

**KENTUCKY BOARD OF SOCIAL WORK**  
**MINUTES OF THE BOARD OF DIRECTORS' MEETING**  
**January 26, 2016**

A regular meeting of the Kentucky Board of Social Work was held on Tuesday, January 26, 2016, at the board office located at 44 Fountain Place, Frankfort KY 40601.

**MEMBERS PRESENT**

Bill Adcock, LCSW

Janice James, LCSW

Dr. Jay Miller, CSW

Sally Rhoads, LCSW

Sharon Sanders, LCSW

Jay Davidson, LCSW

**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:** Hilma Prather, Public Member

**CALL TO ORDER**

Bill Adcock, Board Chair, called to order the regular meeting of the board at 11:35 a.m.

**APPROVAL OF MINUTES**

A motion was made by Sally Rhoads to approve the minutes of the December 1, 2015 board meeting as presented. Seconded by Jay Davidson, motion carried.

**EXECUTIVE DIRECTOR'S REPORT**

Florence Huffman, ED

a. Operations Report for December 2015

Documents Received and Processed – Lindsay Redman reported:

- i. 124 payment items were received and processed in the office n December 2015
- ii. Applications received: 36 total
- iii. Applications approved: 39 total (Clinical exam: 13; Masters exam: 19; Bachelors exam: 7)
- iv. Initial licenses issued: 40 total (LSW: 3; CSW: 22; LCSW: 15)
- v. Supervision contracts: 53 contracts were approved; 10 contracts were deferred due to incomplete contracts; missing job descriptions; weak clinical job descriptions; and lack of required signatures).
- vi. Reinstatements: 6
- vii. Temporary Permits: 1 clinical permit approved; 2 nonclinical permits approved

- Kentucky Interactive continues to complete the online payment processing transition.
- Lisa A. Turner was welcomed as a new employee.

b. Molly Bode, MSSW Intern, reported that the record retention and archiving project had been completed: 460 files have been properly archived through the Department of Libraries and Archives (following Record Retention Schedules) and 1,200 files have been destroyed as required under Record Retention Schedule thus completing her records project.

c. ASWB

- Ms. Huffman reported the ASWB 2016 Membership dues are \$1,000 (based on 4,969 licensees as of 10/1/15: 612 LSWs, 2,172 CSWs, and 2,185 LCSWs)
- A motion was made by Janice James to approve Ms. Huffman to attend the ASWB Mobility Task Force meeting to be held on April 2-3, 2016 (all expenses paid by ASWB); the ASWB 2016 Spring Education meeting in Jersey City, NJ on April 28-May 1, 2016 (all expenses paid by ASWB); and ASWB 2016 Annual Meeting of the Delegate Assembly in San Diego, CA on November 18-20, 2016 (all expenses paid by ASWB). Seconded by Jay Davidson, motion carried.

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- Board members may elect to attend the Spring Education meeting and the Delegate Assembly meeting if finances allow – no decision was made at this time.
- b. Education & Outreach / Technology
  - A motion was made Sally Rhoads to approve the FAQs as presented to post on the website and approved any future changes if approved by a Board Member. Seconded by Sharon Sanders, motion carried.
  - A motion was made by Sally Rhoads to approve the self service portal project with Kentucky Interactive. Seconded by Jay Davidson, motion carried. Licensees will be able to login and enter their own name/address changes, and continuing education courses.
- c. Legislative Update
  - Ms. Huffman reported that she is watching for any pending legislation of interest to social workers.
  - Legislative Committee: there was consensus that board members will watch for bills and other legislative items of interest to social workers.
- d. Reciprocity Agreements
  - Ms. Huffman reported that discussions continue with Brian Callahan, Executive Director, OHIO Counselor, Social Worker and Marriage and Family Therapist
  - New board member training with Ohio and other social work boards may not be necessary.
- e. Staff Training and Professional Development
  - Ms. Huffman stated that Lisa A. Turner will attend the CAPTASA Conference. Lindsay Redman will pursue classes in business writing. Both Lindsay and Lisa will continue training in eMARS.

**COMMITTEE REPORTS**

- a. Complaint Review: Janice James, LCSW and Bill Adcock, LCSW
  - 13-009: Janice James reported the committee's recommendation to dismiss the complaint; seconded by Sharon Sanders, the board approved the recommendation.
  - 14-035: Bill Adcock reported the committee's recommendation to dismiss the complaint; seconded by Sally Rhoads, the board approved the recommendation.
  - 15-022: Bill Adcock reported the committee's recommendation to dismiss the complaint; seconded by Sally Rhoads, the board approved the recommendation.
  - 15-023: Bill Adcock reported the committee's recommendation to open an investigation; seconded by Sharon Sanders, the board approved the recommendation.
  - 15-024: Janice James reported the committee's recommendation to dismiss the complaint; seconded by Jay Davidson, the board approved the recommendation.
- b. Application Review: Jay P. Davidson, LCSW, and Sharon Sanders, LCSW
  - Jay Davidson reported the committee's recommendation to approve Danielle Stansberry's application for a CSW license based on a prior evaluation and approval for granting her an LSW license; seconded by Jay Miller, the board approved the recommendation.
  - The board confirmed that all applicants with criminal charges or convictions should be brought before the board for an interview.
- 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 (absent)
  - No report for today's meeting

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**FINANCIAL REPORT**

Florence Huffman, ED

- a. Report of Expenditures and Revenues
  - December 2015
    - Sum of Revenues: \$20,933
    - Sum of Expenditures: \$21,845
    - Year-end Total (as of 12/31/2015):
    - Sum of Revenues: \$181,346
    - Sum of Expenditures: \$131,170
    - Cash Balance: \$475,773
- b. Adjusted Budget Request: no decision yet and watching this session's Budget Bill
- c. Travel and Per Diem Bill Adcock, Chair
  - A motion was made by Jay Miller to approve board members travel and per diem, seconded by Sally Rhoads, motion carried.

**OLD BUSINESS**

Bill Adcock, Chair

- a. The Public Hearing was noticed to be held today for amendments to the regulation for **Qualifying Supervision, 201 KAR 23:070**. There were no attendees for the hearing; however written public comments are anticipated from the Children's Alliance. Agency comments will also be added.
  - On motion of Janice James, seconded by Sharon Sanders, the board approved Ms. Huffman to request an extension for filing the Statement of Consideration until March 15, 2016 in order to be approved at the February board meeting.
- b. Amendments to the **Continuing Education regulation, 201 KAR 23:075** were reviewed including a draft for a new Continuing Education Provider and Sponsor Application form.
  - On motion of Jay Davidson, seconded by Janice James, the board approved the amended language.
- c. The new Administrative Regulation 201 KAR 23:055, which addresses "inactive status" was discussed – no action taken.

**NEW BUSINESS**

Bill Adcock, Chair

- a. Grant opportunities for board to provide suicide prevention training: On motion of Jay Miller, seconded by Jay Davidson, the board approved Ms. Huffman to plan and explore using Suicide Prevention Training federal grant to provide trainers to teach six approved Suicide Assessment, Treatment, and Management courses in less urban areas of Kentucky for licensees. The use of a "webinar" style program was also encouraged to expand outreach of the programs.
- b. The board tabled the question of holding a board meeting at an off-site location.
- c. Policy Questions
  - **Out-of-State LCSW applicants**
    - i. Required to document five years of "active" practice immediately preceding application or submit proof of 200 hours of supervision
    - ii. Does the definition of "active practice of clinical social work" include employment in administration and management? Or social work research?
    - iii. Discussion only – the board agreed that review of other aspects of clinical social work such as administration and management may be considered and the word "active" deleted or redefined in future amendments. Janice James stated the board would need evidence of minimal competency in the clinical practice of social work if it had

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been more than five years since the social worker had direct client relationship – which could be established by adding a requirement that the applicant retake the ASWB Clinical exam.

- **LCSW Supervisors: 201 KAR 23:070 Section3(1)(c)**
  - i. Does a Kentucky LCSW who has NOT been licensed for three years, but who has been licensed for three years as a clinical social worker in **another state or jurisdiction**, meet the criteria to be a board approved LCSW supervisor?
  - ii. Discussion: Brian Judy referred the board to KRS 335.100, which establishes the “licensed clinical social worker” title in Kentucky – and explained that the phrase applies to Kentucky licensees only.
  - iii. Action Item: On motion of Janice James, seconded by Jay Davidson, the board voted that approved LCSW supervisors shall be Kentucky LCSWs who have been **licensed in Kentucky** for three years.
    - 1. After discussion, the board agreed to consider revising the language in 201 KAR 23:070 Section 3 to allow qualified Kentucky LCSWs to count prior years as a licensed social worker in another state or jurisdiction.

**ADJOURN**

There being no further business to come before the Board, on motion of Janice James, seconded by Jay Davidson, the meeting adjourned at 2:45 p.m.

**NEXT MEETING: 11.am. EST, February 23, 2016**, 44 Fountain Place, Frankfort, KY 40601

Approved:

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William M. Adcock, Chair

February 23, 2016