

Kentucky Board of Social Work
Monthly Board Meeting
July 10, 2023

Board Members Present:

Hank Cecil, LCSW
Santosh Adhikary, LCSW
Whitney Cassity-Caywood, Ph.D., LCSW
Lori Vogel, LCSW
Laura Guffey, LSW

Staff Present:

Marc Kelly, Executive Director
Vanessa Jones, Executive Assistant
Mark Brengelman, Board Attorney

Call to Order

Whitney Cassity-Caywood called the meeting to order at 11:30 a.m. ET.

Operations Report:

Marc Kelly reported the following for the operations report:

Applications-117
LSW licenses-6
CSW Licenses-71
LCSW Licenses-38
Renewals-131
Temp permits-10
Supervision Contracts- 56 approved; 0 deferred
CEUs- 3 providers

Marc Kelly let all know that the office has been having some technical issues with applications, renewals, and request to provide supervision applications. He stated that the computer systems have not been connecting but that IT personnel are working on it, and it is improving daily. He requested anyone to contact the office if there are issues.

Hank Cecil made a motion to accept the Operations report, and it was seconded by Santosh Adhikary. The motion was carried by a unanimous voice vote.

Financial Report

Whitney Cassity-Caywood reported that the fiscal year was closed on 6/30/2023. The total allocation for the year was \$454,000, and \$32,000 was not used, which will remain in the fund for future access. She stated that the board took in more revenues than expenditures for the month of June and for the fiscal year. She stated that the fund balance was over \$600,000, which raised the question of whether the state would "sweep the account" as it has done in the past. She reported that the 2024 fiscal year allocation amount is \$375,000 beginning July 1. She stated that she, Marc, and Vanessa would work together on recommendations for an additional staff person.

Board Members Travel and Per Diem:

Hank Cecil traveled for a meeting at the board office on June 20, 2023. Santosh Adhikary made a motion to approve the per diem and travel expense, and Laura Guffey seconded. The motion was carried by a unanimous voice vote.

Hank Cecil made a motion to approve the Board’s per diem and travel for today’s meeting on 7/10/2023, and Lori Vogel seconded. The motion was carried by a unanimous voice vote.

Board Minutes:

A motion was made by Hank Cecil and seconded by Laura Guffey to approve the minutes from the June 10th meeting with the correction of the meeting date in the draft version. The motion was carried by a unanimous voice vote.

Committees

Application Committee

Laura Guffey, LSW & Lori Vogel, LCSW

Applicant 1 –The Committee recommends that this applicant’s application cannot be approved or accepted until their probation is completed and shows proof of completion. The motion was carried by a unanimous voice vote.

Applicant 2 –The Committee is not making any recommendations for this applicant at this time. The applicant will need to submit additional information. Due to this, no approval from the Board is needed for applicant 2.

Applicant 3 – The committee recommends that this applicant not be allowed to count any supervision hours during the time their license was expired, which was for 2 ½ years. The licensee should not have been practicing without a license, so the supervision hours cannot be counted. They have now reinstated their license, and they will need to get their supervision contract submitted. Once the new contract is approved, then the hours will count starting with the date the contract is approved. The motion was carried by a unanimous voice vote.

Complaint Committee

Hank Cecil, LCSW

A recommendation and motion were made by the committee to refer **Complaint No. 23-27** to the Board investigator. The motion was carried by a unanimous voice vote.

A recommendation and motion were made by the committee to dismiss **Complaint No. 23-28** as there is insufficient evidence to support the initiating complaint. The motion was carried by a unanimous voice vote.

A recommendation and motion were made by the committee to dismiss **Complaint No. 23-31** as there is insufficient evidence to support the initiating complaint. The motion was carried by a unanimous voice vote.

A recommendation and motion were made by the committee to dismiss **Complaint No. 23-32** as there is insufficient evidence to support the initiating complaint. The motion was carried by a unanimous voice vote.

A recommendation and motion were made by the committee to enter into an Assurance of Voluntary Compliance in **Complaint No. 23-34** due to discipline from another state board. The motion was carried by a unanimous voice vote.

A recommendation and motion were made by the committee to dismiss **Complaint No. 23-35** as conduct does not warrant disciplinary action. The motion was carried by a unanimous voice vote.

Operations Committee

Hank Cecil, LCSW

Operations Manual - Hank Cecil provided an update on the operations manual. He shared a document for the section on the job duties of the officers (Chair, Vice Chair, and Secretary). Discussion was held on the secretary's duties and how the minutes are taken during the meetings. Vanessa Jones will continue to take the minutes and send them out as previously done. Hank then shared the new regulations updated process and stated that it will be added to the manual under the regulations section.

Old Business

ASWB updates

Whitney Cassity-Caywood stated there is no recent news to share, but encouraged all to check out ASWB's website for webinars, training, etc. She shared that anyone could find out what is going on within ASWB by going to that website.

Compact Licensing updates

Hank Cecil reported Missouri has passed the compact legislation and the effective date is August 23, 2023. The board will continue to monitor the compact legislation passed by states. Lori Vogel reported that she met with some legislators last month and shared information and felt they seemed to understand and knew about the compact. There are plans for Representatives Lisa Wilner and Ken Fleming to introduce a bill in the KY House when the next session begins in January 2024.

IT updates

Hank Cecil updated all on the IT. He stated that the board's website and back-office system are likely in need of an upgrade due to the current problem Marc reported. Any change will incur costs, which may be high. He reported that there has not been any hacking as far as determined. He reported that using YouTube for the meeting remains possible and that the board will determine how long to retain them and there is no requirement to keep any of the recordings. He wants to look at using some type of artificial intelligence to help board operations, such as the minutes or virtual assistant.

Regulations update

Mark Brengelman informed the board that the draft of the ASWB exam regulation is prepared and ready for review. Whitney Cassity-Caywood requested that the draft be distributed via email to all members so that it can be included in the August agenda for review. The code of ethical conduct is next to be updated. Whitney encouraged all members to review the code of ethics for that discussion.

Marc Kelly provided updates on various regulatory matters. He reported that the emergency and ordinary temporary permit to practice regulations, the telehealth regulation, and the inactive status regulation have been filed. The schedule for public comment was detailed as follows:

- The public comment meeting for the emergency temporary permit regulation, 201 KAR 23:160E, will be held on August 21, 2023, with final comments due by August 31, 2023.
- The public comment meeting for the ordinary temporary permit, 201 KAR 23:160, and the inactive status regulations, 201 KAR 23:055, will take place on September 22, 2023, with the final comment deadline being September 30, 2023.
- The public comment meeting for the telehealth regulation, 201 KAR 23:170, is set for September 21, 2023, with the final comment deadline being September 30, 2023.

Mr. Cecil also noted that the renewal and reinstatement regulation, 201 KAR 23:051, has been through the full regulatory process and went into effect July 5, 2023, but has not yet been published on the LRC site. He also noted that 201 KAR 23:160E went into effect June 28, 2023, and that the revised applications for temporary permits are available upon request to the office. Vanessa Jones will ensure they are added to the board's website.

SB 150

Lori Vogel shared that one part of the law had been blocked by an injunction. She shared that her school district has been getting things together, creating policies around the new law, including the provision of individual bathrooms and separate stalls within each bathroom to accommodate privacy. Ms. Vogel committed to keeping the board apprised of any developments in this area.

1-hour free training on “the importance of licensure”

Whitney Cassity-Caywood reported that this proposed training will seek to reduce confusing aspects about licensure, who needs to be licensed and when. She emphasized that the primary target audience for this effort would be students, and she underscored the need to ensure that all relevant parties are made aware of this training.

Q&A listening session

Whitney Cassity-Caywood discussed the Q&A session on field placement. She indicated that invitations will be extended to students, advisors, and clinical supervisors for the event. Ms. Cassity-Caywood requested Mr. Marc Kelly to design a one-page invitation, along with an outline of the agenda, to be shared one month prior to the session to ensure participants can schedule the time accordingly. The event is on September 15th at 11:30 am CT / 12:20 pm ET. Information will be posted on the board’s website and Facebook page. The Zoom meeting will be recorded. She and Marc Kelly will continue to work on this and keep the board updated.

New Business

Annual Evaluations

Whitney Cassity-Caywood stated she would like to have a process for staff evaluations. She would like to include a self-evaluation, areas of growth, and support from board members. She stated that Marc Kelly will conduct Vanessa Jones’ evaluation and that the executive committee would conduct Marc’s evaluation. Whitney Cassity-Caywood will draft job descriptions for Marc and Vanessa based on what she has received. The job evaluation form will be based on the job descriptions and sent to the board for the August meeting.

Announcements

Whitney Cassity-Caywood shared that the board still has two vacant board positions that need to be filled. We need a CSW and a citizen at large. She stated that if anyone is interested, they can contact Boards and Commissions or the Board office staff for an application.

Brenda Rosen shared that she is sharing the board's Facebook posts/newsletters. etc. to help get the word out on things going on at the Board. She asked about the ASWB exam regulation and if we will be given the authority to change some things within the exam. Whitney Cassity-Caywood shared that it will depend on ASWB, but the board's regulation will give us the flexibility to go with any ASWB changes.

Adjournment - The meeting was adjourned at 12:50 PM upon a motion by Hank Cecil, seconded by Laura Guffey. The motion was carried unanimously.

Next meeting: MONDAY, August 14th, 2023, at 11:30 am at the Board of Social Work Office, 125 Holmes Street, 3rd Floor, Suite 310, Frankfort, and via Zoom. (Note: The meeting link can be requested by email to Marc.Kelly@ky.gov on the Friday before the meeting or Monday morning.)

Laura Guffey, Secretary