

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

Thursday, Dec. 10, 2020 | 2:30 P.m. ET

This special meeting of the KY Board of Social Work was called to replace the regularly meeting scheduled on Dec. 8, 2020, cancelled due to a statewide network outage. Pursuant to KRS 61.823(4)(a) regarding the scheduling of Special Meetings, the agenda and Zoom link were posted no later than 24 hours in advance of the meeting and topics limited to those items listed on the posted agenda.

Board Members Present:

Jay Miller, Ph.D., CSW, Chairperson
Anne Adcock, DSW, CSW, Vice Chairperson
Jene Hedden, LCSW
James Haggie, LSW
Megan Hanser, CSW
Whitney Cassity-Caywood, Ph.D., LCSW
Lisa Johnson, Citizen Member, did not attend.

Staff Present:

Florence Huffman, Executive Director
Lisa Turner, Executive Coordinator
Nicole Bearse, Board Attorney

Call to order

Jay Miller, board chairperson, called the meeting to order at 2:31 p.m. ET, and welcomed board members, staff and guests in attendance by Zoom. Approximately 32 guests attended virtually by Zoom.

I. eLicensing Initiative Report from Florence Huffman, ED

Thentia, a potential vendor for a new online licensing system, now has a MASTER AGREEMENT with the Commonwealth through SHI (a software licensing broker approved to do business with state agencies through a MASTER AGREEMENT). As a result, a Request for Bid is no longer necessary. In fact, the Board of Cosmetology is engaged in initial activities, as defined by state finance rules, to contract with Thentia for a licensing database. There are no upfront development costs; price is based upon an annual fee, prepaid, and calculated at \$.24 per active record per month. The approximate cost at that rate for 6,200 social work licensees is \$18,600. The NIC KY (formerly Kentucky Interactive) contract would remain in place to manage the website and the secure site for online payments (per transaction fee paid).

Action Item: Jene Hedden made the motion to approve to move forward with an appropriation increase request in the amount of \$18,600, generally, and not allocated for a particular vendor or electronic database product; Anne Adcock seconded the motion; the motion carried, with no opposition stated and no noted abstentions. Jay Miller, the board chairperson, commented that several questions must be answered such as is the scope of work clear, and Jene Hedden remarked that the board needs more information about costs. Staff is to schedule a demonstration for the board.

II. Appropriations Increase Request Report from Florence Huffman, ED

FY21 Budget Request for 1-Yr. included an Adjusted Budget Request (ABR) for \$79,200 to fund the position of the board's third FT employee (approx. \$79,200, comprised of \$36K annual salary + \$33K retirement contribution + health insurance). However, the FY21 Enacted Budget did not include these requested funds; the funds are needed for personnel costs for the remainder of FY21. Important considerations include the substantial increase in the retirement contribution per employee to .84 of salary in 2018, there has not been a fee increase since 2011, with the highest number of licensees.

Jene Hedden commented that it may be time to address fees, but Jay Miller questioned whether this was the time to do it, in light of challenges of the pandemic, that the board can explore what a fee increase would look like and to consider the timing.

Jene Hedden stated the board has the cash on hand, and the finance committee recommended an adjustment in the amount of \$79,200 be made from holdings in the cash balance and associated with personnel costs. The motion from the committee carried, with none opposed, and no noted abstentions.

Noted: The total appropriation increase request totals \$97,800, to be requested from the board's holdings in the cash fund balance.

III. **Board Minutes:** A motion was made by Anne Adcock, seconded by James Haggie to approve the minutes of the Nov. 10, 2020 board meeting. The motion carried by unanimous voice.

IV. **Per Diem Compensation:** A motion was made by Whitney Cassity-Cawood, and seconded by Jene Hedden, to approve payment of per diem compensation to board members for the complaint committee held 12/8/2020; the scheduled board meeting on 12/8/2020 (members joined virtually but the scheduled meeting was cancelled due to outage); and the finance committee members' per diem for meeting on 12/4/2020. The motion carried by unanimous voice, with none opposed, and no noted abstentions.

V. **Complaint Committee Report** Anne Adcock, CSW and Jene Hedden, LCSW

Approved: A recommendation was made by the committee to dismiss case no. 19-54 involving an allegation about improper boundaries but there was no evidence to affirm. The motion carried by unanimous voice, with none opposed, and no noted abstentions.

Approved: A recommendation was made by the committee to dismiss case no. 20-38 involving an allegation the social worker revealed confidential information; there was evidence that other sources could have revealed the information, no substantial evidence to support the claim. The motion carried by unanimous voice, with none opposed, and no noted abstentions.

VI. **Application Committee Report** James Haggie, LSW, and Megan Hanser, CSW

Approved: A recommendation was made by the committee to deny the reinstatement of the expired license in 2019 by SF because a pending court case in which there is an unpaid fine and court costs due in June 2021. Upon proof of payment and no further difficulties, the individual may apply for reinstatement in after obligations to the Court are completed. The motion carried by unanimous voice, with none opposed, and no noted abstentions.

VII. New Regulation Previously Approved: 201 KAR 23:150 Complaint procedure

A public hearing date is scheduled for Feb. 22, 2021, at 9:00 a.m. ET by Zoom. Public comments will be accepted through the end of the day on Feb. 28, 2021

VIII. 2021 Regular Session of the KY General Assembly Report

Telehealth bill – collaborative effort headed by the CHFS, Office of Telehealth

IX. Board Retreat – a *Special Meeting* of the board will be scheduled for a half day, in early 2021, to be held virtually by Zoom. Agenda to be approved. Board staff will send a Doodle Poll to board members to schedule a convenient date.

- X. Process for Election of Board Officers: Chairperson, vice chairperson and secretary
Jay Miller, board chairperson, recommended the board move the election cycle to correspond with the fiscal calendar, and to elect new slate following a chair elect model (training and ongoing overlap to ensure requisite support and info to step into the role, with office to be taken as of July 1 for new fiscal year. Jay Miller stated he would distribute a nominations link – he will describe the office and duties; a member may nominate self or someone else, vote, and then go to June 30, 2021 and allow for overlap. Jay will do in next 2 weeks. Jene stated it sounded like a good idea.
- XI. Dates for regularly scheduled meetings in 2021 (see 2021 dates on page 3)
Action Item: James Haggie made a motion that the board meetings be held on the second Tuesday of each month beginning at 11:30 a.m. ET. Anne Adcock seconded the motion; the motion carried by unanimous voice.
- XII. Occupational Licensure Interstate Compact – funding available from the US Dept. of Defense
Matt Shafer, Project Manager, Center of Innovation, The Council of State Governments, is available for questions. Florence Huffman stated that ASWB has asked for interested member boards to respond.

There were no announcements.

Adjournment: A motion was made by Jene Hedden, and seconded by Whitney Cassity-Cawood to adjourn the meeting at 3:35p.m. The motion carried.

Next Meeting: January 12, 2021, beginning at 11:30 p.m. ET, virtually by Zoom (invitation will be posted at bsw.ky.gov and KBSW Facebook Page).

Respectfully submitted,
/s/ Jay Miller, CSW, Board Chairperson

APPROVED: DATES OF 2021 REGULARLY SCHEDULED MEETINGS

Second Tuesday of the month:

1. January 12
2. February 9
3. March 9
4. April 13
5. May 11
6. June 8
7. July 13
8. August 10
9. September 14
10. October 12
11. November 9
12. December 14