



STATE of OREGON
BOARD of LICENSED SOCIAL WORKERS
Board Planning Meeting
Saturday, April 12, 2014
3218 Pringle Road S. Salem, OR 97302

Board Members Present: Carol Zancanella, *Chair*
Kathy Outland
Rachel Jensen
Ebony Sloan Clarke
Martha Lopez

Staff Members Present: Randy Harnisch, *Executive Director*
Kim Sommer, *Interim Licensing Manager*

Chair Zancanella called the Board Planning Meeting to order at 9:18 a.m.

Board members reviewed the minutes from the previous Planning meeting held on October 26, 2013. **Zancanella** would like meeting agendas to be sent to personal emails instead of iPads as well as have paper copies available at meetings. Future planning meetings will have the previous planning meeting minutes available for reference.

Harnisch reviewed agenda items with Board members: fee increase, legislative concept, board vacancies, Rule Advisory Committee, rule filing process, clinical practice, and electronic media. **Zancanella** would like to also talk about quorums, meeting times and KPMs. **Clarke** would like to discuss cultural competency. **Zancanella** added that committee goals should be added to the agenda. **Outland** suggested adding meeting management and workflow as discussion topics.

Chair Zancanella suggested starting Board discussion on meeting management and workflow. **Outland** reiterated sending agendas to personal emails and having paper copies available at meetings. **Zancanella** would like reminder emails regarding Board meetings and checking iPads sent to personal emails. Board meeting materials should be sent to iPads by the Monday before a Friday meeting, or the Friday before a Wednesday meeting.

Chair Zancanella discussed Board vacancies, stating the Board will be down to five members. **Harnisch** informed the Board that the next opportunity for a Board member to be approved is in May. **Outland** inquired on the process for training a new Board member. **Harnisch** discussed the two recommendations from the Secretary of State audit, the first suggestion being increased background checks, and the other suggestion was directed at the Governor's Executive Appointments Office to provide training for new Board members. Harnisch would like the Board to build their own new member orientation from the agency specific level. **Zancanella** reiterated that there would be three trainings: the state government training, the Board's orientation, and ASWB's training. **Outland** suggested delegating the task of the new Board member orientation to the Board's Personnel Committee. **Clarke** recommended creating a binder with key processes. **Harnisch** discussed meeting with new Board members before Board meetings so that they can meet the Director and staff, go

over administrative rules, what the Board does, and what social workers do. **Zancanella** recommended adding an orientation on iPads and the confidentiality agreement. **Harnisch** is going to create a PowerPoint slideshow for new Board members to give an introduction on what a licensing Board is and what it does. **Clarke** would like to see an org chart that shows the Board/staff relationship. **Zancanella** suggested highlighting the Board member handbook offered by the Governor's office during the new Board member orientation. **Harnisch** is going to work on a checklist for the new Board member orientation.

Harnisch reviewed quorum with the Board, stating that for a Board of 7, a quorum is 4. If you have a committee of 3, a quorum is 2. Harnisch emphasized the importance of not having more than 4 Board members in a discussion via email because that would qualify as a public meeting. If you do not have a quorum, you cannot have a meeting. It is acceptable for a Board member to attend a meeting via phone call. Planning meetings are still considered public meetings and must have a quorum.

Harnisch discussed committees with the Board. **Zancanella** stated that the Consumer Protection Committee has the heaviest lifting in terms of reading and meeting time. The Board has had a Legislative Committee and Rules Committee that the Board has recently combined as the Joint Legislative and Rules Committee. The Continuing Education Committee's primary role has been reviewing special requests for approval of continuing education. The Exam Committee makes sure that the Oregon Statutes and Administrative Rules exam is updated with the current rules and laws, and tests the knowledge that the Board wants the licensee base to have. The Personnel Committee historically has been the Chair and the Vice Chair and works with the Executive Director on personnel issues within the Board staff, and is responsible for doing the annual performance evaluation of the Executive Director, as well as taking the lead on hiring a new Executive Director. The Board also has taskforces such as: Child Custody, Electronic Supervision, CSWA. The Board's Rules Advisory Committee consist of external people to help give input to the Board. **Harnisch** will be contacting potential Rules Advisory Committee members. **Zancanella** stated that the Board does elections every year in June for Board Chair and Vice Chair. The Board Chair then assigns Board members to committees.

Outland, the Joint Legislative and Rules Committee Chair, stated it's been the Board's policy to have the Advisory Committee to look at draft rules before they go out to licensees for feedback. There will be a public hearing around October so the rules can be in effect January 1, 2015. **Harnisch** agreed that the Board is on track with having draft rules that are ready for public review. The next step is to identify the Rules Advisory Committee, send a copy of the rules to them, bring the committee together, and receive their feedback. After that, the Secretary of State will post a notice that the Board is going to adopt these rules, identify a time for a hearing, the hearings officer then summarizes the testimony and presents it to the Board, the Board considers the testimony and may make changes if appropriate. **Zancanella** recalls that those hearings are usually done on the day of Board meetings. **Harnisch** suggested holding the hearing in Portland so it's easier for people to attend. **Lopez** expressed her concern for special requests that the Board had no authority to approve. She suggested adding flexibility to make exceptions for certain circumstances to the rules. **Zancanella** stated the first step would be determining if the issue was with a statute or a rule.

Outland stated that the Consumer Protection Committee (CPC) was postponing their Planning meeting due to time constraints. The CPC meeting will reschedule for the next in person Board meeting.

Jensen reported that the Continuing Education Committee would continue on the same path. **Lopez** stated that because materials are sent out in advance that the committee does not require much in-person meeting time.

Chair Zancanella suggested having the Exam Committee make it a goal to meet at the next Planning meeting to review how things are going with questions on the Oregon Statutes and Administrative Rules exam. **Sommer** informed the Board that since the last time the Exam Committee revised the exam questions, there have been very few issues with the exam. The Committee may want to start thinking about questions they want to add or modify to coincide with upcoming rule changes.

Chair Zancanella, reporting in **Henderson's** absence, stated that the Taskforce on Electronic Supervision and Practice Guidelines will begin looking at guidelines for using electronic media in clinical practice.

Outland reported that the Taskforce on Child Custody Guidelines is almost done with their draft rules. She will be sending closing letters of appreciation and generating final meeting minutes along with all of the documents the committee has been looking at.

Chair Zancanella stated the two goals for the Personnel Committee are working on an orientation for new Board members and the annual evaluation of the Executive Director.

Chair Zancanella discussed the CSWA Taskforce changing rules around the Agency definition to allow broader experience for CSWAs. **Sommer** discussed common CSWA issues with the Board, such as a CSWA filling out their own supervision evaluation or having delinquent hours for a reporting period. **Zancanella** suggested providing supervisors with guidelines. The CSWA Taskforce will make it a goal to look at supervisory issues. **Sommer** will generate a list of ongoing issues she is aware of. **Lopez** suggested having supervisees evaluate supervisors. **Sommer** suggested limiting the number of supervisees a supervisor can have at one time. Currently the only thing the Board can do for past due supervision evaluations is hold the processing of a CSWA's renewal. **Sommer** would like guidance on how long a CSWA's renewal is held before the certificate expires. **Outland** would like to add all these topics to the agenda for the next CSWA Taskforce meeting. **Zancanella** suggested that the CSWA Taskforce meets in June. **Harnisch** would like part of the CSWA taskforce discussion to be: Why do we ask for the things that we ask for? Are we getting value from these things? If we are, then we should continue to ask for them. If we're not getting any value from them, it's time to reevaluate those requirements and processes.

Chair Zancanella stated that in her experience regarding the Budget Committee, the whole Board has participated in any conversations about budget.

Chair Zancanella suggested for future Planning meetings, having lists of goals for each committee available.

Harnisch reviewed Key Performance Measures (KPMs) with the Board: timely complaint resolution, continuing education audit, customer satisfaction, and Board best practices. **Harnisch** explained that KPMs are part of the budget process. **Zancanella** would like to gather data for each KPM and make sure information is up to date.

Harnisch discussed the Legislative Concept process with the Board. The Board has to have their legislative concepts approved in advance by the executive office. It requires the Board to fill out a legislative concept form which asks the Board to describe the problem and describe the suggested

solution to the problem. This form is submitted to the Department of Administrative Services (DAS). Once DAS approval is received, they give the concept to legislative council, who are the attorneys who work for the legislature. The legislative council has two functions: to advise the legislature on legal issues, and to write all of the bills. They will look at the concept, figure out if the suggested language does what the Board thinks it does, and identify if there are other places in the entire scope of the statutes that would be affected by the proposed changes. Legislative council will then give the Board a draft, likely around late summer. The Board will then have the opportunity to look at the draft and give feedback. The legislative council may do one redraft. At that point, it is up to the Governor's office whether the bill will go forward or not. If the Governor's office approves, that draft bill will be filed with the legislature, given a bill number, and will be introduced in the 2015 legislative session. At that point, the Board will provide a testimony at a hearing, explain to the legislature why the bill is a good idea, what the problem is and how this solves it, and answer any questions. If all goes well, the bill will move through the committee and pass at the first chamber, be sent to the second chamber, the second chambers passes it, the Governor signs it, and it becomes law.

Harnisch explained that the Board is at the stage of defining what the problem is and what the solution is. The problem that the Board identified is there is no ability to issue temporary or provisional licenses in any category. CSWAs are a particular group that would benefit from a temporary or provisional license because it would give them a credential before they obtain employment. Currently the CSWA certificate requires an applicant to have already secured employment, although many employers won't hire someone without a certificate or license. Temporary or provisional licensure would give the Board an opportunity to solve that problem. Harnisch is going to fill out the legislative form to have ready for the next in person Board meeting.

Harnisch will gather information on the legislation from the last session regarding cultural competency. He recollects that the Department of Human Services (DHS) was charged with identifying approved cultural competency providers. Agencies would be authorized, but not required, to contract with them for trainings. Harnisch will verify if DHS has taken that first step. He will look at the bill, the status report of where it is, and figure out how it would apply to the Board.

Harnisch reviewed fee increases with the Board, using an example of an 8% increase for LCSW initial licensure and renewal. **Zancanella** would like to identify what in the budget is driving the need for the increase. **Outland** suggested determining when the last fee increase was. **Harnisch** will consult with the Board's budget analyst to find out this information. **Zancanella** suggested generating growth projections to determine what level of staffing is needed to serve that level of growth. Chair Zancanella would like to see increased staffing in Compliance.

Chair Zancanella thanked Board members and adjourned the Board meeting at 12:49 p.m.

Respectfully submitted,



Kim Sommer
Interim Licensing Manager