

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

Tuesday, Oct. 13, 2020 | 11:30 a.m. ET

The board meeting was held virtually by Zoom, in accordance with Gov. Beshear’s EO 2020-243 - Social Distancing. The Zoom link was posted at bsw.ky.gov.

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

Call to order

Jay Miller, Board Chairperson, called the meeting to order at 11:35 a.m. ET, and welcomed board members, staff and guests in attendance by Zoom. Approximately 35 guests attended virtually by Zoom.

Jay Miller announced that an executive session would be held by the board members at the end of the regular business meeting, pursuant to KRS 61.810(1)(f), regarding personnel matters. He stated guests were invited to remain on the open board meeting Zoom, and that the board would return to open session after the closed session was completed.

Executive Director’s Report, Florence Huffman, Executive Director

Operations Report – October 2020, see attached report.

Financial Report, Ad Hoc Finance Committee, reported by Jene Hedden.

FY21 August 2020 (FM2), Jene Hedden reported that the board was over budget in personnel expenses for the first quarter of the fiscal year. He commented that the Finance Committee was looking at the temporary personnel expenses, which amount resulted in most of these allocated funds being spent in the first quarter. He stated bringing this expense under control and in line with office operations is of great concern to the board and was an issue to be dealt with in the future. Jay Miller stated the board requests a budget spending allocation, not reflective of the cash fund balance, and it could correct itself over the fiscal year; and that running a deficit in a quarter does not mean the board is in the red per se. He commented that the board would need to model for an eight percent reduction; that the board would be making investments in the new training for CSWs under supervision and in investigator training, and that future allocation requests would include these line items in the request.

See details in attached Financial Report.

Regular Business

Board Minutes: A motion was made by Jene Hedden, seconded by Whitney Cassity-Caywood to approve the minutes of the Sept. 8, 2020 board meeting. The motion carried by unanimous voice, none opposed, no abstentions.

Per Diem Compensation: A motion was made by Anne Adcock, and seconded by Megan Hanser, to approve payment of today’s per diem compensation. The motion carried by unanimous voice, none opposed, no abstentions.

Committees

Complaint Committee

Anne Adcock, CSW and Jene Hedden, LCSW

Approved: A recommendation was made by the committee to dismiss case no. 19-30. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to issue an Assurance of Voluntary Compliance in case no. 19-42. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to dismiss a new allegation made in case no. 19-58, which was approved for dismissal by earlier action. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to issue an Assurance of Voluntary Compliance in case no. 19-63. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to offer an Agreed Order in case no. 19-65, with the following terms: Payment of \$5,000 fine; license suspension for 3 years, probated for 3 years agreed; full copy of investigative report to be provided to supervisor with appropriate redactions; 15 hours of CE on Ethics and ethics and technology selected by the board in addition to required CEs for license renewal; 50 hours in addition to the number of clinical supervision hours at the time submitted for clinical exam; and assurance that the licensee will be candid with the board in all matters. Nicole Bearse, board attorney, was granted authority to consider revision of terms.

Approved: A recommendation was made by the committee to issue an Assurance of Voluntary Compliance in case no. 20-09. The motion was tabled at the request of the chairperson for consideration at the next board meeting.

Approved: A recommendation was made by the committee to issue an Assurance of Voluntary Compliance in case no. 20-22. Jene Hedden recused from this case; placed in waiting room and did not participate in discussions or final recommendation. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to dismiss case no. 20-24. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to dismiss case no. 20-27. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to dismiss case no. 20-30. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to issue an Assurance of Voluntary Compliance in case no. 20-32. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to dismiss case no. 20-36. The motion carried by unanimous voice.

Approved: A recommendation was made by the committee to dismiss case no. 20-41. The motion carried by unanimous voice.

Application Committee
No report today.

James Haggie, LSW, and Megan Hanser, CSW

Old Business

Jay Miller, CSW, Board Chairperson

1. **Public hearing date** for proposed amendment to 201 KAR 23:070 qualifying experience for clinical social work supervision: On motion of James Haggie, seconded by Whitney Cassity-Cawood, the public hearing date was set for December 21, 2020, at 9:00 a.m. ET. The motion carried by unanimous voice.
2. **Request for Bid (RFB) for eLicensing Initiative:** The board authorized the executive director to move forward with submitting the RFB documents.
3. **Medicaid Regulations / State Licensure,** report by Florence Huffman, ED
Florence Huffman, ED, reported that stakeholders including representatives NASW-KY, NAMI, KY CHFS, the KY Children’s Alliance, KARP, and KY Association of Health Care Facilities/KY Center for Assisted Living met by Zoom to discuss the questions to be presented in the request for an Attorney General’s opinion. The group requested the board create an advisory committee for further discussions due to the significance of the issue. Jay Miller stated that the board would hold a listening session and invite participants to discuss the issue; he commented that the issue revolved around money, and that the board attorney should move forward with submitting the request for an Attorney General’s Opinion.

New Business

Jay Miller, CSW, Board Chairperson

1. **ASWB Annual Meeting of the Delegate Assembly:** *Virtual* Nov. 16 and Nov. 20, 2020
Action Item: On motion of James Haggie, seconded by Whitney Cassity-Cawood, the board voted to elect Anne Adcock as KY delegate and Jene Hedden as the alternate delegate.
2. **Standing Finance Committee:**
Action Item: On motion of Jene Hedden, seconded by Megan Hanser, the board voted by unanimous vote to approve a Standing Finance Committee of the Board, with the board chair to appoint members. James Haggie and Jene Hedden were asked and agreed to serve.
Action Item: The vote to approve percentage of variance to be reported was tabled at this time. Whitney Cassity-Cawood requested that information about prior years be provided. Jay Miller commented that the board would take the lead from the committee about reporting YTD and monthly variances across budget categories; he also stated that the board would plan to have larger discussions regarding growth and future issues, and state the 8 percent reduction could be taken out of the fund balance account.

Executive Session: At 1:32 p.m., pursuant to KRS 61.810(1)(f), on motion of James Haggie and seconded by Anne Adcock the board left the open meeting session, and moved into executive session in a separate Zoom meeting. At 2:47 p.m., on motion of James Haggie, seconded by Jene Hedden, the board returned to open session.

Announcements

There were no announcements.

Adjournment

Approved: A motion was made by James Haggie, and seconded by Jene Hedden to adjourn the meeting at 2:50 p.m. The motion carried by unanimous voice, with no opposed and no noted abstentions.

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

**KENTUCKY BOARD OF SOCIAL WORK
BOARD OF DIRECTORS REGULARLY SCHEDULED MEETING
AGENDA**

Date: Tuesday, October 13, 2020

Time: 11:30 a.m. ET

HELD VIRTUALLY BY ZOOM

Committee Meetings: Zoom invitation will be sent to committee members separately.

- I. **Call to Order, Welcome, and Chairman’s Remarks** Dr. Jay Miller, Chairman
- II. **Operations Reports** Florence Huffman, ED
 - a. Executive Director’s Operations Report (September 2020)
- III. **Financial Report** – Presented by Ad Hoc Finance Committee (Jene Hedden and James Haggie)
- IV. **Regular Business** – Board Action Dr. Jay Miller, Chairman
 - a. Minutes of the Sept. 8, 2020 board meeting
Action Item: Vote to approve minutes.
 - b. Board members’ per diem for today’s meeting.
Action Item: Vote to approve.
- V. **Committee Reports**
 - a. Complaint Committee
 - b. Application Committee: No report for this meeting
- VI. **Old Business** Dr. Jay Miller, Chairman
 - a. Amendment: 201 KAR 23:070 clinical social work supervision
Action Item: Set date for Public Hearing
 - b. Request for Bid (RFB) eLicensing Initiative: Report from Florence Huffman, ED
 - c. Medicaid Regulations / Licensure
Recommendation from stakeholders: Create advisory committee
Action Item: Vote
- VII. **New Business** Dr. Jay Miller, Chairman
 - a. ASWB Annual Meeting of the Delegate Assembly: *Virtual* Nov. 16 and Nov. 20, 2020
Action Item: Vote to name board members as KY delegate and alternate delegate
 - b. **Finance Committee**
Action Item: Vote to approve Standing Finance Committee of the Board; board chair to appoint members
Action Item: Vote to approve percentage of variance to be reported
- VIII. **Announcements**
- IX. **Adjournment**

Next Meeting: Nov. 10, 2020 | **Location:** Meetings will be held virtually by Zoom; an invitation will be posted at bsw.ky.gov.

Operations Report FY 20/21				
	JULY	AUGUST	SEPTEMBER	TOTAL
Applications				
LSW	14	13	2	29
CSW	46	43	36	125
LCSW	23	28	26	77
Total #	83	84	64	231
Emergency licenses				
	10	1	0	11
ASWB Approvals				
LSW - Bachelor Level	11	15	2	28
CSW - Master Level	61	48	37	146
LCSW - Clinical	29	33	14	76
Total #	101	96	53	250
Initial Licensure				
LSW	5	1	6	12
CSW	45	49	44	138
LCSW	22	49	31	102
Total #	72	99	81	252
Renewals				
Paper Forms: LSW	1	0	0	1
Paper Forms: CSW	4	0	1	5
Paper Forms: LCSW	1	2	4	7
Paper Total #	6	2	5	13
Total Online Renewals				
Online: LSW	19	10	15	44
Online: CSW	62	53	58	173
Online: LCSW	37	53	78	168
Online Total #	118	116	151	385
Grand Total Renewals	124	118	156	398
Reinstatements				
LSW	0	3	1	4
CSW	2	1	1	4
LCSW	0	2	0	2
Total #	2	6	2	10
Misc./Other Items				
Verifications, Wall Certificates, Paper Sponsorship-Individual- Provider CEU's	35	17	18	70
online CEU's	12	10	27	49
Supervision				
Contracts - Approved	46	24	43	113
Contract - Deferred	21	13	25	59
Temporary Permits				
Non-Clinical	1	2	1	4
Clinical	11	2	7	20
Total #	12	4		24