

Kentucky Board of Social Work  
Monthly Board Meeting  
January 13, 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 Nickels, Board Attorney office  
Mark Brengleman, Board Attorney

**Call to Order**

Hank Cecil called the meeting to order at 11:30 a.m. ET.

**Board Minutes:**

December 9, 2024, minutes – a motion was made by Genesisia Kilgore-Bowling and seconded by Whitney Cassity-Caywood to approve the December minutes for the December 9<sup>th</sup> meeting. Motion carried by unanimous voice vote.

**Operations Report:**

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

Applications-87  
LSW licenses-4  
CSW Licenses-41  
LCSW Licenses-30  
Renewals-128  
Temporary permits-7 clinical  
Supervision contracts- 68 approved 0 deferred  
CEU providers-2 approved  
Total number of licensees-7,878

Whitney Cassity-Caywood made a motion to accept the Operations report. Lori Vogel seconded. Motion carried by unanimous voice vote.

**Annual Report**

Hank reported that staff have been working on the report for 2024. He stated there is no mandate to submit but it is an effective way to share the data with the public and legislators. The report will be based on the 2024 calendar year and previous reports will be used as a guide. A report has not been done since 2019. Hank asked if all reviewed the draft. All stated it looks good. Genesisia Kilgore-Bowling made a motion to adopt the 2024 annual report with data to be updated with 2024 numbers. Whitney Cassity-Caywood seconded. Motion carried by unanimous voice vote.

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**New Hire**

The board reviewed the job description and starting salary for the new hire, Brooke Jones. Board members agreed to the job description and salary. Hank introduced Brooke to all. Motion was made by Whitney Cassity-Caywood to hire Brooke Jones as Administrative Assistant. Genesia Kilgore-Bowling seconded. Motion carried by unanimous voice vote. Vanessa Jones will get all submitted to the state personnel so it can go into effect as soon as possible starting February 1, 2025.

**Board Retreat**

Whitney Cassity-Caywood and Vanessa Jones shared information on the hotel for the March retreat and meeting room at WKU for the board meeting on Monday March 31, 2025. All board members were agreeable to the location and meeting time. Whitney will continue to work with WKU and Vanessa will finalize the hotel reservations.

**Financial Report**

Whitney Cassity-Caywood reported board expenditures and revenues for month – December income: \$33,195.00; December expenses: \$31,131.93; Fund balance: \$692,880.31. Whitney shared that the board is still operating within the budget range and with income even with the new hire. The only major expense is the new application system being developed. Whitney shared the only potential loss of income may be when the compact goes into effect, but that was not a method of determining that cost at present and if there is a cost it will be in the next fiscal years.

**Board Members Travel and Per Diem:**

Board members per diem and travel for the today's (1/13/25) meeting – Whitney Cassity-Caywood made a motion to approve the Board's per diem and travel for the January 13<sup>th</sup> meeting. Second, Genesia Kilgore-Bowling. Motion carried by unanimous voice vote.

**Committees**

**Application Committee**

**Laura Guffey, LSW**

Applicant 1 – This applicant was deferred previously and due to receiving the requested information, the Committee recommends this applicant's application be approved to take the master exam. Motion to approve for exam carried by unanimous voice vote.

**Complaint Committee**

**Whitney Cassity-Caywood, LCSW**

A recommendation and motion were made by the committee to dismiss **Complaint No. 23-73** as the investigator assigned to this complaint stated in their report that there is insufficient evidence. Motion carried by unanimous voice vote.

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. 24-25**. Motion carried by unanimous voice vote.

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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. 24-34**. Motion carried by unanimous voice vote.

A recommendation and motion were made by the committee to dismiss **Complaint No. 24-69** as there are no violations under the law. Motion carried by unanimous voice vote.

A recommendation and motion were made by the committee to issue an order of the Board on **Complaint 24-75**. Motion carried by unanimous voice vote.

A recommendation and motion were made by the committee to issue an order of the Board on **Complaint 24-76**. Motion carried by unanimous voice vote.

A recommendation and motion were made by the committee to refer **Complaint 24-79** to the Board investigator for investigation. Motion carried by unanimous voice vote.

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. 24-82**. Motion carried by unanimous voice vote.

A recommendation and motion were made by the committee to dismiss **Complaint No. 24-83** as there was insufficient evidence. Motion carried by unanimous voice vote.

A recommendation and motion were made by the committee to refer **Complaint 24-86** 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. 24-88** as there was insufficient evidence. Motion carried by unanimous voice vote.

**Old Business**

**ASWB updates-** Hank Cecil reported.

No updates to report.

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

Hank Cecil shared the next meeting which is scheduled for February 4<sup>th</sup> and 5<sup>th</sup> in Lexington at the CSG office. The agenda includes the executive committee members; bylaws; national test; and the ex officio members of the executive committee. It is open to the public so anyone can attend if they want to in person. He is not sure if there will be a hybrid option to attend but probably is.

**IT Updates -** Hank Cecil reported.

Hank shared that he and staff did the second round of testing and will have another one in Feb. He shared there are several recent updates, and a demo will be available in the future. He stated the goal is to have all new applications submitted in the new system starting April 1<sup>st</sup>. He stated all current licensees will be moved over and be assigned an account name. They will get an email with this information

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with a link to create a password. If the email is not current, then the licensee will not be able to get the notice to activate their account.

**Regulations update** – Hank Cecil reported.

201 KAR 23:070 Supervision – Hank Cecil shared that the survey was sent out to licensed clinical social workers who are current supervisors. The overall response has been positive. The survey will close on 1/31/25 so a complete report will be at the next meeting.

201 KAR 23:075 Continuing education – Hank provided an updated draft on sponsors and fees added. He asked all to review and provide feedback. Fees have not been increased since 2007 and the board may need to review these. Marc Kelly will look at other KY boards fees. Genesis Kilgore-Bowling asked about adding an “other topics.” For ethics. Hank agreed it would be good for this regulation and the supervision regulation.

**Student Intern Committee**- Hank Cecil reported.

Hank shared that they met on January 7<sup>th</sup> but that the bill has not been filed, so no authorization for provisional license is currently allowed. Whitney Cassity-Caywood shared that committee members asked for clarification on the students’ scope of practice in their practicums of providing clinical work. The board wants to collaborate with the universities and ensure students and practicum supervisors know the scope of practice. Whitney is working on a survey to get common concerns and how the board can support them.

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

Hank shared it is in the process of being proposed in the legislature. The bill is a collaboration between NASW KY-Chapter, KY Clinical Society and Children’s Alliance.

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

Hank shared that the contract with Dr. D has been signed. Whitney Cassity-Caywood reviewed the finances, and the board is ready to host a pilot in June. The two-day webinar is an exam prep for students and anyone who wants to prepare for the ASWB exams. The first day of the webinar will be for the bachelor’s exam and the second day will be for the Master exam and clinical exam. She suggested a limit of 100 seats and assistance with the cost to participate. The cost to the board is \$125 for both days and \$85 for one day. Bachelor’s exam prep is one day; master’s and clinical is two days. She suggested that the one-day cost to participate be \$25 and two days be \$75. This will help make the webinar more financially accessible for the participants. Also, she shared that if a student has a hardship, they can request assistance through their university and to the board. She stated the information needed will be the official transcript/enrolling information; the ASWB report showing they attempted the exam but failed; people that plan to take the exam for the first time; and only for people who are applying for a KY license. Notice to educators is needed and encourage them to request accommodation, such as extra time through ASWB. If there is a good response to this pilot program, the board can look at ways to make it an annual or bi-annual event.

**2025 Listening Session**- Hank reported.

The board’s first 2025 listening session is February 7<sup>th</sup>. Suggested topics included common complaints; school challenges; confidentiality; common/uncommon ethics dilemmas with common ethical dilemmas being accepted. The discussion will be open ended as it is a listening session.

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**Contractor Evaluations:** Hank reported.

Hank shared that the contractor evaluations will be done in July of this year and annually thereafter. Board members reviewed the draft evaluation forms. Motion to accept the contractor evaluation process was made by Whitney Cassity-Caywood. Lori Vogel seconded. Motion carried by unanimous voice vote.


**New Business** – none at this time

**Announcements** – Lori Vogel shared that the KY student voice team has a lawsuit against the Commonwealth of KY for not providing adequate education for students. She stated this will affect students, so she wanted to share and make the board aware and to watch/see how things go. She shared some of the issues that mental health is not supported in schools; the ratio of students to services providers is not equal; and the funding is not equal across schools/states/counties. Brenda Rosen shared that lobby day for social workers is scheduled for February 25<sup>th</sup>. She stated the association is involved and will send out the information. She shared that the lobby day committee will have a social work panel discussion and advocacy training, and the mental health task committee is looking for insurance carriers and etc. to join.

**Adjournment** - Whitney Cassity-Caywood made a motion to adjourn the meeting at 12:48 pm. Seconded by Lori Vogel. Motion carried by unanimous voice vote. Meeting adjourned.

**Next meeting:** MONDAY, **FEBRUARY 10<sup>TH</sup>** 2025, at 11:30 am ET at the Board Office, 125 Holmes Street, Suite 310, Frankfort, KY 40601 or via the YouTube Channel, KBSW.

Respectfully submitted,

  
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Board Secretary - *CHAW*

Board Approved Date: 2/10/2025