

Kentucky Board of Social Work
Monthly Board Meeting
November 13, 2023
DRAFT MINUTES

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

Hank Cecil called the meeting to order at 11:32 a.m. ET.

Board Minutes:

October 9, 2023, board meeting minutes – a motion was made by Laura Guffey and seconded by Whitney Cassity-Caywood to approve the minutes from the October 9th meeting. Motion carried by unanimous voice vote.

Operations Report:

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

Applications - 101

LSW licenses - 3

CSW Licenses - 46

LCSW Licenses - 35

Renewals - 157

Temp permits - 9 clinical and 3 non-clinical

Supervision Contracts - 72 approved; 4 deferred but now approved.

CEUs - 10 providers; 4 sponsors

Total number of licensees – 7,383

Whitney Cassity-Caywood made a motion to accept the Operations report. Santosh Adhikary seconded.

Motion carried by unanimous voice vote.

Financial Report

The financial report for October 2023 was presented. The final budget request has been submitted by the board staff, distributed to all board members earlier this week, and included in their packets for review. All aspects appear satisfactory, with an additional budget request. Upon acceptance, further communication will be made. There are no unusual matters to report at this time. Oct revenues were \$55,020.62, expenses were \$38,020.41 and the find balance is \$656,475.33.

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Board Members Travel and Per Diem:

Per diem and travel for Board members for today's meeting (11/13/23) was requested. Santosh Adhikary made a motion to approve the Board's per diem and travel. Whitney Cassity-Caywood seconded. Motion carried by unanimous voice vote.

Per diem and travel for Hank Cecil to the LRC for training in October (10/25 and 10/26) was requested. Santosh Adhikary made a motion to approve his per diem and travel for October training. Whitney Cassity-Caywood seconded. Approved with 4 votes and 1 abstention.

Committees

Application Committee

Laura Guffey, LSW & Lori Vogel, LCSW

Applicant 1 –The Committee recommends this applicant's reinstatement application be denied but approved for them to retake the Master exam due to their license being expired longer than 3 years. Per regulation, if license is expired more than 3 years, applicant shall retake the required exam. Motion carried by unanimous voice vote.

Applicant 2 –The Committee recommends deferral of this applicant's application due to needing some additional information. They will defer to the December meeting. Motion to defer applicant carried by unanimous voice vote.

Applicant 3- Hank discussed an applicant that was previously reviewed by the committee and declined restatement by the board. He said after further review, the applicant had requested reinstatement correctly which was previously unknown to the committee. Hank made a motion for this applicant to be reinstated; seconded by Santosh Adhikary. Motion carried by unanimous voice vote.

Complaint Committee

Santosh Adhikary, LCSW

The committee made a recommendation and motion to enter a settlement agreement. Settlement agreement authority is given to the Board Counsel on **Complaint No. 23-49**. Motion carried by unanimous voice vote.

The committee made a recommendation and motion to enter a settlement agreement with a 5-year suspension of the license on **Complaint No. 23-50**. Motion carried by unanimous voice vote.

The committee made a recommendation and motion to dismiss **Complaint No. 23-51** as there is insufficient evidence to support the initiating complaint. Motion carried by unanimous voice vote.

The committee made a recommendation and motion to dismiss **Complaint No. 23-55** as there is insufficient evidence to support the initiating complaint. Motion carried by unanimous voice vote.

The committee made a recommendation and motion to enter an Assurance of Voluntary Compliance on **Complaint No. 23-58**. Motion carried by unanimous voice vote.

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Operations Committee

Hank Cecil, LCSW

Operations Manual - Hank Cecil stated that staff would be working on articles 6 and 7. He stated the goal is to have the manual ready for final review and approval by the board at the meeting after the board retreat in 2024.

Old Business

ASWB updates-

Delegate Assembly – Hank Cecil shared that he, Marc Kelly, and Whitney Cassity-Caywood attended the delegate assembly Nov 2-4, in Memphis, TN. Whitney Cassity-Caywood shared that this was a wonderful opportunity to talk with others from other boards across the US and Canada. She said they discussed licensing, telehealth, supervision, the workforce, and a number of other topics.

Executive Director session – Marc Kelly shared that he attended this session. He shared that some states reported having issues with their application process. Marc was glad to report that the KY board is not having the problem and stated that as long as the needed documents are with the applications, they were processed timely.

SW Census – Hank Cecil shared ASWB along with 12 or more social work organizations are starting a census to address workforce issues. The census will begin in March 2024.

PSI Testing portal – The new testing portal for ASWB exams with PSI was discussed, featuring updated prompts and language. Plans for online exam administration in the future and the utilization of universities as test sites were discussed. Language assistance for non-native English speakers was highlighted. PSI will commence exam administration on January 2, 2024.

Compact Licensing updates- Marc Kelly reported support for the Social Work Compact was expressed during a hearing at the Capitol, with Lisa Wilner as the active representative. Concerns about other states' standards were acknowledged, with a commitment to maintaining high standards. Utah and Kentucky may be the next states to file a compact in 2024, offering an opportunity to influence standards in the initial round of participation and that 2024 may see seven states who enact the compact.

IT Updates -

Email - Hank Cecil stated all board members now have state emails. Mark Brengelman requested board members use their state emails for all board business and only use them for Board business. He asked that board members check their emails at least once a day. He shared that any communications between Board members and the attorney are considered attorney-client privilege, but all other emails are subject to the open records law. He stated having the state emails will allow information to be in one place and it will make things simpler.

Website – Hank Cecil shared that he met with Mark Hendrickson and the redesign is moving forward. He said they are ready for us to review and test it. He shared that it will be easier to find things. For example, all newsletters will be in one place; the board information will be in one place, etc.

Conference Room – Hank Cecil shared that COT has approved the equipment that the board needs for in the conference room for hybrid meetings. He hopes that all will be in place by the December meeting.

Licensing Program – Hank Cecil and Marc Kelly watched a demo of a new program that handles licensure applications from Mark Henderickson. Other states are using the software and other boards in

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KY are looking into using it. Santosh Adhikary said ASWB has something similar. Hank reported that there may be a fee for applicants. Marc Kelley stated there is a need to improve the current system. Marc referred to the new application system with Mark Hendrickson as a “deluxe back office.”

Regulations update –

201 KAR 23:160 temporary permits, 201 KAR 23:170 Telehealth, and 201 KAR 23:055 Inactive Status – Hank Cecil shared that all these regulations are ready for the ARRS December meeting after LRC review. Marc Kelly will attend the ARRS meeting on 12/11/23.

201 KAR 23:080 code of ethical conduct – Whitney Cassity-Caywood stated she has made some updates to the survey for this project by adding some open-ended questions. She said she will send it out to the Board members for all to review. She stated she would like to partner with Life Skills at Western KY University as they have useful resources, and it would give her access to graduate students to assist with the project. Whitney Cassity-Caywood made a motion to approve the survey with Hank Cecil to negotiate the changes. Santosh Adhikary seconded. All approved by unanimous voice vote. Whitney Cassity-Caywood made a motion to partner with Life Skills. Santosh Adhikary seconded. All approved by unanimous voice vote. She then stated the next steps would be to sign an MOU with Life Skills. The Board will oversee what is submitted and the Board will own the data. The survey will be sent from the Board and only the raw data with no names will be used in the analysis report. The information submitted will be confidential.

201 KAR 23:070 Qualifying education and clinical practice experience under supervision - Hank Cecil shared that he has received questions about this regulation. Some parts need clarification, and the board will need to consider amending the regulation. He stated the need to be consistent with other regulations. He asked the Board to review the regulation for a future date.

Communication with licensees – Hank Cecil shared that there are a number of licensees that do not have their contact information on file with the board. For example, some of their emails, phone numbers, and addresses are missing. The board approved moving forward on this project at last month’s meeting to hire an intern or temporary worker to assist with the updating project.

New Business

2024 Meeting dates and places – The 2024 calendar was presented for review. Board meetings for 2024 will generally occur on the 2nd Monday of each month, except for November, when it will take place on the 3rd Monday due to Veterans Day. It was discussed and agreed that board meetings would be held twice a year at one of the schools of social work. Northern KY University was proposed as a location for the March 2024 board retreat and meeting. The agenda would include committee meetings on Sunday, followed by the board meeting on Monday, starting at 9 or 9:30 am to allow for travel time. The location for the second meeting was left to be determined. Whitney Cassity-Caywood made a motion to approve the 2024 meeting dates along with having the off-site meeting in a different area. Santosh Adhikary seconded. All approved by unanimous voice vote.

Announcements – Hank Cecil shared the LRC calendar, so all have the dates for 2024.

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Adjournment - Santosh Adhikary made a motion to adjourn the meeting at 12:35 pm; seconded by Whitney Cassity-Caywood. Motion carried by unanimous voice vote. Meeting adjourned.

Next meeting: MONDAY, December 11, 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.)

Respectfully submitted,


Board Secretary

Board Approved: 12/11/23
Date