

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

Tuesday, November 7, 2017 | 11:00 am | 125 Holmes Street, Frankfort, Kentucky 40601

Board Members Present:

Sally Rhoads, LCSW-Vice Chair
Anne Adcock, CSW
James Haggie, LSW
Jene Hedden, LCSW

Staff Present:

Florence Huffman, Executive Director
Lisa A. Turner, Executive Coordinator

Jay Miller, Ph.D, CSW, Board Chairman, was not in attendance and Vice-Chair Sally Rhoads presided. Hilma Prather was not in attendance. Charlene Burlew, LCSW was not in attendance, however she attended by telephone as a member of the public. Charlene Burlew did not participate in discussion and did not vote or make any motions.

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

Guests Present: Jared Downs, Counsel, Public Protection Cabinet; Brenda Rosen, Executive Director, Kentucky Chapter of the National Association of Social Workers; Tony Goodwin, President, Kentucky Chapter of the National Association of Social Workers; and Charlene Sexton, LCSW.

Call to order

Chair Sally Rhoads called the meeting to order at 11:45 a.m.

Minutes of October 3, 2017

Sally Rhoads, LCSW Vice Chair

Approved: A motion was made by Jene Hedden and seconded by James Haggie to approve the minutes of the October 3, 2017 board meeting. The motion carried by unanimous voice.

Executive Director's Report

Florence Huffman, Executive Director

Operations Report – October 1-31, 2017

- 28 New Applications (1 LSW; 25 CSW; 2 LCSW)
- 34 Applications approved (2 Bachelor's exam; 27 Master's exam; 5 Clinical exam)
- 48 Initial licenses issued (2 LSW; 29 CSW; 17 LCSW)
- 24 Paper Renewals (4 LSW; 2 CSW; 18 LCSW)
- 94 Online Renewals (6 LSW; 34 CSW; 54 LCSW)
- 10 Reinstatements (3 LSE; 6 CSW; 1 LCSW)
- 5 Temporary Permits approved: 3 nonclinical; 2 clinical
- 58 Supervision Contracts approved; 11 Contracts deferred

Licensee File Scanning Project

- Ms. Huffman reported the progress for the conversion of paper records to digital format. 75 boxes of licensee files have been picked-up and are in the process of being scanned by the Dept. of Libraries and Archives. Pat Wasson, our temporary project administrator, has been invaluable in her attention to detail and commitment to the project.

Education and Outreach / Technology

- Ms. Huffman is continuing to work with Kentucky Interactive to resolve programming issues and to encourage completion of the online application for licensure.

- Ms. Huffman and Judy Solomon, our administrative coordinator, are working with Kentucky interactive to modify the electronic payment system (linked to renewals) so all board fees can be paid online. This change will greatly reduce staff time, which is currently dedicated to an outdated process involving paper checks.

Association of Social Work Boards (ASWB)

- Board Member Anne Adcock will attend the 2017 Annual Meeting of the Delegate Assembly as the Kentucky delegate and participate in the Board Member Exchange. Florence Huffman will attend as the Executive Director, alternate delegate, and as a director-at-large on the ASWB Board of Directors. The requests for approval of the out-of-state travel, which is fully funded by the ASWB, were approved by the Public Protection Cabinet.

Financial Report

October 2017 Revenues and Expenditures

- Sum of Revenues: \$32,820
- Sum of Expenditures: \$29,007
- Cash Balance: approximately \$421,324
- Year to Date Expended Budget: 39%

The KBSW 2018-2020 Biennial Budget request has been submitted to the Office of the State Budget Director.

Travel and Per Diem

Approved: A motion was made James Haggie and a second by Anne Adcock to approve board members' travel and per diem. The motion carried by unanimous voice.

Committee Reports

Complaint Review Committee

Anne Adcock, CSW

Approved: A recommendation was made by the committee and a second by James Haggie to dismiss case no. 17- 18. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee and a second by Jene Hedden to dismiss case no. 17- 21. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee and a second by Jene Hedden to dismiss case no. 17- 25. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee and a second by Jene Hedden to initiate a complaint for the alleged unlicensed practice by applicant M.T. The motion carried by unanimous voice.

Application Review Committee

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

Approved: After an interview with the applicant, a recommendation was made by the committee to approve R.B.'s application to sit for the ASWB Master's exam. Seconded by Anne Adcock, 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 and a second by Anne Adcock to request an interview with both the supervisor of record (M.W.) and the supervisee (G.B.) at the December board meeting with the Supervision Committee. The purpose is to review the allegation of unlicensed practice of clinical social work; Anne Adcock also seconded the committee's recommendation that separate case numbers be filed for A.C and M.A. The motion carried by unanimous voice.

Continuing Education Committee

James Haggie, LCSW

No Continuing Education Committee Meeting was held.

Old Business

Relocation of office from Fountain Place to 125 Holmes Street

Ms. Huffman reported that we are waiting for the Finance Cabinet to give notice about the date we can move into the new office location. Ms. Huffman was asked to find out what the eviction terms are because the office will not have a Lease Agreement.

Committee Assignments

Assignments to board committees was postponed until the December meeting.

New Business

Refunds

Approved: A motion was made by James Haggie and a second by Anne Adcock to issue a refund for a duplicate renewal fee to April Bruce. The motion carried by unanimous voice.

2018 Board Meeting Dates and Locations

A survey will be sent to board members to determine preferences for days of the month to hold board meetings in 2018. The board will discuss the option of holding some board meetings offsite to allow easier access for licensees to attend.

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

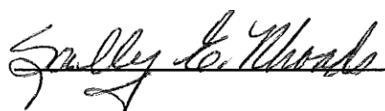
Motion: A motion was made by James Haggie for the Board to initiate a complaint against an LCSW supervisor when there is sufficient evidence of a violation of 201 KAR 23:080 in the circumstance where the submission of the hours of supervision completed by a supervisee is withheld pending the collection of fees owed to the supervisee's employer as a term of the employment contract. The motion failed for lack of a second.

Approved: A motion was made by Jene Hedden to amend the previous motion to inquire whether the supervisee will file a complaint to the board against the supervisor for withholding submission of proof of supervision hours that were completed; and, in the event the supervisee does not file a complaint against the LCSW supervisor, the board will initiate a board complaint against the supervisor of record regarding a possible violation of 201 KAR 23:080. A second to the motion was made by James Haggie and the motion passed by unanimous vote.

Adjournment

Approved: A motion was made by James Haggie and a second by Jene Hedden to adjourn the meeting at 12:55 p.m.

Respectfully submitted,



Sally Rhoads, LCSW, Vice Chair