

**KENTUCKY BOARD OF SOCIAL WORK
BOARD MEETING MINUTES
SPECIAL BOARD MEETING**

Tuesday, December 5, 2017 | 11:00 am | 125 Holmes Street, Frankfort, Kentucky 40601

Board Members Present:

Jay Miller, Ph.D., CSW-Chair
Sally Rhoads, LCSW-Vice Chair
Hilma Prather, Public Board Member
Anne Adcock, CSW
James Haggie, LSW
Jene Hedden, LCSW

Staff Present:

Florence Huffman, Executive Director
Lisa A. Turner, Executive Coordinator
Judy Solomon, Administrative Coordinator

Charlene Burlew, LCSW, was not in attendance.

Consultants Present: Marcus Jones, Board Counsel, Assistant Attorney General

Guests Present: Jared Downs, Counsel, Public Protection Cabinet, and Sarah Smith, social work student.

Call to order

Jay Miller, Ph.D., CSW, Board Chair, called the meeting to order at 11:45.

Minutes of November 7, 2017

Jay Miller, CSW Board Chair

Approved: A motion was made by James Haggie and seconded by Sally Rhoads to approve the minutes of the November 7, 2017 board meeting. The motion carried by unanimous voice.

Executive Director's Report

Florence Huffman, Executive Director

Operations Report – November 1-28, 2017

- 41 New Applications (3 LSW; 14 CSW; 24 LCSW)
- 44 Applications approved (4 Bachelor's exam; 23 Master's exam; 17 Clinical exam)
- 33 Initial licenses issued (4 LSW; 14 CSW; 15 LCSW)
- 18 Paper Renewals (4 LSW; 4 CSW; 10 LCSW)
- 73 Online Renewals (7 LSW; 22 CSW; 44 LCSW)
- 7 Reinstatements (0 LSW; 5 CSW; 2 LCSW)
- 1 Temporary Permits approved: 0 nonclinical; 1 clinical
- 31 Supervision Contracts approved; 12 Contracts deferred
- 5 Miscellaneous (sponsor/provider/individual continuing education approval applications, wall certificates)

Licensee File Scanning Project

- Ms. Huffman reported the progress for the conversion of paper records to digital format. Ms. Huffman reiterated that the new format would make the operations of the office more efficient. The Department of Library and Archives have been quick to fulfill requests for any documentation that is still in the process of being converted. It was noted by the board that this is a vast improvement in file management.

Education and Outreach / Technology

- The board projects with Kentucky Interactive are on hold while the project developer is out of the country.
- The first wave of postcards reminders for licensure renewal have been mailed and the response has been positive. Paper renewal forms are available upon request.

Association of Social Work Boards (ASWB)

- Board Member Anne Adcock reported on the issues addressed at the 2017 Annual Meeting of the Delegate Assembly and Board Member Exchange. One of the primary issues was states facing board consolidation. The focus of the meeting was on licensure mobility among the states. The different state laws are being reviewed for similarities and differences. The movement is which is well on its way to implementation.
- Florence Huffman reported on the subjects and perspectives covered at the ASWB Board of Directors Meeting; the mobility of licensure among the states was also the primary focus at this meeting.

Financial Report

November 1-28, 2017 Revenues and Expenditures

- Sum of Revenues: \$34,580
- Sum of Expenditures: \$26,885
- Cash Balance: approximately \$429,019
- Year to Date Expended Budget: 46%

2018-2020 Budget

Ms. Huffman reported that the proposed 69% increase in contributions that agencies will be required to make to the retirement system will leave the Board of Social Work with a significant deficit in budget year 2021 according to initial estimates. We will report further on this development.

Travel and Per Diem

Approved: A motion was made Sally Rhoads and a second by Hilma Prather to approve board members' travel and per diem. The motion carried by unanimous voice.

Committee Reports

Complaint Review Committee

Jay Miller, CSW, Chair and Anne Adcock, CSW

Approved: A recommendation was made by the committee to grant Marcus Jones the authority to negotiate terms of settlement agreements proposed to the complaint respondents. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to dismiss case no. 17- 12. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to offer an Agreed Order for case no. 17- 13. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to open an investigation for case no. 17-20. The motion carried by unanimous voice.

Application Review Committee

Sally Rhoads, LCSW; James Haggie, LSW; and Jene Hedden, LCSW

Approved: A recommendation was made by the committee to approve J.B.'s application to sit for the ASWB Master's exam upon receiving a Letter of Discharge of fees in the amount of \$2,739.75 owed to the Court. The motion carried by unanimous vote.

Supervision Committee

Sally Rhoads, LCSW; James Haggie, LSW; and Jene Hedden, LCSW

Approved: A recommendation was made by the committee to interview D.L.S. (supervisor of record) and D.R.S. (supervisee) to gather more information regarding the supervisee's lack of the requisite professional competence as observed by the supervisor in order to recommend D.R.S. for the LCSW exam. The motion carried by unanimous voice.

Continuing Education Committee

James Haggie, LSW

No Continuing Education Committee Meeting was held.

Old Business

Relocation of office from Fountain Place to 125 Holmes Street

The KBSW office is moving into the new office location on December 11, 2017.

The property lease is managed through the Finance Cabinet (a "Space Data Form" is used instead of a Lease Agreement). The termination of the lease will be based upon the parties working together, with a minimum of 30 days' notice, or as much notice as is possible.

Approved: A motion was made by Sally Rhoads and a second by Jene Hedden to grant Florence Huffman the authority to sign the "Space Data Form" on behalf of the board. Motion carried by unanimous voice.

Committee Assignments

Assignments to board committees are postponed until the January meeting. Upon consensus of the board, there shall be only two standing committees: the "Application and Supervision Review Committee" and the "Complaints Committee." The Complaints Committee will hold regular meetings at 9:00 a.m. on board meeting dates. The Application and Supervision Committee will meet on board meeting dates at 10:00 a.m.

MSW Intern(s) for 2018

The board has an MSW student who will intern at the board office in summer 2018; the board is currently seeking MSW students interested in an intern position with the board for the Fall 2018.

Agency Practice of "Withholding" Supervision Hours from the Supervisee to Collect Amounts Due on Employment-Related Supervision Contracts

The board continued their discussion on the legality of withholding supervision hours from the supervisee.

Restructure Plan

As of December 1, 2017, the Executive Order for the Restructure of boards' remains postponed.

FTC Meeting to Address the Role of Regulatory Boards and Market Participants

Florence Huffman will attend a meeting of the Federated Association of Regulatory Boards (FARB) in January 2018 and utilize it as an opportunity to dialogue with other behavioral health boards. Currently Kentucky is considered a leader in the regulation of social work and former board member Janice James received national recognition.

New Business

Refunds

Approved: A motion was made by Anne Adcock and a second by Jene Hedden to issue a refund for a licensure fee paid in error by Katie Johnson, an Illinois applicant, who did not qualify for an LCSW license. The motion carried by unanimous voice.

Reinstatement Fees Policy

Approved: A motion was made by Hilma Prather and a second by Sally Rhoads that a board policy shall be established that an applicant for reinstatement shall not be required to pay the relicensing fee more than once within the three-year renewal period when the continuing education requirements have not been met within the original six-month extension. The motion carried by unanimous voice.

Election of Officers for 2018

Approved: A motion was made by Jene Hedden and a second by Anne Adcock to keep the 2017 slate of officers the same for 2018: Jay Miller – Board Chair; Sally Rhoads – Vice Chair, and Hilma Prather – Secretary. The motion carried by unanimous voice.

2018 Board Meeting Dates and Locations

Approved: A motion was made by Jene Hedden and a second by Anne Adcock to hold the board meetings on the second Tuesday of every month. The motion carried by unanimous voice.

Approved: A motion was made by James Haggie and a second by Anne Adcock to hold up to three board meetings in 2018 at other locations within the state of Kentucky. The motion carried by unanimous voice.

Kentucky Schools of Social Work will be contacted to follow-up on their interest in hosting a board meeting at their school; other appropriate locations will also be considered.

The board agreed to hold a retreat for the board members to, proactively, rather reactively, create strategies to address issues such as outreach, supervisor education and the board members' role in the profession.

Adjournment

Approved: A motion was made by Anne Adcock and a second by Jene Hedden to adjourn the meeting at 2:15 p.m.

Respectfully submitted,



Justin "Jay" Miller, Ph.D., CSW, Board Chair