

**KENTUCKY BOARD OF SOCIAL WORK
MINUTES OF THE BOARD OF DIRECTORS' MEETING
Tuesday March 22, 2016**

A regular meeting of the Kentucky Board of Social Work was held on Tuesday, March 22, 2016, at the board office located at 44 Fountain Place, Frankfort KY 40601.

MEMBERS PRESENT

Bill Adcock, LCSW, Chair
Dr. Jay Miller, Vice Chair
Janice James, LCSW
Sharon Sanders, LCSW
Jay Davidson, LCSW (arrived at 11:30 a.m.)

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 and Sally Rhoads, LCSW

CALL TO ORDER

Bill Adcock, LCSW, Chair, called to order the regular meeting of the board at 11:20 a.m.

CHANGE IN THE ORDER OF THE AGENDA

A motion was made by Sharon Sanders to change the order of the Agenda items for the purpose of maintaining a quorum. Seconded by Jay Miller, motion carried.

COMMITTEE REPORT

Bill Adcock, Chair

- a. Complaint Review: Janice James, LCSW and Bill Adcock, LCSW
- 15-06: The committee recommended an Agreed Order; seconded by Jay Miller, Sharon Sanders abstained. Motion carried by majority.
 - 15-012: The committee recommended the signed Final Order be approved; seconded by Jay Miller, the board approved the recommendation.
 - 15-014: The committee recommended that the board attorney, Brian Judy, request a release of the confidentiality order in the case involving the child in Grayson County District Court; seconded by Sharon Sanders, the board approved the recommendation.
 - 16-03: The committee recommended that an order to produce certified copies of the judgment of conviction be filed; seconded by Jay Davidson, the board approved the recommendation.
 - 16-04: The committee recommended dismissal; seconded by Jay Davidson, the board approved the recommendation.
 - 16-06: The committee recommended dismissal; seconded by Jay Davidson, the board approved the recommendation.

APPROVAL OF MINUTES

A motion was made by Sharon Sanders to approve the minutes of the February 26, 2016 board meeting as presented. Seconded by Jay Miller, motion carried.

EXECUTIVE DIRECTOR'S REPORT

Florence Huffman, ED

- a. Operations Report for February 2016
- Documents Received and Processed – Lindsay Redman reported:
- 216 payment items were received and processed in the office in February 2016
 - Applications received: 67 total. Applications are already being received by pre-graduates. The board agreed the earliest applications can be accepted is six weeks prior to the last day of class.
 - Applications approved: 41 total (Clinical exam: 14; Masters exam: 18; Bachelors exam: 9)

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- Initial licenses issued: 43 total (LSW: 9; CSW: 19; LCSW: 15)
- Supervision contracts: 45 contracts were approved; 13 contracts were deferred due to incomplete contracts (missing job descriptions; weak clinical job descriptions; and lack of required signatures).
- Reinstatements: 7
- Temporary Permits: 3 non-clinical permits approved

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. Janice James informed the board she has been invited to serve on the ASWB Finance Committee.

a. Education & Outreach / Technology

- Kentucky Interactive is beginning the development of the SharePoint site for board member documents.
- There was an online renewal issue which was corrected by Kentucky Interactive. All 12 licensees contacted and renewals processed.
- Scope of Work: A motion was made by Janice James to approve the scope of work agreement from Kentucky Interactive for technology upgrades, website design, online applications and back office improvements. Seconded by Sharon Sanders, motion carried.

b. Legislative Update

- Legislation of interest to social workers included a new regulation regarding service members of the Armed Forces and veterans.

COMMITTEE REPORTS

Bill Adcock, Chair

- b. Application Review: Jay P. Davidson, LCSW, and Sharon Sanders, LCSW
 - The Application for an LSW license from Malcolm Byrd was denied on the grounds that it did not meet the equivalency standards for licensure.
- 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
 - No report for today's meeting.

FINANCIAL REPORT

Florence Huffman, ED

- a. Report of Expenditures and Revenues
 - February 2016
 - Sum of Revenues: \$31,808
 - Sum of Expenditures: \$28,983
 - Cash Balance: \$470,182
- b. Travel and Per Diem
 - A motion was made by Janice James to approve board members travel and per diem, seconded by Sharon Sanders, motion carried.

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OLD BUSINESS

Bill Adcock, Chair

- a. Kentucky Community & Technical College System Host sites and dates are in the process of being finalized for the Statewide Suicide Prevention Training. However the training will not be available as on-demand video or as live streaming because it does not meet the “in-person” requirement.
- b. Amendments to “**Qualifying Supervision**” regulation 201 KAR 23:070 were filed 3/15/16.
- c. A motion was made by Janice James to approve the revised language in the new administrative regulation “**Inactive Status**” 201 KAR 23:055. Section to state “a request may be filed no sooner than 90 days before the expiration of the license.” Seconded by Jay Davidson, motion carried.
- d. A motion was made by Janice James to file the amendments to **Continuing Education** regulation 201 KAR 23:075 and the new regulation, 201 KAR 23:055 “**Inactive Status.**” Seconded by Jay Davidson, motion carried.

NEW BUSINESS

Bill Adcock, Chair

- a. Applications
 - The question of whether or not the job description requirement on the Application form can be removed was discussed. The Application form is not incorporated by reference into any regulation and can be amended without the formal amendment process. No action was taken.
 - A motion was made by Sharon Sanders that an applicant may respond “practicum” or “internship” to question #5 “Business Name” on the Application form when applicable and a job description will not be required. Seconded by Jay Davidson, motion carried.
 - A motion was made by Sharon Sanders not to establish set dates for pre-graduates to apply for the exam, rather each applicant may apply for the exam six (6) weeks prior to their own specific last day of class. Seconded by Jay Davidson, motion carried.
- b. Two MSSW students will work as interns at the board office: Molly Bode will work in the Fall and the Spring and David Gibson will work in the summer.
- c. A motion was made by Sharon Sanders to grant the request from a licensee for a one year extension to get continuing education credits due to a medical issue. Seconded by Jay Davidson, motion carried.
- d. A motion was made by Janice James to accept an educational program in Council on Social Work Education Candidacy status as equivalent to full CSWE accreditation status with regard to a graduate’s application for licensure. Seconded by Sharon Sanders, motion carried.

ADJOURN

There being no further business to come before the Board, on motion of Janice James, seconded by Jay Miller, the meeting adjourned at 12:45 p.m.

NEXT MEETING: 11.am. EST, April 26, 2016, 44 Fountain Place, Frankfort, KY 40601

Approved:

William M. Adcock, Chair
April 26, 2016