A-C: The committee recommended that an investigation be opened; seconded by Sally Rhoads, the board approved the recommendation.
 - 15-021-A-C: The committee recommended an Agreed Order; seconded by Jay Davidson, the board approved the recommendation.
- b. Application Review: Jay P. Davidson, LCSW, and Sharon Sanders, LCSW
- The committee recommended William Caudwell be approved to take the CSW exam, seconded by Hilma Prather, the board approved the recommendation. Jay Davidson recused himself from both the committee and the board vote.
 - The committee recommended Andre Jones Russell be approved to take the CSW exam, seconded by Hilma Prather, the board approved the recommendation. Sally Rhoads recused herself from both the committee and the board vote.
- c. Supervision: Justin Miller, Ph.D., CSW; Sally Rhoads, LCSW; Jay Davidson, LCSW
- No report for today’s meeting
- d. Continuing Education: Justin Miller, Ph.D. and Hilma Prather
- The committee approved the application for continuing education for a one hour program provided by The Law Practice of Dennison Keller, LLC for the course “Trusts Primer.”

FINANCIAL REPORT

Florence Huffman, ED

- a. Report of Expenditures and Revenues
- January 2016
 - Sum of Revenues: \$13,655
 - Sum of Expenditures: \$22,044
 - Cash Balance: \$467,340

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- b. Adjusted Budget Request was approved
- c. Travel and Per Diem
 - A motion was made by Sharon Sanders to approve board members travel and per diem, seconded by Sally Rhoads, motion carried.

OLD BUSINESS

Dr. Jay Miller

- a. Board-sponsored Statewide Suicide Prevention Training
 - Hosting by Kentucky Community & Technical College System (KCTCS on site in Versailles)
 - KCTCS will video and offer auditoriums at campuses
 - Live streaming will be available with the date to be determined
 - There will be a registration site and process to verify attendance in order to issue certificates of attendance

A motion was made by Jay Davidson to approve payment of overnight travel and reasonable costs incurred by trainers and staff to training locations outside of Frankfort, seconded by Hilma Prather, motion carried.
- b. A motion was made by Sally Rhoads to approve the amended **Continuing Education regulation, 201 KAR 23:075**, including the additional preapproved sponsors and the additional language for the definition of “suicide prevention training.” Seconded by Jay Davidson, motion carried.
- c. A motion was made by Hilma Prather to approve the **Inactive Status regulation, 201 KAR 23:055**, as presented. Seconded by Sally Rhoads, motion carried.
- d. A motion was made by Hilma Prather to approve the changes submitted as public comments from the Children’s Alliance items 1, 3, 4-including board revisions, 6-including board revisions, 7, 8, 9, 12, 14, 15, 16, and 18 to the **Qualifying Supervision regulation, 201 KAR 23:075**. Seconded by Sharon Sanders, motion carried.

NEW BUSINESS

Dr. Jay Miller

- a. A motion was made by Jay Davidson to approve a waiver of the 90-day rule to take the ASWB exam if an applicant meets ASWB requirements (within five points of passing the exam and job jeopardy) but cannot be licensed unless three months have passed since date of exam per KRS 335.. Seconded by Hilma Prather, motion carried.
- b. A motion was made by Sharon Sanders to approve a refund of \$79 paid in error for a verification of licensure and \$310 paid in error by the Executive Director for the purposes of testing the online renewal system. Seconded by Sally Rhoads, motion carried.

ADJOURN

There being no further business to come before the Board, on motion of Hilma Prather, seconded by Sharon Sanders, the meeting adjourned at 1:50 p.m.

NEXT MEETING: 11.am. EST, March 22, 2016, 44 Fountain Place, Frankfort, KY 40601

Approved:

William M. Adcock, Chair
March 22, 2016