

**WV Board of Social Work**  
**Board Meeting Minutes**

August 29, 2019

WV Board of Social Work

**Attendance:** Jody Gottlieb, Patricia O'Reilly, Barbara Heasley, Rita Brown, Chris Maniskas, Vickie James, Tanny O'Connell (by phone) and Mark Weiler

**Call to Order-** Pat O'Reilly opened the meeting

**Minutes:**

It was M/S/P (Gottlieb/Heasley/all in favor) to approve the April minutes as distributed.

**Financial Reports/Purchasing Card:**

Members were referred to the Fund 8513 report in their packets covering the 2019 fiscal year from July 1, 2018 to June 30, 2019. The report reflects revenues of \$240, 598 and expenditures of \$170,957.46. Expenditures were below budget largely due to the staffing vacancy filled by Kate Carter in March; additionally, there was a mix up in the Board's receipt of mail at their Interdepartmental mailbox, resulting in some expenses such as postage not being posted until this current fiscal year. The Board's ending cash balance for FY 2019 was \$387, 204.36, which is within the acceptable range as specified in legislation. Members were also referred to another financial report for the current fiscal year to date reflecting revenues of \$31,630 and expenses of \$37, 057.59, which reflects an ending cash balance for the Board at \$381,776.77.

Members referred members to the Appropriation Request for 2021. There were changes made in the computer services line (Computer Services Internal) as a result of the anticipated web based online licensing system and expected decreases in office supply and postage expenditures; the overall budget remains the same as 2020 at \$253,644. It was M/S/P (O'Reilly/Maniskas/all in favor) to approve the 2021 Budget appropriations as distributed.

Vickie reported that there were two P Card reviews to report-June 17-July 5, 2019 for expenditures totaling \$659.99 and for July 18 to August 7, 2019 for expenditures totaling \$1,024.58. Receipts for all transactions were available for member review. It was M/S/P (O'Reilly/Maniskas/all in favor) to approve the P card reconciliations/expenditures as submitted.

**Disciplinary Committee**

It was M/S/P (O'Reilly/Maniskas/all in favor) to go into Executive Session for the purpose of discussing complaints pending before the Board. Following Executive Session discussion, it was M/S/P (O'Reilly/Gottlieb/all in favor) to exit Executive Session.

Upon return to the agenda, the Board voted to act (Maniskas/O'Reilly/all in favor) on the following cases (Heasley recused on all votes):

- 201822DW-Dwayne Willis had failed to respond to three letters offering a consent order. A hearing has been tentatively scheduled for October 28

at 10:00 a.m., dependent upon availability of an Administrative Law Judge.

- 20185WS-Having prevailed in recommendation of the Administrative Law Judge from the June Hearing, the Board revokes the Provisional License of Wanda Sluss. Should she later attain an MSW in the future, she is prohibited from seeking a license for four years from the date of the order. Should she be granted a license, she shall be placed on probation for two years and shall be under supervision. Reimbursement of administrative costs is contingent upon consideration of a license.
- 201816MS-The Board does not find probable cause; Mark will draft a warning letter on scope of practice.
- 201910RM-The Board finds probable cause that Rebecca Marcum violated the following standards in the Code of Ethics-1.06 Conflicts of interest, 1.09 Sexual Relationship, 4.03 Private Conduct; 5.01 Integrity of the Profession. Discipline to be offered in the Consent Order would revoke/suspend her license for 5 years.
- 201913BS: Brenda Slaughter and her counsel waive the hearing for Summary suspension pending the outcome of an Independent Medical Evaluation.

#### **Executive Director Update**

**Tablet and Docking Station:** Vickie noted that she recently received notice from Finance that Dell erred in processing the Board's request and a new PO will be required. She requested permission to add a tablet (small PC) and docking station to the PO. It was M/S/P (O'Reilly/Gottlieb/all in favor) to approve this purchase.

**Rule Filing:** The rules to comply with HB 118 have been filed. Vickie reported that rather than creating a new series, she was able to include the Board approved language in 25CFSR1. The comment period ended July 27 and there were no comments made. It is anticipated that the rules changes proposed for 25CSR5, Fee Schedule will be on the agenda for Rule Making in September.

**In Lumon:** It was M/S/P (Gottlieb/O' Reilly/all in favor) to award in Lumon the contract for the web-based purchasing service. The cost will be \$600 per month.

**Board Appointments:** Vickie and Sam Hickman, NASW met in August on possible Board appointments. She reported that he contacted candidates to gauge interest and contacted the Governor's office with 3 recommendations to fill the LGSW vacancy and offered 3 recommendations for an LSW and three recommendation for one of the LCSW positions. There has been some movement on these appointments as individuals have been sent questionnaires. Although all Board members are operating on expired terms, Sam relayed to the Governor's office the desire that half of current members can remain until sometime next year to aid in transition.

**CE Broker Contract:** The contract has been received and fits with the parameters previously discussed. The consensus of the Board is for Vickie to follow up.

**ASWB Policy on Testing/Scope of Practice**-Following discussion on next steps and how to implement changes in scope of practice in the upcoming session, Jo Dee agreed to lead a work group to follow up on defining scope of practice for the provisional license and those restricted, as well as the scope of practice after the four year period.

**Interims/September 23 Presentation:** The Board has formally been invited to present to the Joint Committee on Health to address: licensure requirements, reciprocity requirements, national certification, and solutions to DHHR CPS licensure issue

### **Provisional License Requests**

Five applications were presented: 1) Brittany Smith whose degree is in Anthropology but has held a number of work experiences in social work; 2) Lois Wilfong-Business Administration; 3) Katherine Kerzak, who has an MA in Pastoral Ministry and seeking part time work in addictions; 4) Katie Carpenter-BA in Multidisciplinary Studies, and has 17 classes in psychology and sociology (8 upper division); 5) Emily Williams who has a degree in Multidisciplinary studies but only has 2 courses in the behavioral sciences. It was M/S/P (Gottlieb/O'Reilly/all in favor) to deny, based on degree major, requests for Smith, Wilfong, Kerzak (additionally a provisional must be employed full time), and Williams based on degree major and approve Ms. Carpenter's eligibility application.

### **Employer Application**

Two applications were presented. Psi Med requests permission to hire provisional licensees for the position of social worker and Roane County Board of Education requests consideration for the position of school social worker. The scope of practice for both positions is consistent with the scope of practice for a Provisional Licensee. It was M/S/P (Maniskas/O'Reilly /all in favor) to approve the applications.

### **Tanny O'Connell, Bureau for Children and Families**

Discussion ensued on areas of consensus thus far in introducing legislation changing the Chapter 30 and the resultant opportunities to develop a different scope of practice for DHHR workforce who have a restricted license. Thus far, registration without exam appears to be an area of agreement; this could also presumably address the Department's need for part time work force. Tanny agreed to serve on the work group. Tanni provided an update on the career ladder within DHHR. The CPS Case Coordinator is a paraprofessional at a higher level than a Case Aide; the individuals in this position have some college. The Department is currently hiring for the CPS Senior position,

### **Other License Requests**

Six requests were presented: 1) Misty Wait who was provisionally licensed in January 2019 but now requests a restricted license 2) Natasha Tucker requests conversion as she had previously been licensed at the Provisional level but did not take the coursework. She passed the exam and has taken all four courses in the past year; upon advice of the Board's AG, the Board can allow her to convert her license if she has worked continuously 3) Regina Short-had obtained a license after converting her temporary

license in 2008 but let it lapse in 2015 and requests reinstatement; 4-5) Lawanna Gravely and Pamela Arnett-Staron requests an extension of their provisional in order to finish coursework and 6) Donna Rice applies for an LICSW in WV but reports sanctions in another state which she has fully complied with.

IT was M/S/P (Heasley/O'Reilly/all in favor) to approve the requests of Waits, Tucker, Short and Rice, and to permit Vickie to negotiate an acceptable expiration date with the requests of Gravely and Arnett-Staron.

**Continuing Education Committee**

The Continuing Education Committee has reviewed the applications submitted and recommend recertification of the following providers: Central WV Aging, WVU Hospital Care, Bureau for Behavioral Health, NYAP, Hospice of the Panhandle, WV Child Advocacy Network, Kanawha Pastoral Counseling, Potomac Highlands Guild, PESI, Highland Clarksburg Hospital; It was M/S/P (Gottlieb/O'Reilly/all in favor) to approve the recommendation of the Committee and recertify these providers until July 1, 2021.

**Working Group Needs/Assignments/Tasks-planning session**

A work group needs to be formed to address Legislation/Policy to work on changes within the code to address scope of practice and other updates. Vickie outlined other areas the Board may want to consider changing: Board composition (eliminating one of the two LCSW members and adding it to LICSW membership to be more reflective of workforce trends); inactive status and continuing education, expired licensees and retesting.

**Next meeting date:** October 17, 2019 at 11:00 am. at the Board offices.

**Meeting Adjourned:** It was M/S/P (Gottlieb/Maniskas/all in favor) to adjourn.

Respectfully Submitted,  
Vickie James, Executive Director