

**KENTUCKY BOARD OF SOCIAL WORK  
BOARD OF DIRECTORS MINUTES  
REGULAR MEETING**

**Tuesday, January 3, 2017 | 11:00 am | 43-44 Fountain Place, Frankfort, Kentucky**

**Members Present:**

Jay Miller, PhD, CSW, Vice-Chair  
Hilma Prather, Citizen-At-Large, Secretary  
Sharon Sanders, LCSW  
Sally Rhoads, LCSW

**Staff Present:**

Florence Huffman, Executive Director  
Lindsay Redman, Administrative Coordinator  
Lisa A. Turner, Executive Administrator  
Molly Bode, Intern  
Pat Wasson, Staff

**Consultants Present:** Brian Judy, Board Counsel, Assistant Attorney General

**Call to order**

Vice Chair Dr. Jay Miller called the meeting to order at 11:30 a.m.

**Minutes of December 6, 2016:**

**Approved:** A motion was made by Sharon Sanders and a second by Hilma Prather to approve the minutes of the December 6, 2016 board meeting. The motion carried by unanimous voice.

**Executive Director's Report**

**Operations Report**

Florence Huffman and Lindsay Redman, Administrative Coordinator, presented the following report:

- Applications received: 45 total
- Applications approved: 76 total (Bachelor's exam: 10; Master's exam: 34; Clinical exam: 32)
- Initial licenses issued: 37 total ( LSW: 5; CSW: 16; LCSW: 16)
- Supervision Contracts: 57 total, 23 incomplete submissions deferred
- Reinstatements: 8 total
- Temporary Permits approved: 1 nonclinical

**Education and Outreach**

Florence Huffman reported that the online applications for "Request to Provide Supervision" and the "Complaint" form are expected to be activated by Kentucky Interactive soon.

- The design/print request for the KBSW newsletter to licensees has now been sent to the Transportation Cabinet Design and Print Shop.
- The focus of the KBSW outreach plan for National Social Work Month in March will be targeted at the general public and the board's duty to protect the public. Hilma Prather suggested that from a lay person's perspective the most important aspects of public protection are credentialing and qualifications for licensure. The board members will draft an article on the value of social work. Jay Miller agreed to request the Governor to declare March as the Commonwealth's Social Work Month and reach out to the Kentucky Society for Clinical Social Work and NASW Kentucky Chapter.

**Association of Social Work Boards (ASWB)**

Florence Huffman stated that she will be participating at the FARB/ASWB Board of Directors meeting to be held in San Antonio on January 25-29, 2017 and the Mobility Task Force meeting to be held in Herndon, VA on February 11-12, 2017.

## Financial Report

Florence Huffman explained that as a result of the board meeting day being changed to the first Tuesday of the month in 2017, the monthly financial report will be the figures from two months previous to each board meeting.

### November 2016 Revenues and Expenditures

- Sum of Revenues: \$27,797
- Sum of Expenditures: \$19,216
- Cash Balance: \$468,366

### Travel and Per Diem

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

## Committee Reports

### Complaint Review Committee

No Complaint Review Committee meeting was held. The committee meeting was rescheduled to January 17, 2017.

### Application Review Committee

Jay Davidson, LCSW, and Sharon Sanders, LCSW

**Approved:** A motion was made by Sally Rhoads and a second by Hilma Prather to approve the committee's recommendation to approve E. Smith to be granted an LCSW license and G. Bates to sit for the clinical exam. The motion carried by unanimous voice.

### Supervision Committee

Justin Miller, PhD, CSW; Sally Rhoads, LCSW; and Jay Davidson, LCSW

The Supervision Committee scheduled a meeting for February 3, 2017 with concerned parties in a situation involving the practice of clinical social work without an approved contract.

### Continuing Education Committee

No Continuing Education Committee meeting was held because no requests for continuing education were submitted for committee review.

## Old Business

Dr. Jay Miller, Vice Chair

### 201 KAR 23: 075 Continuing Education Regulation

Florence Huffman reported that there were LRC staff amendments and public comments received by the December 31, 2016 deadline for the proposed amendment to the 201 KAR 23:075 Continuing Education regulation. A request will be made to LRC for an extension to February 15, 2017 to file the agency's Statement of Consideration.

### Amendment to August 23, 2016 Minutes

**Approved:** A motion was made by Sally Rhoads and a second by Sharon Sanders to approve the minutes of the August 23, 2016 board meeting as amended to include the board approval of a salary equity adjustment of 9% and a personnel position grade increase for Lindsay Redman. The motion carried by unanimous voice.

### Personnel Evaluations

The board reported that Florence Huffman earned an exemplary review on their personnel evaluation for her. Ms. Huffman reported that Lisa Turner earned an exemplary review on her personnel evaluation.

**Approved:** A motion was made by Hilma Prather and a second by Sally Rhoads to grant a 7% salary increase for Florence Huffman and Lisa A. Turner. The motion carried by unanimous voice.

**Case No. 15-14 A&B**

Brian Judy reported that the Notice of Appeal Statement had been filed in Grayson County Circuit Court to release court records requested as necessary to the investigation for Case No. 15-14 A&B.

**July 2017 Board meeting date (conflict with July 4th holiday)**

**Approved:** A motion was made by Sharon Sanders and a second by Sally Rhoads to change the board meeting date from July 4, 2017 to July 11, 2017. The motion carried by unanimous voice.

**Election of Officers for 2017**

**Approved:** A motion was made by Hilma Prather and a second by Sharon Sanders to approve the 2017 board officers as Dr. Jay Miller as Chair, Sally Rhoads as Vice-Chair, and Hilma Prather as Secretary. The motion carried by unanimous voice.

**Adjournment**

**Approved:** A motion was made Hilma Prather and a second by Sally Rhoads to adjourn the meeting at 1:00 p.m. The motion carried by unanimous voice.

Respectfully submitted,



Justin Miller, Ph.D., CSW



William Adcock, LCSW