

**KENTUCKY BOARD OF SOCIAL WORK**  
**MINUTES OF THE BOARD OF DIRECTORS' MEETING**  
**Tuesday May 24, 2016**

A regular meeting of the Kentucky Board of Social Work was held on Tuesday, May 24, 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  
Janice James, LCSW  
Sharon Sanders, LCSW  
Jay Davidson, LCSW  
Sally Rhoads, 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, LCSW, Chair, called to order the regular meeting of the board at 11:03 a.m.

**APPROVAL OF MINUTES**

A motion was made by Sally Rhoads to approve the minutes of the April 26, 2016 board meeting as presented; seconded by Jay Davidson, motion carried.

**EXECUTIVE DIRECTOR'S REPORT**

Florence Huffman, ED  
Lindsay Redman

a. Operations Report for April 2016

Documents Received and Processed

- Applications received: 138 total
- Applications approved: 101 total (Clinical exam: 9; Masters exam: 74; Bachelors exam: 18)
- Initial licenses issued: 37 total (LSW: 2; CSW: 15; LCSW: 20)
- Supervision contracts: 32 contracts were approved; 19 contracts were deferred due to incomplete contracts (missing job descriptions; weak clinical job descriptions; and lack of required signatures)
- Reinstatements: 5
- Temporary Permits: 2 non-clinical permits approved and 1 clinical temporary permit approved.

- Ms. Huffman reported that the office improvements for new carpet and paint were still in process.
- In order to meet critical deadlines, Ms. Huffman is authorized to review and approve any excess hours on a case-by-case basis in response to the Personnel Restrictions due to "budgetary challenges."

b. ASWB

- Ms. Huffman has the Mobility Task Force presentation given at the April ASWB Spring Education meeting prepared to show the board at the June 21, 2016 board meeting.
- Ms. Huffman is a co-moderator at the 2016 ASWB Administrator's Training on September 30 – October 2.

c. Education & Outreach / Technology

- Kentucky Interactive is continuing to work on the board members' SharePoint site project.
- Kentucky Interactive has the new website and Licensee Self-Service Portal in test status.
- As part of the new website, the mission statement will be updated to include the language in KRS 335.010 (2).
- The staff's visit to the Secretary of State's office to review document scanning procedures has been rescheduled until June due to election activities.

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**COMMITTEE REPORTS**

Bill Adcock, Chair

- a. Complaint Review: Janice James, LCSW and Bill Adcock, LCSW
  - 16-01: Bill Adcock reported the committee's recommendation for dismissal; seconded by Jay Davidson, the board approved the recommendation.
  - 15-06: Janice James reported the committee's recommendation to accept the amended Agreed Order to change the term of a 3 month suspension to a written reprimand; seconded by Jay Miller, the board approved the recommendation.
  - Companion cases 15-18 and 15-20: Bill Adcock reported the committee's recommendation for dismissal; seconded by Sharon Sanders, the board approved the recommendation.
  - 15-19: Janice James reported the committee's recommendation for an Order to be filed to include the terms that the licensee shall keep the board informed of their work status, to report drug screen results, and to provide the final counseling report; seconded by Jay Davidson, the board approved the recommendation.
  - 15-21: Janice James reported the committee's recommendation to ratify the signed Agreed Order; seconded by Sally Rhoads, the board approved the recommendation.
  - 16-02: Janice James reported the committee's recommendation for dismissal; seconded by Sharon Sanders, the board approved the recommendation.
  - 16-03: Janice James reported the committee's recommendation to open an investigation; seconded by Jay Davidson, the board approved the recommendation.
  - 16-12: Bill Adcock reported the committee's recommendation for dismissal; seconded by Sally Rhoads, the board approved the recommendation.
- b. Application Review: Jay P. Davidson, LCSW and Sharon Sanders, LCSW
  - Sally Rhoads reported the committee's recommendation to approve reinstatement of Lisa Fletcher's license; seconded by Janice James, the board approved the recommendation.
- 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
  - April 2016
    - Sum of Revenues: \$27,333
    - Sum of Expenditures: \$27,821
    - Cash Balance: \$465,417
    - The Funds transfer is still anticipated
- b. Travel and Per Diem
  - A motion was made by Jay Miller to approve board members' travel and per diem; seconded by Sally Rhoads, motion carried.

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**OLD BUSINESS**

Bill Adcock, Chair

- a. Statewide AMSR Suicide Prevention Training
  - The website has been frequently updated with information about the continuing education requirement and registration links for the statewide workshops.
  - A motion was made by Sally Rhoads to approve workshops to be added for locations in Louisville, Lexington and Covington at the community colleges using grant funds if available; seconded by Jay Davidson, motion carried.
- b. Status of KAR Amendments
  - Qualifying Supervision: 201 KAR 23:070 amendments with staff changes were presented to Administrative Regulation Review Subcommittee, which passed with no objections, and may be final by July 1.
  - Continuing Education: 201 KAR 23:075 was filed with LRC with the public hearing was set for May 24, but no one attended. Public comments will be accepted until the close of the calendar day on May 31, 2016
  - New “Inactive” status regulation, 201 KAR 23:055 was filed with LRC and the public hearing was for May 24, but no one attended. Public comments will be accepted until the close of the calendar day on May 31, 2016.

**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 combining the discussion of related topics. Seconded by Sally Rhoads, motion carried.

**REQUEST FOR PROPOSALS: CONTRACT INVESTIGATORS**

- RFP has been submitted to the Office of Procurement Services and is pending approval.

**NEW BUSINESS**

Bill Adcock, Chair

- a. A motion was made by Jay Miller for the board to submit the names of three social workers as candidates (by email to Ms. Huffman) to the Office of the Attorney General to select one to be appointed to the Child Fatality and Near Fatality External Review Panel to fill the vacancy on June 30, 2016 as required per KRS 620.055 (o). Seconded by Sharon Sanders, motion carried.
- b. The question of interpretation of “initial licensure” with regard to whether the domestic violence course has to be taken during the first three years of each license category (to reconcile the ambiguity between KRS 335.080,090,100 and 201 KAR 23:075 (2)(7), was deferred to the June 21, 2016 meeting of the board.
- c. A motion was made by Janice James to authorize Ms. Huffman to approve requests for hardship extensions of time to complete continuing education courses, including the suicide prevention training, on a case-by-case basis. Seconded by Jay Davidson, motion carried.

**ADJOURNMENT**

There being no further business to come before the board, on motion of Janice James, seconded by Bill Adcock, the meeting adjourned at 1:15 p.m.

**NEXT MEETING: 11.am. EST, June 21, 2016, 43-44 Fountain Place, Frankfort, KY 40601**

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**REVISED BOARD MEETING SCHEDULE**

**June 21, 2016** is scheduled as a new board meeting date. The June 28, 2016 board meeting is cancelled.

**December 6, 2016** is scheduled as a new board meeting date. The regularly scheduled November and December meetings are cancelled.

Approved:

A handwritten signature in cursive script that reads "William M. Adcock LCSW". The signature is written in black ink and is positioned above a horizontal line.

William M. Adcock, Chair  
June 21, 2016