

APPROVED

**THE VIRGINIA BOARD OF SOCIAL WORK
MINUTES
FRIDAY, NOVEMBER 19, 2004**

The Virginia Board of Social Work ("Board") meeting was convened at 10:00 a.m. on Friday, November 19, 2004 at the Department of Health Professions, 6603 West Broad Street, Richmond, Virginia. Sharon Ekleberry, Chair, called the meeting to order.

BOARD MEMBERS PRESENT:

Sharon C. Ekleberry
Nandini N. Assar
David R. Boehm
Valerie Carter-Williams
William T. Greene, Sr.
Wayne A. Martin
Jill Smeltzer

BOARD MEMBERS ABSENT:

STAFF PRESENT:

Evelyn B. Brown, Executive Director
Benjamin Foster, Deputy Executive Director
Arnice N. Covington, Administrative Assistant
Elaine Yeatts, Senior Policy Analyst

OTHERS PRESENT:

Debra Riggs, National Association of Social Workers
Fredrick Weston, former Board Member

ORDERING OF AGENDA:

Ms. Ekleberry opened the floor to any changes in the agenda order. The agenda was accepted as submitted.

PUBLIC COMMENT:

Ms. Ekleberry opened the floor to comment from the public. There was none.

APPROVAL OF SEPTEMBER 10, 2004 MINUTES:

A motion was made by Mr. Martin and properly seconded to accept the minutes of September 10, 2004. The motion carried.

The Board adjourned the meeting at 11:10 a.m. to attend the Conflict of Interest Training.

REPORTS:

Chair's Report – Sharon Ekleberry

Ms. Ekleberry discussed the general responsibility of board members and invited board members to participate in the discussion with any issues of interest to them. A general discussion followed.

Executive Director's Report

Ms. Brown discussed the role of staff in dealing with the business of the board. She also discussed discipline cases, the process and how they are handled by staff.

Regulatory - C. E. Audit Update – Ben Foster

Mr. Foster reported that disciplinary actions resulting from noncompliance with continuing education requirements are currently being formulated. Board staff is working with staff of the Administrative Proceedings Division to process Confidential Consent Agreements, Consent Orders, and Informal Hearings for the approximately 23 noncompliant licensees. These actions resulted from the 2004 audit of the June 30, 2003 licensure renewal cycle.

Regulatory - Proposed Regulations for Delegation of Informal Fact-Finding to Agency Subordinate – Elaine Yeatts

Ms. Yeatts provided the Board with draft proposed regulations for the "Delegation of Informal Fact-Finding to an Agency Subordinate." These regulations will replace existing "emergency regulations" (18 VAC 140-20-171) that are in effect August 25, 2004 until August 24, 2005. Ms. Yeatts explained that these regulations allow the Board to authorize a single member or designee of the Board to conduct an informal fact-finding conference in lieu the standard two Board members. Further, that it would be up to the Board to decide what types of disciplinary matters could be heard by an agency subordinate. On a motion by David Boehm and properly seconded, the Board unanimously voted to accept the Proposed Regulations.

Ms. Yeatts also provided the Board with a draft "Guidance Document" outlining the procedures the Board would use when utilizing the services of an agency subordinate. She said that the guidance document had been drafted by the Board Counsels (Assistant Attorneys Generals) for the Boards at the Department of Health Professions. Following discussion, a motion was made by Wayne Martin and properly seconded to accept the Proposed Regulations. The guidance document will be posted on the website.

Board of Health Professions – David Boehm

Mr. Boehm reported that the DHP Board had been researching licensure of Assisted Living Directors. The Board recommended licensure for Assisted Living Directors and Dialysis Technicians. Also, the Board of Nursing Home Administrators has proposed changing its name to the Long Term Care Board.

Discipline Committee – Sharon Ekleberry

Ms. Ekleberry reported that the Board currently has 71 complaints in Investigation. Ms. Ekleberry explained that this number includes cases that will not rise to the level of investigation. Two cases are in the Administrative Proceedings Division to draft Notices of Informal Conferences. Four cases are at Board level.

OLD BUSINESS:

COMMITTEE ASSIGNMENTS

Continuing Education

Jill Smeltzer, Chair
Willie Greene

Credentials

Sharon Ekleberry, Chair

Discipline

Sharon Ekleberry, Chair
Valerie Carter-Williams
David Boehm

Newsletter

Nandini Assar
Willie Greene

Regulatory

Wayne Martin, Chair
Nandini Assar
David Boehm

The Regulatory Committee met following the Board Meeting to discuss the proposed changes to the Standards of Practice.

NEW BUSINESS:

Mr. Foster advised that the cost of license renewal for the 2005 renewal cycle would probably be reduced.

ADJOURNMENT:

There being no further business to come before the Board the meeting was adjourned.

Sharon Ekleberry, Chair

Evelyn B. Brown, Executive Director