

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

**Tuesday, February 13, 2018 | 11:00 a.m. | 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

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

**Guests Present:** Quincy Ward, Attorney, Public Protection Cabinet; Brenda Rosen, LCSW, and Michael Gray, representing NASW-KY. Also present were Tracey Carson, LCSW, and Sandra Bennett, attorney at law.

**Call to order**

Dr. Jay Miller, Board Chair, called the meeting to order at 11:29 a.m. EST.

**Minutes of January 9, 2018 board meeting**

Dr. Jay Miller, CSW, Board Chair

**Approved:** A motion was made by Sally Rhoads and seconded by James Haggie to approve the minutes of the January 9, 2018 board meeting. The motion carried by unanimous voice.

**Executive Director's Report**

Florence Huffman, Executive Director

Ms. Huffman recognized staff members Judy Solomon and Lisa Turner for their contributions.

**Operations Report – January 1-31, 2018**

- 56 New Applications (6 LSW; 33 CSW; 17 LCSW)
- 49 Applications approved (5 Bachelor's exam; 32 Master's exam; 12 Clinical exam)
- 45 Initial licenses issued (1 LSW; 25 CSW; 19 LCSW)
- 111 Online Renewals (17 LSW; 41 CSW; 53 LCSW) / 8 Paper Renewals (0 LSW; 4 CSW; 4 LCSW)
- 6 Reinstatements (2 LSW; 2 CSW; 2 LCSW)
- 4 Temporary Permits approved: 2 nonclinical and 2 clinical
- 49 Supervision Contracts approved; 24 contracts deferred
- 14 Miscellaneous

**Licensee File Scanning Project**

Ms. Huffman recognized Trace Kirkwood and Michelle Howard, the board's file scanning team from the Department of Library and Archives, for their dedication to finish the scanning of KBSW records before their branch was closed.

**Education and Outreach / Technology**

- News & Events section on the website is still in development.
- Kentucky Interactive continues development of the online application after reviews and comments by board staff.

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

- Ms. Huffman attended the ASWB Board of Directors meeting / FARB Conference on January 25-28, 2018. Ms. Huffman reported information she learned from the FARB conference and the impact it could have on the board and the licensees. She also reported that annual dues from ASWB have been reduced across the board for all ASWB member board to the flat fee of \$250 (reduced from \$1,500 for over 5,000 licensees).

## **Financial Report**

### **January 1-31, 2018 Revenues and Expenditures**

- Sum of Revenues: \$29,995
- Sum of Expenditures: \$29,426
- Cash Balance: approximately \$422,320
- Year to Date Expended Budget: 64%

## **Travel and Per Diem**

**Approved:** A motion was made by Anne Adcock 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**

Dr. Jay Miller, CSW; Dr. Anne Adcock, CSW; and Jene Hedden, LCSW

**Approved:** A recommendation was made by the committee to issue a Letter of Compliance as the final action to close case no. **16-31**. The motion carried by unanimous voice.

**Approved:** A recommendation was made by the committee to open an investigation for case no. **17- 19**. The motion carried by unanimous voice.

**Approved:** A recommendation was made by the committee to dismiss case no. **17- 29**. The motion carried by unanimous voice.

**Approved:** A recommendation was made by the committee to open an investigation for case no. **17- 30**. The motion carried by unanimous voice.

**Approved:** A recommendation was made by the committee to open an investigation for case no. **17- 32**. The motion carried by unanimous voice.

### **Application and Supervision Review Committee**

Sally Rhoads, LCSW; Hilma Prather; and James Haggie, LSW

The committee reported that the Application for Licensure submitted for equivalency met the requirements and the Application was approved.

The committee reported the following review of clinical supervised experience hours:

1. P.F. Supervision hours with supervisor of record A.A., between 1/27/2017 through 10/19/2017, were not approved.
2. M.A. Supervision hours with supervisor of record A.C., between 8/18/2017 through 10/2/2017, were not approved.
3. G.H. Supervision hours with supervisor of record M.W., between 4/14/2017 through 8/11/2017, were not approved.

## **Old Business**

### **Personnel Evaluations**

The personnel evaluations for board staff members Florence Huffman and Lisa Turner have been referred to the Executive Committee to be reviewed at the next board meeting.

### **2018 Board Meeting Locations**

The board continued the discussion regarding off-site board meetings in 2018. Ms. Huffman provided the projected financial expenses to hold the meetings offsite including an analysis of expenses incurred for overnight stay by board members and staff. It was determined that a meeting in Louisville would approximately equal to the cost of holding the meeting at the KBSW office in Frankfort. The board agreed to hold the April 10, 2018 meeting in Louisville, with details to be announced at the March board meeting.

### **Motion to Reconsider**

Sandra Bennett, attorney for Licensee Carol Niehaus addressed the board regarding her client's request for the board to expunge her final disciplinary record, and remove reference to the past disciplinary action from the board's records and on the board website. The board agreed to postpone ruling on the motion until the board has reviewed expungement procedures by other licensure boards, such as the Kentucky Board of Nursing, and developed a consistent process of review and objective criteria for expungement in consultation with their board attorney.

## **New Business**

**Recreational Therapy Board** – no request submitted to the board.

### **2018 Legislative Update**

The board briefly discussed in general terms legislation impacting state licensing boards.

## **Adjournment**

**Approved:** A motion was made by Sally Rhoads and a second by Jene Hedden to adjourn the meeting at 12:40 p.m.

Respectfully submitted,



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Dr. Jay Miller, CSW, Board Chair

## Operations Report March 1-31, 2018

### Applications

LSW	7
CSW	69
LCSW	30
<b>Total #</b>	<b>106</b>

### ASWB Approvals

LSW - Bachelor Level	5
CSW - Master Level	62
LCSW - Clinical	20
<b>Total #</b>	<b>87</b>

### Initial Licensure

LSW	3
CSW	25
LCSW	15
<b>Total #</b>	<b>43</b>

### Renewals

Paper Forms: LSW	0
Paper Forms: CSW	1
Paper Forms: LCSW	1
<b>Paper Total #</b>	<b>2</b>

### **Total Online Revenue**

Online: LSW	13
Online: CSW	30
Online: LCSW	66
<b>Online Total #</b>	<b>109</b>
<b>Grand Total Renewals</b>	<b>111</b>

### Reinstatement

LSW	1
CSW	6
LCSW	2
<b>Total #</b>	<b>9</b>

### Misc./Other Items

Wall Certificates/Sponsorship, Individual, Provider CEU's	15
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### Supervision

Contracts - Approved	34
Contract - Deferred	23

### Temporary Permits

Non-Clinical	1
Clinical	4
<b>Total #</b>	<b>5</b>

**KENTUCKY BOARD OF SOCIAL WORK - FY18**

**Financial Statement March 31, 2018**

BEGINNING CASH BALANCE		\$ 408,563.79	\$ 424,637.03	\$ 409,666.82	\$ 417,511.88	\$ 421,324.58	\$ 433,232.48	\$ 421,751.20	\$ 422,320.12	\$ 432,670.83	
REVENUE SOURCE	REVENUE SOURCE NAME	July	August	September	October	November	December	January	February	March	Sum:
R381	License Application Fee	\$ 2,525.00	\$ 1,200.00	\$ 1,625.00	\$ 1,250.00	\$ 1,325.00	\$ 650.00	\$ 1,050.00	\$ 1,600.00	\$ 2,125.00	\$ 13,350.00
R383	Initial License Fee	\$ 13,375.00	\$ 6,625.00	\$ 10,025.00	\$ 7,175.00	\$ 6,450.00	\$ 4,825.00	\$ 6,925.00	\$ 5,925.00	\$ 5,900.00	\$ 67,225.00
R384	Renewal License Fee	\$ 37,600.00	\$ 4,425.00	\$ 18,105.00	\$ 20,880.00	\$ 29,280.00	\$ 8,115.00	\$ 18,125.00	\$ 23,205.00	\$ 18,540.00	\$ 178,275.00
R385	Reinstatement License Fee	\$ 2,050.00	\$ 1,125.00	\$ 1,225.00	\$ 1,335.00	\$ 1,300.00	\$ 600.00	\$ 1,475.00	\$ 1,425.00	\$ 1,275.00	\$ 11,810.00
R386	Other Fees Related To Licenses	\$ 5,095.00	\$ 995.00	\$ 4,345.00	\$ 2,180.00	\$ 3,020.00	\$ 745.00	\$ 2,420.00	\$ 5,815.00	\$ 3,025.00	\$ 27,640.00
<b>Sum:</b>		<b>\$ 60,645.00</b>	<b>\$ 14,370.00</b>	<b>\$ 35,325.00</b>	<b>\$ 32,820.00</b>	<b>\$ 41,375.00</b>	<b>\$ 14,935.00</b>	<b>\$ 29,995.00</b>	<b>\$ 37,970.00</b>	<b>\$ 30,865.00</b>	<b>\$ 298,300.00</b>
CODE	TYPE OF EXPENDITURE	July	August	September	October	November	December	January	February	March	Sum:
E111	Regular Salaries And Wages	\$19,032.15	\$12,688.10	\$12,688.10	\$12,688.10	\$10,017.56	\$10,017.56	\$10,017.56	\$10,017.56	\$10,017.56	\$107,184.25
E114	Per Diem (Boards And Comms)	\$700.00	\$800.00	\$400.00	\$500.00	\$400.00	\$600.00	\$600.00			\$4,000.00
E121	Employers Fica	\$1,467.49	\$1,003.83	\$973.23	\$980.86	\$778.34	\$793.64	\$788.47	\$748.62	\$748.62	\$8,283.10
E122	Emp Ret-Inc Paymt F/Sick Leave	\$9,352.16	\$6,326.29	\$6,276.82	\$6,276.82	\$5,005.17	\$5,005.17	\$3,565.63	\$4,955.70	\$4,955.70	\$51,719.46
E123	Employers Health Insurance	\$4,331.88	\$2,166.54	\$2,166.54	\$2,166.54	\$1,312.18	\$1,312.18	\$1,327.32	\$1,327.32	\$1,327.32	\$17,437.82
E124	Employers Life Insurance	\$6.00	\$3.00	\$3.00	\$3.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$25.00
E131	Workers' Compensation	\$60.00									\$60.00
E133	Employee Training-St Emp Only	\$21.82			\$21.82			\$21.82			\$65.46
E141	Legal Services-1099 Rept	\$775.00	\$850.00	\$1,137.50	\$800.00	\$737.50	\$1,400.00	\$643.75	\$1,093.75	\$1,156.25	\$8,593.75
E150	Other Professional Services-1099 Rept	\$1,175.00	\$696.50	\$217.25		\$1,824.75			\$470.00		\$4,383.50
E162	Security Guard Serv-1099 Rept	\$821.41			\$821.41			\$821.41			\$2,464.23
E191	Temporary Manpower Services	\$390.13			\$2,524.34	\$2,163.42	\$1,054.72	\$2,253.75	\$5,269.01	\$2,644.46	\$16,299.83
E212	Electricity	\$894.24	\$447.12	\$447.12		\$894.24	\$447.12	\$3,119.87			\$6,249.71
E222	Rental Of St Own Bld&Lnd-St Ag	\$1,908.94	\$954.47	\$954.47		\$1,908.94	\$954.47	\$1,461.49			\$8,142.78
E224	Copy Machine Rental-1099 Rept		\$320.58					\$1,738.70			\$2,059.28
E241	Postage And Postage Meters	\$151.73	\$292.21	\$232.38	\$147.73	\$220.55	\$111.24	\$156.30	\$90.70	\$90.43	\$1,493.27
E251	Printing Paid To St Agency		\$126.50			\$100.00		\$89.00	\$49.00	\$92.00	\$456.50
E300	Internal Enterprise IT Charges	\$510.76			\$510.76			\$510.76			\$1,532.28
E321	Office Supplies	\$972.10		\$397.03	\$239.86	\$198.39	\$209.50	\$446.94	\$39.62	\$393.35	\$2,896.79
E329	Agric & Botanical Supplies	\$69.91			\$69.91						\$69.91
E341	Food Products	\$237.38	\$69.20	\$110.97	\$63.91	\$173.78	\$185.68	\$53.72	\$153.60	\$159.78	\$1,208.02
E346	Furn/Fixt/Off Eqp Under \$5,000						\$2,060.00				\$2,060.00
E358	Storage Fees At Record Center	\$34.40				\$52.89		\$47.73			\$135.02
E361	In-State Travel	\$623.20	\$246.00	\$264.45	\$36.39	\$425.95	\$252.00	\$301.36	\$337.35		\$2,486.70
E381	Dues/Subscriptions								\$250.00		\$250.00
E399	Other						\$687.50				\$687.50
E802	Other COT Charges		\$2,124.87	\$875.50	\$875.50	\$1,248.87	\$898.50	\$1,033.50	\$1,237.37	\$842.00	\$9,136.11
E809	IT Business Applications Services					\$800.00	\$200.00	\$200.00	\$200.00	\$200.00	\$1,600.00
E814	Telephone Charges - Wireless/Cell	\$55.97		\$110.58	\$55.35	\$55.46			\$166.44		\$443.80
E815	Telephone Charges - Other		\$225.00	\$225.00	\$225.00	\$225.00	\$225.00	\$225.00	\$225.00	\$225.00	\$1,800.00
E819	Other IT Services								\$487.50		\$487.50
E822	Office Software					\$922.11					\$922.11
E823	Business Applications Software	\$1,050.00									\$1,050.00
E837	Telephone System Hardware - Other < \$5,000								\$498.75		\$498.75
<b>SUM OF EXPENDITURES</b>		<b>\$44,571.76</b>	<b>\$29,340.21</b>	<b>\$27,479.94</b>	<b>\$29,007.30</b>	<b>\$29,467.10</b>	<b>\$26,416.28</b>	<b>\$29,426.08</b>	<b>\$27,619.29</b>	<b>\$22,854.47</b>	<b>\$266,182.43</b>
<b>ENDING CASH BALANCE</b>		<b>\$ 424,637.03</b>	<b>\$ 409,666.82</b>	<b>\$ 417,511.88</b>	<b>\$ 421,324.58</b>	<b>\$ 433,232.48</b>	<b>\$ 421,751.20</b>	<b>\$ 422,320.12</b>	<b>\$ 432,670.83</b>	<b>\$ 440,681.36</b>	
<b>ANNUAL BUDGET</b>	<b>\$338,300 (APPROP. &amp; ALLOTMENT INCREASE \$50,000 PENDING)</b>										<b>YTD %</b>
<b>% BUDGET SPENT YEAR TO DATE</b>		<b>13%</b>	<b>9%</b>	<b>8%</b>	<b>9%</b>	<b>9%</b>	<b>8%</b>	<b>9%</b>	<b>8%</b>	<b>7%</b>	<b>79%</b>
Personnel Costs including Temporary Manpower Costs		79%	78%	82%	87%	67%	71%	63%	81%	86%	
Operating Expenditures		21%	22%	18%	13%	33%	29%	37%	19%	14%	