

Kentucky Board of Social Work

Monthly Board Meeting

September 13, 2022

Board Members Present:

Anne Adcock, DSW, CSW, Chairperson
James Haggie, CSW
Whitney Cassity-Caywood, Ph.D., LCSW
Lori Vogel, LCSW
Hank Cecil, LCSW
Santosh Adhikary, LCSW
Laura Farris, Citizen At Large

Staff Present:

Marc Kelly, Executive Director
Vanessa Jones, Staff Assistant
Nicole Bearse, Board Attorney

Call to Order

Anne Adcock, board chairperson, called the meeting to order at 11:32 a.m. ET. and introduced new board member Santosh Adhikary.

Nicole Bearse, Board attorney read the Oath and swore in Santosh Adhikary as a board member.

Hank Cecil requested to add the discussion of the Confidentiality statements to the agenda. Anne Adcock, Board Chair added the item to the agenda under "new business".

Board Minutes: - A motion was made James Haggie and seconded by Whitney Cassity-Caywood to approve the August 9, 2022 minutes with a change to show July 12, 2022 board minutes being approved by 5 with 1 abstention. Motion carried by unanimous voice vote.

Board Members Travel and Per Diem:

Hank Cecil made a motion to approve per diem and travel for today's (9/13/22) board meeting. James Haggie seconded the motion. Motion carried by unanimous voice vote.

Operations Report:

Marc Kelly, Executive Director reported the following for the operations report:

Applications-131

LSW licenses-10

CSW Licenses-57

LCSW Licenses-60

Reinstatements-4

Renewals-145

Supervision Contracts -6 approved; none deferred

CEUs-2 new sponsors and 2 new providers

Marc Kelly also let the Board know that Mark Hendrickson has trained Vanessa Jones to be our webmaster. So she can now make changes and etc. to our website.

Financial Report

James Haggie reported that expenditures and revenues look great. The COT billing looks little high but paid for July and August in one month-will review in September. Expenditures each month are staying under the monthly amount allotted. Discussion was held regarding monthly expenditures. James Haggie explained the allotment/budget process for accessing money to pay bills both previously and in the future. He explained they had some prior issues with expenditures but they have been corrected. James stated that funds are allotted from the state and we need to use all the funds by the end of the year to zero out our budget. Hank Cecil asked what eMARS is. Vanessa Jones explained that it is our statewide accounting system wherein all accounting is tracked, including our accounts payable, accounts receivable; license fees; our budget data; etc.

Committees

Application Committee

James Haggie, CSW

Applicant 1 – James Haggie reported that the applicant wants to sit for the LCSW exam. The applicant had a total of 2 supervisors. One supervisor completed 10% of the time and the other completed 90% of their supervision time. The first supervisor noted some concerns on their supervision form and the second supervisor noted that all went great. They have no prior discipline or any felony charges. The committee reviewed all the information and feel that the first placement may not have been a good fit for this person and the second placement was; therefore, the committee recommends approval for Applicant 1 to take the LCSW exam. Motion carried by unanimous voice vote.

Complaint Committee

Whitney Cassity-Caywood, Ph.D., LCSW, Anne Adcock, LCSW

Anne Adcock explained the meaning of an AO (agreed order) and AVC (assurance of voluntary compliance) for all new Board members and any public watching via FaceBook live.

A recommendation was made by the committee to approve a proposed Agreed Order in **Complaint No. 22-32** with a 3 year probated suspension. Motion carried by unanimous voice vote.

A recommendation was made by the committee to approve a proposed Assurance of Voluntary Compliance on **Complaint No. 22-39**. Motion carried by 6 votes of approval and 1 abstention.

A recommendation was made by the committee to dismiss **Complaint No. 22-43** as there are no violations of laws, rules, or administrative regulations governing the practice of social work. Motion carried by unanimous voice vote.

A recommendation was made by the committee to dismiss **Complaint No. 22-45** as there are no violations of laws, rules, or administrative regulations governing the practice of social work. Motion carried by unanimous voice vote.

A recommendation was made by the committee to file a proposed Agreed Order in **Complaint No. 22-46** with a 3 year probated suspension. Motion carried by unanimous voice vote.

A recommendation was made by the committee to approve a proposed Assurance of Voluntary Compliance in **Complaint No. 22-53**. Motion carried by unanimous voice vote.

A recommendation was made by the committee to dismiss **Complaint No. 22-54** as there are no violations of laws, rules, or administrative regulations governing the practice of social work. Motion carried by unanimous voice vote.

A recommendation was made by the committee to file an Administrative Complaint in **Complaint No. 22-11** due to non-compliance of an Agreed Order entered in prior Complaint No. 21-25. Motion carried by unanimous voice vote.

Old Business

None at this time

New Business

Appointment of Vanessa Jones to permanent full-time non-merit position – Anne Adcock reported that she had requested that Marc Kelly look into bringing Vanessa Jones on staff full time. She shared that the Board has 2 permanent positions, but has utilized a temp agency for all positions except the Executive Director’s position. She shared a narrative of Vanessa’s experience and all that she has done since coming on through Adecco one year ago and that she is a great asset to the Board. Anne Adcock then made a motion to appoint Vanessa Jones to permanent full time non merit position. Whitney Cassity-Caywood seconded. Motion carried by 6 voice votes and 1 abstention.

Confidentiality Statements and Conflict of Understanding – Hank Cecil requested this be added to the agenda.

1st: Confidentiality Statements – Hank Cecil requested more information on the statements and when they originated and why members are not covered under KRS 11A. Nicole Bearse responded and gave a history. She stated they originated in March or April of 2021. She discussed why they are needed – they are needed due to Board members having access to a significant amount of personal information related to applications and complaints; as well as, financial information. KRS 11A is very broad and doesn’t cover those items with specificity; and the Board wants each member to be on a committee and each committee has access to different sensitive information related to licensees and their clientele. Nicole Bearse stated there is nothing that limits the Board from having additional forms for their Board members to sign to protect licensees and their clients, including additional confidentiality statements. She then stated if the statements are not signed then those individuals may not be placed on a committee where they have access to such information by the Chair. Hank Cecil stated he could not find anything in any prior minutes and asked for someone to show him where the minutes reference that discussion. He also noted the confidentiality statement could use some revision. Anne Adcock suggested

Nicole be given 30 days to review prior minutes and then report back to the Board at the October meeting. All agreed.

Hank Cecil stated the minutes need to be accurate and should be signed and dated when they are approved by the Board. Anne Adcock let him know that has already been discussed and is being worked on by Board staff and in the future James Haggie, Board Secretary, will review once ready and sign once he does his final approval.

Hank Cecil also requested a training on open records in the future. Anne Adcock stated that could be put together and added to a future board meeting later in the year.

2nd: Conflict of Interest Statement – Executive Order No. 2008-454 requires disclosure of Conflicts of Interest by all Board Members in writing or at an Open Board Meeting. If disclosed at an Open Board Meeting, they must be noted in the minutes. New Board Member, Hank Cecil requested to complete his disclosure during an Open Meeting of the Board. Nicole Bearse explained the Conflict of Interest Statement and asked Hank Cecil the below questions....(note: his answers are just below the questions in all CAPS)

- Do you have any personal, business or financial interests that may be a conflict?
 - HE IS A CEU SPONSOR
 - HE PROVIDES CONTINUING EDUCATION TRAININGS
 - HIS BUSINESS IS STARSHIP CARE, LCC
- Do you have any conflicts with the Board?
 - POTENTIALLY – PAYING SPONSOR FEES AND BEING PAID FEES FOR TRAININGS
- Do you provide education approved by the Board and do you have any pending business with the Board?
 - YES I DO BUT THERE IS NONE PENDING
- Do you have any business you may need to disclose?
 - YES I OWN STARTSHIP CARE, LLC
- If any issues arise related to CEUs that may affect your business, will you recuse yourself and abstain from voting?
 - YES THAT IS NO PROBLEM
- Will you request advice from the Board if any conflicts with your business arise in the future?
 - YES I WLL

Election of Board Officers – Hank Cecil asked about this process and stated we “the Board” are not in compliance. He stated KRS 033.050 states that the election of officers be done annually and questioned how things were done previously to appoint Anne Adcock, James Haggie, and Megan Hanser as Board officers. Hank Cecil suggested having an election of officers. At that time, James Haggie made a motion to move into Executive Session to discuss the election of officers. Whitney Cassity-Caywood seconded. Motion approved with 6 voice votes and 1 objection.

Board moved into closed Executive session at 12:35 pm.

At 1:15 pm Anne Adcock made a motion to move out of Executive Session; James Haggie 1st; Lori Vogel 2nd. Motion carried by 6 votes of approval and 1 abstention.

Executive session closed at 1:15 pm and the regular Board meeting was called back to order by Anne Adcock to continue with the election of officers.

Election of Officers (cont'd) – Anne Adcock stated we will hold officer elections every August with the elected officers starting in September. Hank Cecil made a motion to accept the process of the election of officers. Whitney Cassity-Caywood seconded. All approved by unanimous voice vote.

Anne Adcock stated the Board would move forward with the election of the following officer for Board Chair, Vice Chair and Secretary.

Anne Adcock asked for nominations for Board Chair for 1-year term

Whitney Cassity-Caywood nominated Anne Adcock

James Haggie nominated Anne Adcock

All in favor = (7 YES) motion carried unanimously

Anne Adcock asked for nominations for Board Vice Chair for 1-year term

Lori Vogel nominated Whitney Cassity-Caywood

James Haggie nominated Whitney Cassity-Caywood

Hank Cecil seconded Lori Vogel and James Haggie nomination of Whitney Cassity-Caywood

All in favor = (7 YES) motion carried unanimously

Anne Adcock asked for nominations for Board Secretary for 1-year term

Whitney Cassity-Caywood nominated James Haggie

Laura Farris nominated James Haggie

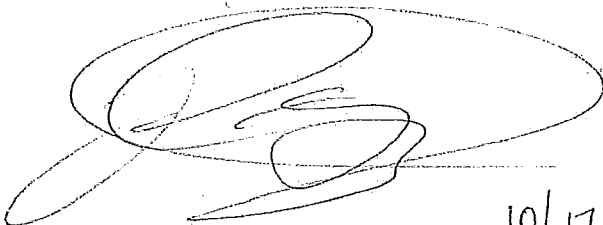
Lori Vogel nominated James Haggie

All in favor = (7 YES) motion carried unanimously

Announcements - None to report

Next meeting: Tuesday, October 11, 2022 at 11:30am at the Board of Social Work Office, 125 Holmes Street, 3rd Floor, Suite 310, Frankfort and via FaceBook Live.

A motion was made by Whitney Cassity-Caywood to adjourn the meeting at 1:25 pm. Seconded by James Haggie. Motion carried by unanimous voice vote. Meeting adjourned.

A large, stylized handwritten signature in black ink, appearing to be 'Lori Vogel'.

10/17/2022