

Kentucky Board of Social Work  
Monthly Board Meeting  
February 10<sup>th</sup>, 2025

**Board Members Present:**

Hank Cecil, LCSW  
Whitney Cassity-Caywood, LCSW  
Genesisia Kilgore-Bowling, CSW  
Laura Guffey, LSW  
Lori Vogel, LCSW

**Staff Present:**

Marc Kelly, Executive Director  
Vanessa Jones, Executive Assistant  
Mike Nickles, Board Attorney office  
Mark Brengleman, Board Attorney

**Call to Order**

Hank Cecil called the meeting to order at 11:31 a.m. ET.

**Board Minutes:**

January 13, 2024, minutes – spelling correction made amendments made to complaint cases and a motion was made by Laura Guffey and seconded by Whitney Cassity-Caywood to approve the January minutes for the amended January 13<sup>th</sup> meeting. Motion carried by unanimous voice vote.

**Operations Report:**

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

Applications-112  
LSW licenses-7  
CSW Licenses-42  
LCSW Licenses-47  
Renewals-148  
Temporary permits-15 clinical and 1 non-clinical  
Supervision contracts- 81 approved 0 deferred  
CEU providers-4 approved  
Total number of licensees-7,906

Genesisia Kilgore-Bowling made a motion to accept the Operations report. Laura Guffey seconded. Motion carried by unanimous voice vote.

**Annual Report**

Hank reported that the annual report was completed. He stated it was sent to the state LRC staff and will be posted on the board's website and Facebook pages. Genesisia Kilgore-Bowling suggested sending it to the social work associations and organizations. Hank stated that the report will be sent to legislators by email. The annual report will be done based on the calendar year and corresponding to the legislative session voluntarily by the board.

**Financial Report**

Whitney Cassity-Caywood reported board expenditures and revenues for month – January income: \$55,560.00; January expenses: \$46,378.90; Fund balance: \$702,061.41. Whitney shared that the board is still operating within the budget. Only 38% of annual allocation spent so far. Whitney Cassity-Caywood

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made a motion to accept the financial report. Lori Vogel seconded. Motion carried by unanimous voice vote.

**Board Members Travel and Per Diem:**

Board members per diem and travel for the today's (2/10/25) meeting – Whitney Cassity-Caywood made a motion to approve the Board's per diem and travel for the February 10<sup>th</sup> meeting. Second, Laura Guffey. Motion carried by unanimous voice vote.

**Committees**

**Application Committee**

**Laura Guffey, LSW**

Applicant 1 – This applicant is denied due to their degree not being in social work and due to them being currently on probation that does not end until 2029. Motion to deny this applicant for exam carried by unanimous voice vote.

Applicant 2- This applicant is deferred until the March meeting. The committee needs more information.

Applicant 3 – The committee recommends that this applicant's application be approved to take the master exam. Motion to approve for exam carried by unanimous voice vote.

Applicant 4 – After much review and consultation with the Board attorney this applicant's application is denied due to having an encumbered license in another state. The committee also recommends issuing a board complaint due to not disclosing this information on their application and having discipline on their license in another state. Motion to deny this applicant carried by unanimous voice vote.

**Complaint Committee**

**Whitney Cassity-Caywood, LCSW**

A recommendation and motion were made by the committee to enter an Agreed Order and give settlement authority to attorney to file an administrative hearing on **Complaint No. 24-39**. Motion carried by unanimous voice vote.

A recommendation and motion were made by the committee to enter a letter of admonishment on **Complaint No. 24-68**. Motion carried by unanimous voice vote.

A recommendation and motion were made by the committee to dismiss **Complaint No. 24-78** due to insufficient evidence. Motion carried by unanimous voice vote.

A recommendation and motion were made by the committee to dismiss **Complaint No. 24-81** due to insufficient evidence. Motion carried by unanimous voice vote.

A recommendation and motion were made by the committee to refer **Complaint 24-84** to the Board investigator for investigation. Motion carried by unanimous voice vote.

A recommendation and motion were made by the committee to dismiss **Complaint No. 25-03** due to insufficient evidence. Motion carried by unanimous voice vote.

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A recommendation and motion were made by the committee to dismiss **Complaint No. 25-09** due to insufficient evidence. Motion carried by unanimous voice vote.

Complaint committee obtained information from a self-report complaint regarding supervision contracts on two supervisees and request that the board initiate complaints on the supervisor and the 2 supervisees. Motion to initiate board complaints on all three licensees. Motion carried by unanimous voice vote.

Complaint committee obtained information that a graduate student is practicing without a proper social work license and request that the board initiate a complaint against this person. Motion carried by unanimous voice vote.

Complaint committee obtained information related to the graduate student that the owner of the company has hired persons without proper license and request that the board initiate a complaint against the licensee. Motion carried by unanimous voice vote.

**Old Business**

**ASWB updates-** Hank Cecil reported.

Hank shared that ASWB is going back to using Pearson Vue as the exam agency. This will begin in March 2025. More information about this change on the ASWB website and the Board's Facebook page.

Whitney Cassity-Caywood shared that the education meeting will be May 3<sup>rd</sup> – May 5<sup>th</sup>. She shared that she, Marc, and Hank will attend. She is anticipating a great conference with great speakers and topics. Hank stated if any board members want to attend; they can register and the Board can reimburse their expenses.

**Compact Licensing updates–** Hank Cecil reported.

Hank shared that the meeting took place on February 4<sup>th</sup> and 5<sup>th</sup> in Lexington at the CSG office with 21 of the 22 states in attendance. He stated the commission established the Bylaws; rule making; and elected officers and the executive committee. He shared that he was elected as the chair of the commission.

Due to Hank attending the meeting; Whitney Cassity-Caywood made a motion for Hank Cecil to receive a per diem and travel for the February 4<sup>th</sup> and 5<sup>th</sup> meeting in Lexington. Genesis Kilgore-Bowling seconded. Motion carried by unanimous voice vote.

**IT Updates -** Hank Cecil reported.

Hank Cecil shared that the new software is forward and the final testing of the application process will take place at the end of February. He stated the go live date is scheduled for April 1<sup>st</sup> and all new applications will be submitted in the new system. The plan is to move all data from the current system at same time. The new system will be assign an account and username to existing licensees. Licensees will get an email notice with a link to activate their account and create a password. If the email is not current, then the licensee will not be able to get the notice to activate their account. Hank stressed that it is imperative for all to go to the self-service portal and verify their email and all information updated.

**Regulations update –** Hank Cecil reported.

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201 KAR 23:070 supervision – Hank Cecil shared that the survey was sent out to licensed clinical social workers who are current supervisors. He stated the overall response for the changes was favorable. Several respondents supported the “train the trainers” provision. Current forms will need to be updated during the retreat in March. He shared he is still looking for ways to put this online so all can see their contracts; supervisors; supervisees and etc. The affiliations tab in the new system will connect supervisors and supervisees.

License Application Regulation – A draft of this new regulation has been done by Mike Nickles, as the board’s attorney’s office. There will be further discussion at the March meeting.

201 KAR 23:075 Continuing education – Hank provided an updated draft to show they added the comment “other topics as approved by the Board”. He asked all to review and stated we will discuss this more at the board retreat in March.

**2025 Social Work Bill-** Hank Cecil reported.

Children’s Alliance remains opposed to the emergency suspension clause in the draft bill. Representative Steve Bratcher has agreed to sponsor the bill in the House. Discussion was held to withdraw the emergency suspension section of the draft as a compromise. Genesia Kilgore-Bowling made a motion to withdraw the social work bill so further work can be done on it. Lori Vogel seconded. Motion carried by unanimous voice vote. The emergency suspension is needed in rare case and may be more needed especially with implementing the compact.

**Exam Prep Workshop-** Hank Cecil reported.

Hank stated the board will finalize everything at the Board retreat in March. Registration will need to be settled for this pilot project with 100 attendees for the June 5-6 event. Attendees need to be students, first time exam takers, re-takers of the exam, and faculty. Genesia Kilgore-Bowling had suggested involving university faculty and highly recommending them to at least take the bachelor’s exam. She asked if there could be an informational meeting about the workshop prior to June and stated she can host it. All agreed. Genesia and Marc Kelly will work on the registration form for it.

**2025 February Listening Session-** Hank reported.

Hank shared that he, Marc Kelly and Vanessa Jones were on the zoom call, but no one showed up. This could have been due to time confusion and promotion of the event. Vanessa Jones will work to improve the promotion for future dates.

**Board Retreat** - Whitney Cassity-Caywood reported.

Whitney shared that the meeting room for the official March board meeting is set. It will be Monday March 31<sup>st</sup> at 10:30 central time and 11:30 eastern time at Western KY University College of Health and Human Services, Academic Complex, Room AC213. Vanessa Jones shared that the hotel for the retreat days has been reserved and she will send out the hotel information once the final contract is received from the hotel. The hotel is the Hyatt Place in Bowling Green. Check in is Saturday the 29<sup>th</sup> and the retreat meeting is Sunday the 30<sup>th</sup>. Whitney shared that all could walk or car pool over to WKU for the full board meeting on Monday the 31<sup>st</sup>. Laura Guffey will not be able to attend in person, however, will be able to join by a zoom link for both the retreat and meeting.

**KASWE Conference**

Genesia Kilgore-Bowling shared that KASWE due to conflicts with the March dates, have decided to move the event to the fall, possibly be the last week of September.

**New Business**

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Hank Cecil shared that a new bill is being passed this session to include an optional step within the regulation approval process. It is called an informational review for new and revised regulations. An agency could be required to come to a meeting and explain their regulation to the committee.

Whitney Cassity-Caywood shared that she will send out a survey related to the social workers knowledge about the scope of practice for students. She plans to send to field supervisors and students in the social work program. She will keep all updated.

**Announcements**

Brenda Rosen shared that they are preparing for lobby day for social workers on February 25 at the capitol. She asked all to attend if they can. She shared that they are excited to celebrate the compact. Hank Cecil encouraged all to attend and stated it is for everyone, not just specific associations of social work. Brenda Rosen shared that the KY chapter membership provides CEUS for free once they join. Whitney Cassity-Caywood asked about membership fees and if there is a way for students that are KY residents to join for free. Brenda stated they have grant monies so they could do this for another year. She let all know to send the information to her via email and she will take care of things.

**Adjournment** – Genesia Kilgore-Bowling made a motion to adjourn the meeting at 12:42 pm. Seconded by Whitney Cassity-Caywood. Motion carried by unanimous voice vote. Meeting adjourned.

**Next meeting: MONDAY, MARCH 31**, 2025, at 10:30 am CT/11:30 am ET at the WKU, College of Health and Human Services, Academic Complex, Room AC 213 or via the YouTube Channel, KBSW.

Respectfully submitted,

  
Board Secretary

Board Approved Date:

