

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

Tuesday, September 5, 2017 | 11:00 am | 43-44 Fountain Place, Frankfort, Kentucky

Board Members Present:

Jay Miller, Ph.D., CSW-Chair
Anne Adcock, CSW
James Haggie, LSW
Jene Hedden, LCSW

Staff Present:

Florence Huffman, Executive Director
Lindsay Redman, Administrative Coordinator
Lisa A. Turner, Executive Coordinator
Pat Wasson, Staff Assistant

Sally Rhoads, LCSW; Hilma Prather, public member; and Charlene Burlew, LCSW, were not able to attend.

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

Guests Present: Katie Gabhart, Executive Director, Executive Branch Ethics Commission and Quincy Ward, Counsel, Public Protection Cabinet

Call to order

Chair Jay Miller called the meeting to order at 11:20 a.m.

Overview of Executive Branch Code of Ethics

Guest speaker, Katie Gabhart, Executive Director, gave a presentation covering the requirements of the Executive Branch Code of Ethics for board members and staff.

Minutes of August 1, 2017

Jay Miller, Ph.D., CSW-Chair

Approved: A motion was made by Jene Hedden and seconded by Anne Adcock to approve the minutes of the August 1, 2017 board meeting. The motion carried by unanimous voice.

Executive Director's Report

Florence Huffman, Executive Director

Operations Report – August 2017

Documents received in August: 217 total

- Applications approved: 62 total (Bachelor's exam: 7; Master's exam: 37; Clinical exam: 18)
- Initial licenses issued: 68 total (LSW: 7; CSW: 41; LCSW: 20)
- Supervision Contracts: 35 approved, 15 incomplete
- Reinstatements: 9 total
- Temporary Permits approved: 1 nonclinical, 3 clinical

Education and Outreach / Technology

The board is starting a project to create informational videos with online access. The staff is researching for state approved vendors and will present more information.

The status to complete the online application for licensure is on target for December 31, 2017.

Association of Social Work Boards (ASWB)

James Haggie gave a report to the board covering the information he learned at the ASWB New Board Member Training he attended. He said the focus was on understanding the challenge of understanding your role as a licensure board member, "You leave your social work hat outside the boardroom, we're regulators when we're

doing the board's business." Mr. Haggie also reported it was helpful and gratifying to be among board members from all over North America, and to learn that we share many of the same challenges.

Financial Report

August 2017 Revenues and Expenditures

Lindsay Redman, Administrative Coordinator, prepared the following report:

- Sum of Revenues for the month of August: \$14,370
- Sum of Expenditures for the month of August: \$29,340
- Cash Balance: approximately \$409,611
- Total Expended Budget for July and August (the first two months of the quarter) was 21.85%

Travel and Per Diem

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

Committee Reports

Complaint Review Committee

Jay Miller, Ph.D., CSW and Anne Adcock, CSW

Approved: A recommendation was made by the committee and a second by James Haggie for an Agreed Order with the terms of suspension of practice for two years, probated, and a contract with the impairment committee (Kentucky Professionals Recovery Network) and to remain in compliance with all of its the terms and conditions for case no. 16-03. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee and a second by James Haggie to open an investigation for case no. 17- 08. Jene Hedden recused. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee and a second by James Haggie for dismissal of case no. 17-10. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee and a second by James Haggie for dismissal of case no. 17-11. Florence Huffman recused and left the room. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee and a second by James Haggie to open an investigation and issue an Administrative Subpoena for all billing records and client records in case no. 17-13. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee and a second by James Haggie for dismissal in case no. 17-14. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee and a second by James Haggie to open an investigation in case no. 17-15. The motion carried by unanimous voice.

Application Review Committee

James Haggie, LSW

Approved: A recommendation was made by the committee to deny Billie Dean's request to approve the Bachelor's degree and Master's degree in criminal justice as equivalent to the bachelor's degree in social work requirement to qualify to take the ASWB Bachelor's exam because the educational content did not include the following requirements: Human Behavior and Social Environment I and II; Social Welfare; Social Work Policy; Introduction to

Social Work; Social Work Practice I and II; and Educational Practicum of 12 hours credit hours per the board regulation. Seconded by Anne Adcock, the motion carried by unanimous vote. 23:120

Approved: A recommendation was made by the committee to approve the request from applicant Ivan Brown to be issued a second Temporary Permit to Practice Clinical Social Work based on the following circumstances: he was initially issued a Temporary Permit which expired on April 15, 2016; he did not pass the ASWB Master's exam within the original one year window; he reapplied and was approved again on August 11, 2017 for another one year window to take the Master's exam. Seconded by Anne Adcock, the motion carried by unanimous vote.

Approved: A recommendation was made by the committee to approve Erica Walker's application to sit for the master's Exam. Seconded by Anne Adcock, the motion carried by unanimous vote.

Supervision Committee

Jay Miller, Ph.D., CSW

No Supervision Committee Meeting was held because no requests for supervision were submitted for the committee's review.

Continuing Education Committee

James Haggie, LSW

No Continuing Education Committee Meeting was held because no requests for continuing education were submitted for the committee's review.

Old Business

Relocation of office from Fountain Square

The board reviewed a cost proposal from the Finance and Administration Cabinet, Department for Facilities and Support Services, for the re-fit of the proposed location at 125 Holmes Street. The board agreed to continue the discussion at the next board meeting.

Committee Assignments

Board members will complete a brief survey addressing their specific interest in serving on a committee(s), which will be reviewed at the next board meeting.

MSW Intern

The board has offered each of the colleges of social work information for MSW students to apply for an internship at KBSW with educational supervision to be provided by a member of the board. The internship will be available starting in January 2018.

New Business

Community Mental Health Centers:

The board will draft a memo for distribution to the community mental health centers addressing concerns for their employees practicing social work without a license. Staff will gather additional information regarding the Medicaid provision for "professional equivalents." Steve Shannon, executive director of KARP, a regional program association, was named as a resource.

ASWB Mobility Strategy

Anne Adcock will serve as the ASWB Mobility Task Force delegate at the upcoming Delegate Assembly in mid-November 2017 and Florence Huffman is the alternate. Board members were provided with a strategy statement and proposed resolution from the ASWB Mobility Task Force outlining a plan wherein applicants for licensure would submit to the ASWB Registry, the documents universally required by the state jurisdictions; such as official college transcripts, exam scores, verified supervision hours, continuing education documentation and licensure applications as a standardized and equally accessible for granting licensure. The board members will continue to discuss the proposal at the next board meeting.

Adjournment

Approved: A motion was made by Jene Hedden and seconded by James Haggie to adjourn the meeting at 1:20 p.m. The motion carried by unanimous voice.

Respectfully submitted,

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

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