

Board of Social Work
Friday, February 3, 2017, 10:00 a.m.
9960 Mayland Drive, Suite 200, Board Room 2
Henrico, VA 23233

Call to Order – Yvonne Haynes, L.C.S.W., Chairperson of the Board

Roll Call

Emergency Egress Instructions

Welcome of New Board Members

Adoption of Agenda

Public Comment on Agenda Items (5 Minutes per Speaker)

Approval of Minutes of October 14, 2016

Director’s Report – David Brown, D.C., Director of DHP

Regulatory/Legislative Update – Elaine Yeatts, Senior Policy Analyst

- Adoption of Recommended Final Regulations: Regulatory Review Changes
- Adoption of Proposed Regulations: Definition of “clinical social work services” to include psychosocial interventions; and Specification about an amount of supervision that is required for a person who has not actively practiced and applies to reinstate or reactivate his license

Chairman’s Report – Yvonne Haynes, L.C.S.W.

Executive Director’s Report – Jaime Hoyle

Deputy Executive Director’s Report – Jennifer Lang

Licensing Manager’s Report – Sarah Georgen

Committee Reports

- Regulatory/Legislative Committee’s Report – Joseph Walsh, L.C.S.W.
- Credentials Committee Report – John Salay, L.C.S.W.
- Special Conference Committee Report – Yvonne Haynes, L.C.S.W.
- Board of Health Professions Report – Yvonne Haynes, L.C.S.W.

Unfinished Business

New Business

- CSWE Candidacy Status
- Recommended By-Laws Revisions

Next Meeting

Adjournment

APPROVAL OF
MINUTES
OCTOBER 14, 2016

**THE VIRGINIA BOARD OF SOCIAL WORK
MINUTES
Friday, October 14, 2016**

The Virginia Board of Social Work ("Board") meeting convened at 10:08 a.m. on Friday, October 14, 2016 at the Department of Health Professions, 9960 Mayland Drive, Richmond, Virginia. Yvonne Haynes, Board Chair called the meeting to order.

BOARD MEMBERS PRESENT: Jamie Clancey, L.C.S.W.
Yvonne Haynes, L.C.S.W.
Dolores Paulson, L.C.S.W., Ph.D.
Gloria Manns, L.C.S.W.
John Salay, L.C.S.W.
Joseph Walsh, L.C.S.W., Ph.D.

BOARD MEMBERS ABSENT: Canek Aguirre
Maria Eugenia del Villar, L.C.S.W.
Angelia Allen

DHP STAFF PRESENT: David Brown, D.C., DHP Director
Sarah Georgen, Licensing Manager
Anne Joseph, Deputy Director, Administrative Proceedings
Division ("APD")
Jaime Hoyle, Executive Director
Jennifer Lang, Deputy Executive Director
Elaine Yeatts, Senior Policy Analyst

BOARD COUNSEL: James Rutkowski

OTHERS PRESENT: David Ryczko, Association of Social Work Boards ("ASWB")
Jennifer Henkel, Association of Social Work Boards

CALL TO ORDER:

Ms. Haynes called the meeting to order.

ROLL CALL:

Ms. Haynes requested a roll call. Ms. Georgen announced that six members of the Board were present; therefore a quorum was established.

WELCOME OF NEW BOARD MEMBERS

Ms. Haynes welcomed Ms. Manns to the Board.

PUBLIC HEARING:

Ms. Haynes announced the public hearing of the Board to receive public comment on proposed regulations for amended regulations. Copies of the proposed regulations were provided for the public.

No public comment was received.

Ms. Haynes closed the meeting by stating that written comments on the proposed action should be directed to Elaine Yeatts, Senior Policy Analyst, Board of Social Work, Perimeter Center, 9960 Mayland Drive, Suite 300, Henrico, VA 23233-1463 or by email to Elaine.Yeatts@dhp.virginia.gov. She also stated that electronic comment could be posted to the Virginia Regulatory Town Hall at www.townhall.virginia.gov. Ms. Haynes stated that the comment period will close on December 2, 2016.

ADOPTION OF AGENDA:

Ms. Hoyle requested that New Business take place following the Director's Report. Upon a motion by Ms. Clancey which was properly seconded, the agenda was accepted as amended. The motion passed.

PUBLIC COMMENT ON AGENDA ITEMS:

Debra Riggs, Executive Director of the National Association of Social Workers ("NASW") Virginia Chapter read and provided the board with written public comment.

Joseph Lynch of the Virginia Society for Clinical Social Work ("VSCSW") provided the board with an additional page to his submitted written public comment. Mr. Lynch introduced Craijetta Lewis with the VSCSW.

APPROVAL OF MINUTES OF JULY 1, 2016:

Dr. Paulson requested that the minutes from July 1, 2016 be amended to read "After a lengthy discussion *with legal counsel*, Dr. Paulson made a motion in concept for Ms. Yeatts to draft legislation to add two additional licenses, definitions and registration persons under supervision obtaining practice experience required for a LCSW to be added to § 54.1-3705 of the Code of Virginia and that the Board be provided the authority to license a Licensed Bachelor Social Worker ("LBSW"), Licensed Master Social Worker ("LMSW"), and a Licensed Clinical Social Worker ("LCSW") in accordance with regulations promulgated by the Board."

Upon a motion by Dr. Walsh which was properly seconded, the meeting minutes from July 1, 2016 were approved as amended.

DIRECTOR'S REPORT

Dr. Brown welcomed Ms. Manns as a new Board member. Dr. Brown reminded the board that the Department of Health Professions had scheduled Board Member Training for October 24, 2016 and encouraged all Board members to attend.

Dr. Brown announced that the recommended legislation submitted by the Board regarding mid-level licensure was not approved by the Department of Health Professions. Generally non-controversial legislation moves forward, but because there was not unanimous support among the associations and the legislation was not a demonstrated public need, the Board needed to continue its discussion about mid-level licensure for possible legislation at the 2018 General Assembly. Dr. Brown asked the board to focus on aligning legislation with the Association of Social Work Boards (“ASWB”) Model Act and determine if there is a difference in how the Board labels and determines responsibilities of social workers from surrounding states for portability. He requested that the Board have an earlier timetable for draft legislation to allow for discussion.

ADMINISTRATIVE PROCEEDINGS DIVISION PRESENTATION

Ms. Joseph provided a brief presentation on probable cause review.

ASWB CONTINUING EDUCATION AUDIT OVERVIEW

Mr. Ryczko provided a brief presentation on the Continuing Education Audit Overview offered by the ASWB.

REGULATORY/LEGISLATIVE UPDATE

Ms. Yeatts reported the Notice of Intended Regulatory Action (“NOIRA”) submitted by the Board at the last meeting is being processed by the Department of Planning and Budget. She said that the NOIRA should be available at the next meeting for Board review.

Ms. Yeatts reported that the final adoption of the Regulations Governing the Practice of Social Work will occur at the next meeting, as there was no public comment received at the public hearing.

Ms. Yeatts answered questions of the timeline regarding draft legislation of mid-level licensure. She reiterated Dr. Brown’s statements of why the legislation was not moving forward at this time.

Ms. Clancey requested clarification on the Board’s authority to create licenses. Mr. Rutkowski stated that the Board must have the authority under the Code of Virginia to issue licenses.

Ms. Yeatts requested action from the Board in regards to House Bill 319 which required promulgation of regulations to allow volunteer service time to count towards meeting continuing education requirements. Upon a motion by Dr. Walsh which was properly seconded, the Board accepted the language as drafted as fast-track action.

EXECUTIVE DIRECTOR’S REPORT

Ms. Hoyle provided a staffing update and reported that Charlotte Lenart has been hired as the Licensing Manager for the Board of Counseling effective August 10, 2016. She thanked Ms. Lenart for her service to the Board of Social Work.

Ms. Hoyle reported that she and Ms. Georgen had recently provided a presentation to the Virginia Commonwealth University School of Social Work regarding licensure. Ms. Hoyle reported that Ms. Clancey had recently attended the New Board Member Training offered by the Association of Social Work Boards (ASWB). She also reported that she and Ms. Haynes are scheduled to attend the ASWB Annual meeting in November 2016, where Ms. Hoyle will also attend an Administrators Forum that allows networking with other executive directors across the country. Ms. Hoyle noted that travel expenses for the ASWB meetings were fully funded by the ASWB, but must be approved by the Secretary of Health and Human Services due to state travel requirements.

Ms. Clancey provided a brief statement of her ASWB New Board Member Training. Ms. Clancey requested clarification on how the Board ratifies decisions of the staff regarding application and case decisions. Ms. Hoyle and Ms. Yeatts noted that the Board provides certain delegation of authority functions to Board staff.

DEPUTY EXECUTIVE DIRECTORS REPORT

Ms. Lang noted that the quarterly reporting statistics from the last quarter were included in the agenda packet, but also reported the statistics of quarter four which were released shortly before the meeting. Ms. Lang noted that the Board closed 62 cases last quarter, reported that there were 78 cases open, 16 new cases in investigation with three cases at the Administrative Proceedings Division level. She noted that a formal hearing was to occur following the Board meeting, and two informal conferences were taking place on October 28, 2016.

LICENSING MANAGER'S REPORT

Ms. Georgen reported that the quarterly reporting statistics from the last quarter were included in the agenda packet. She reiterated Ms. Hoyle's staffing report and thanked Charlotte Lenart for her nearly five years of service to the Board of Social Work.

Ms. Georgen reported that it has been difficult to maintain the standards for processing applications, telephone calls and emails without other board staff, but reported that the 30 day agency standard continues to be met regardless.

COMMITTEE REPORTS

Regulatory/Legislative Committee Report: Ms. Haynes announced that she had appointed Dr. Walsh to chair the Regulatory Committee following the departure of Dr. Winter's seat on the Board. Ms. Haynes requested that Dr. Walsh reduce the size of the Committee for budget and collaboration efforts. Ms. Haynes requested that Board members interested in serving on the Committee contact her or Ms. Hoyle prior to the next Board meeting. Dr. Walsh announced that the next Regulatory Committee meeting would take place on February 2, 2017. Additionally, Dr. Walsh suggested that the Regulatory Committee meet again between February and May of 2017 to collaborate on the points of disagreements, agreements and ASWB Model Law for possible legislation on mid-level licensure.

Credentials Committee Report: Mr. Salay noted that there was nothing to report.

Special Conference Committee Report: Ms. Haynes noted that there was nothing to report.

Board of Health Professions Report: Ms. Haynes reported that her report and draft meeting minutes of the Board of Health Professions was included in the agenda packet.

Ms. Haynes requested that Ms. Georgen provide a complete Committee list to the Board members to allow opportunity for Board members to express interest in any Committees.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

Ms. Haynes opened discussion for the Board to discuss the letter received from Justin Grotelueschen regarding a request for an alternative supervisor and location of Registration of Supervision towards a Licensed Clinical Social Worker based on an undue burden due to geography.

Following discussion, the Board requested staff to draft a response letter approving Mr. Grotelueschen to receive supervision through a federal facility outside of United States jurisdiction; however denying the request to receive supervision from a licensed Psychologist.

NEXT MEETING:

Ms. Haynes announced that the next regularly scheduled full Board meeting would occur on February 3, 2017.

ADJOURNMENT:

Upon a motion by Ms. Clancey which was properly seconded, the meeting was adjourned at 1:15 p.m.

Yvonne Haynes, LCSW, Chair

Jaime Hoyle, Executive Director

ADOPTION OF
RECOMMENDED
FINAL
REGULATIONS



Proposed Text

Action: Regulatory review changes

Stage: Proposed

9/22/16 12:00 PM [latest] ▼

18VAC140-20-40

Part II

Requirements for Licensure

18VAC140-20-40. Requirements for licensure by examination as a licensed clinical social worker.

Every applicant for examination for licensure as a licensed clinical social worker shall:

1. Meet the education requirements prescribed in 18VAC140-20-49 and experience requirements prescribed in 18VAC140-20-50.
2. Submit a completed application to the board office within two years of completion of supervised experience to include:
 - a. Documentation, on the appropriate forms, of the successful completion of the supervised experience requirements of 18VAC140-20-50 along with documentation of the supervisor's out-of-state license where applicable. Applicants whose former supervisor is deceased, or whose whereabouts is unknown, shall submit to the board a notarized affidavit from the present chief executive officer of the agency, corporation or partnership in which the applicant was supervised. The affidavit shall specify dates of employment, job responsibilities, supervisor's name and last known address, and the total number of hours spent by the applicant with the supervisor in face-to-face supervision;
 - b. The application fee prescribed in 18VAC140-20-30;
 - c. Official transcript or documentation submitted from the appropriate institutions of higher education that verifies successful completion of educational requirements set forth in 18VAC140-20-49;
 - d. Documentation of any other health or mental health licensure or certification, if applicable; and
 - e. A current report from the U.S. Department of Health and Human Services National Practitioner Data Bank (NPDB).

3. Provide evidence of passage of the examination prescribed in 18VAC140-20-70.

18VAC140-20-50

18VAC140-20-50. Experience requirements for a licensed clinical social worker.

A. Supervised experience. Supervised post-master's degree experience without prior written board approval will not be accepted toward licensure, except supervision obtained in another United States jurisdiction may be accepted if it met the requirements of that jurisdiction.

1. Registration. An individual who proposes to obtain supervised post-master's

degree experience in Virginia shall, prior to the onset of such supervision, or whenever there is an addition or change of supervised practice, supervisor, clinical social work services or location:

- a. Register on a form provided by the board and completed by the supervisor and the supervised individual; and
- b. Pay the registration of supervision fee set forth in 18VAC140-20-30.

2. Hours. The applicant shall have completed a minimum of 3,000 hours of supervised post-master's degree experience in the delivery of clinical social work services and in ancillary services that support such delivery. A minimum of one hour and a maximum of four hours of face-to-face supervision shall be provided per 40 hours of work experience for a total of at least 100 hours. No more than 50 of the 100 hours may be obtained in group supervision, nor shall there be more than six persons being supervised in a group unless approved in advance by the board. The board may consider alternatives to face-to-face supervision if the applicant can demonstrate an undue burden due to hardship, disability or geography.

- a. Supervised experience shall be acquired in no less than two nor more than four consecutive years.
- b. Supervisees shall obtain throughout their hours of supervision a minimum of 1,380 hours of supervised experience in face-to-face client contact in the delivery of clinical social work services. The remaining hours may be spent in ancillary services supporting the delivery of clinical social work services.

3. An individual who does not complete the supervision requirement after four consecutive years of supervised experience may request an extension of up to 12 months. The request for an extension shall include evidence that demonstrates extenuating circumstances that prevented completion of the supervised experience within four consecutive years.

B. Requirements for supervisors.

1. The supervisor shall hold an active, unrestricted license as a licensed clinical social worker in the jurisdiction in which the clinical services are being rendered with at least two years of post-licensure clinical social work experience. The board may consider supervisors with commensurate qualifications if the applicant can demonstrate an undue burden due to geography or disability or if supervision was obtained in another United States jurisdiction.

2. The supervisor shall have received professional training in supervision, consisting of a three credit-hour graduate course in supervision or at least 14 hours of continuing education offered by a provider approved under 18VAC140-20-105. The graduate course or hours of continuing education in supervision shall be obtained by a supervisor within five years immediately preceding registration of supervision.

3. The supervisor shall not provide supervision for a family member or provide supervision for anyone with whom he has a dual relationship.

4. The board may consider supervisors from jurisdictions outside of Virginia who provided clinical social work supervision if they have commensurate qualifications but were either (i) not licensed because their jurisdiction did not require licensure or (ii) were not designated as clinical social workers because the jurisdiction did not require such designation.

C. Responsibilities of supervisors. The supervisor shall:

1. Be responsible for the social work activities of the supervisee as set forth in this subsection once the supervisory arrangement is accepted;
2. Review and approve the diagnostic assessment and treatment plan of a representative sample of the clients assigned to the applicant during the course of supervision. The sample should be representative of the variables of gender, age, diagnosis, length of treatment and treatment method within the client population seen by the applicant. It is the applicant's responsibility to assure the representativeness of the sample that is presented to the supervisor;
3. Provide supervision only for those social work activities for which the supervisor has determined the applicant is competent to provide to clients;
4. Provide supervision only for those activities for which the supervisor is qualified by education, training and experience;
5. Evaluate the supervisee's knowledge and document minimal competencies in the areas of an identified theory base, application of a differential diagnosis, establishing and monitoring a treatment plan, development and appropriate use of the professional relationship, assessing the client for risk of imminent danger, understanding the requirements of law for reporting any harm or risk of harm to self or others, and implementing a professional and ethical relationship with clients;
6. Be available to the applicant on a regularly scheduled basis for supervision;
7. Maintain documentation, for five years post-supervision, of which clients were the subject of supervision; and
8. Ensure that the board is notified of any change in supervision or if supervision has ended or been terminated by the supervisor.

D. Responsibilities of supervisees.

1. Supervisees may not directly bill for services rendered or in any way represent themselves as independent, autonomous practitioners, or licensed clinical social workers.
2. During the supervised experience, supervisees shall use their names and the initials of their degree, and the title "Supervisee in Social Work" in all written communications.
3. Clients shall be informed in writing of the supervisee's status and the supervisor's name, professional address, and phone number.
4. Supervisees shall not supervise the provision of clinical social work services provided by another person.

ADOPTION OF PROPOSED REGULATIONS



townhall.virginia.gov

Notice of Intended Regulatory Action (NOIRA) Agency Background Document

Agency name	Board of Social Work, Department of Health Professions
Virginia Administrative Code (VAC) citation(s)	18VAC140-20-10 et seq.
Regulation title(s)	Regulations Governing the Practice of Social Work
Action title	Definition of psychosocial interventions and requirement for supervision in a reinstatement or reactivation
Date this document prepared	9/28/16

This information is required for executive branch review and the Virginia Registrar of Regulations, pursuant to the Virginia Administrative Process Act (APA), Executive Orders 17 (2014) and 58 (1999), and the *Virginia Register Form, Style, and Procedure Manual*.

Subject matter and intent

Please describe briefly the subject matter, intent, and goals of the planned regulatory action.

The Board intends to amend two sections of regulation by the following: 1) amend the definition of clinical social work services to include psychosocial interventions; and 2) amend section 110 to specify an amount of supervision that is required for a person who has not actively practiced and applies to reinstate or reactivate his license.

The addition of psychosocial interventions is intended to update the current definition of clinical social work services to more accurately reflect the scope of practice for clinical social workers. The addition of a specific amount of supervision is intended to clarify the intent of the Board in allowing a person to reinstate or reactivate by practicing as a supervisee for at least 360 hours in the 12 months immediately preceding licensure in Virginia. Currently, regulations provide no definitive guidance on how much supervision is required during the 360 hours, so the Board

intends to specify an amount such as one hour of supervision for 40 hours of practice (or approximately once a week).

Legal basis

Please identify the (1) the agency (includes any type of promulgating entity) and(2) the state and/or federal legal authority for the proposed regulatory action, including the most relevant citations to the Code of Virginia or General Assembly chapter number(s), if applicable. Your citation should include a specific provision, if any, authorizing the promulgating entity to regulate this specific subject or program, as well as a reference to the agency’s overall regulatory authority.

Regulations are promulgated under the general authority of Chapter 24 of Title 54.1 of the Code of Virginia. Section 54.1-2400, which provides the Board of Social Work the authority to promulgate regulations to administer the regulatory system:

§ 54.1-2400 -General powers and duties of health regulatory boards

The general powers and duties of health regulatory boards shall be:

...6. To promulgate regulations in accordance with the Administrative Process Act (§ [2.2-4000](#) et seq.) which are reasonable and necessary to administer effectively the regulatory system. Such regulations shall not conflict with the purposes and intent of this chapter or of Chapter 1 (§ [54.1-100](#) et seq.) and Chapter 25 (§ [54.1-2500](#) et seq.) of this title.

Purpose

Please describe the specific reasons why the agency has determined that the proposed regulatory action is essential to protect the health, safety, or welfare of citizens. In addition, please explain any potential issues that may need to be addressed as the regulation is developed.

The purpose of adding “psychosocial interventions” is to broaden the definition of clinical social work to be more inclusive of those therapeutic modalities that expand beyond the strict definition of “psychotherapy.” The purpose of specifying an amount of supervision during the 360 hours of supervised practice is intended to ensure that a person who has not been practicing is now competent to resume active practice with clients. A supervisor would be required to have specific oversight for the person seeking reinstatement or reactivation, so the Board can have some assurance that a client’s health, safety and welfare is protected when in the care of a supervisee.

Substance

Please briefly identify and explain the new substantive provisions that are being considered, the substantive changes to existing sections that are being considered, or both.

The Board intends to amend two sections of regulation by the following: 1) amend the definition of clinical social work services to include psychosocial interventions; and 2) amend section 110

to specify an amount of supervision that is required for a person who has not actively practiced and applies to reinstate or reactivate his license.

Alternatives

Please describe any viable alternatives to the proposal considered and the rationale used by the agency to select the least burdensome or intrusive alternative that meets the essential purpose of the action. Also, include discussion of less intrusive or less costly alternatives for small businesses, as defined in § 2.2-4007.1 of the Code of Virginia, of achieving the purpose of the regulation.

There are no viable alternatives that are less burdensome or intrusive.

Public participation

The agency is seeking comments on this regulatory action, including but not limited to: ideas to be considered in the development of this proposal, the costs and benefits of the alternatives stated in this background document or other alternatives, and the potential impacts of the regulation.

The agency is also seeking information on impacts on small businesses as defined in § 2.2-4007.1 of the Code of Virginia. Information may include: projected reporting, recordkeeping, and other administrative costs; the probable effect of the regulation on affected small businesses; and the description of less intrusive or costly alternatives for achieving the purpose of the regulation.

Anyone wishing to submit comments may do so via the Regulatory Town Hall website (<http://www.townhall.virginia.gov>), or by mail, email, or fax to Elaine Yeatts at Department of Health Professions, 9960 Mayland Drive, Suite 300, Richmond, VA 23233 or elaine.yeatts@dhp.virginia.gov or by fax to (804) 527-4434. Written comments must include the name and address of the commenter. In order to be considered, comments must be received by midnight on the last day of the public comment period.

A public hearing will be held following the publication of the proposed stage of this regulatory action and notice of the hearing will be posted on the Virginia Regulatory Town Hall website (<http://www.townhall.virginia.gov>) and on the Commonwealth Calendar website (<https://www.virginia.gov/connect/commonwealth-calendar>). Both oral and written comments may be submitted at that time.

EXECUTIVE DIRECTOR'S REPORT

Virginia Department of Health Professions
Cash Balance
As of December 31, 2016

	<u>110- Social Work</u>
Board Cash Balance as of June 30, 2016	\$ 110,903
YTD FY17 Revenue	86,040
Less: YTD FY17 Direct and In-Direct Expenditures	<u>226,757</u>
Board Cash Balance as December 31, 2016	<u><u>(29,813)</u></u>

Virginia Department of Health Professions

Revenue and Expenditures Summary

Department 11000 - Social Work

For the Period Beginning July 1, 2016 and Ending December 31, 2016

Account Number	Account Description	Amount	Budget	Amount	
				Under/(Over)	% of Budget
4002400	Fee Revenue				
4002401	Application Fee	80,120.00	62,000.00	(18,120.00)	129.23%
4002406	License & Renewal Fee	1,540.00	555,305.00	553,765.00	0.28%
4002407	Dup. License Certificate Fee	535.00	555.00	20.00	96.40%
4002409	Board Endorsement - Out	3,200.00	1,100.00	(2,100.00)	290.91%
4002421	Monetary Penalty & Late Fees	510.00	750.00	240.00	68.00%
4002432	Misc. Fee (Bad Check Fee)	35.00	35.00	-	100.00%
	Total Fee Revenue	85,940.00	619,745.00	533,805.00	13.87%
4003000	Sales of Prop. & Commodities				
4003020	Misc. Sales-Dishonored Payments	100.00	-	(100.00)	0.00%
	Total Sales of Prop. & Commodities	100.00	-	(100.00)	0.00%
	Total Revenue	86,040.00	619,745.00	533,705.00	13.88%
5011110	Employer Retirement Contrib.	3,482.84	6,404.00	2,921.16	54.39%
5011120	Fed Old-Age Ins- Sal St Emp	2,247.76	4,244.00	1,996.24	52.96%
5011140	Group Insurance	334.46	622.00	287.54	53.77%
5011150	Medical/Hospitalization Ins.	271.50	-	(271.50)	0.00%
5011160	Retiree Medical/Hospitalizatn	300.85	561.00	260.15	53.63%
5011170	Long term Disability Ins	169.65	314.00	144.35	54.03%
	Total Employee Benefits	6,807.06	12,145.00	5,337.94	56.05%
5011200	Salaries				
5011230	Salaries, Classified	25,908.53	47,466.00	21,557.47	54.58%
5011250	Salaries, Overtime	3,518.74	8,000.00	4,481.26	43.98%
	Total Salaries	29,427.27	55,466.00	26,038.73	53.05%
5011300	Special Payments				
5011380	Deferred Compnsth Match Pmts	-	480.00	480.00	0.00%
	Total Special Payments	-	480.00	480.00	0.00%
5011930	Turnover/Vacancy Benefits				
	Total Personal Services	36,234.33	68,091.00	31,856.67	53.21%
5012000	Contractual Svcs				
5012100	Communication Services				
5012110	Express Services	8.90	537.00	528.10	1.66%
5012140	Postal Services	1,129.13	4,411.00	3,281.87	25.60%
5012150	Printing Services	-	67.00	67.00	0.00%
5012160	Telecommunications Svcs (VITA)	175.27	550.00	374.73	31.87%
5012190	Inbound Freight Services	16.67	-	(16.67)	0.00%
	Total Communication Services	1,329.97	5,565.00	4,235.03	23.90%
5012200	Employee Development Services				
5012210	Organization Memberships	-	1,500.00	1,500.00	0.00%
5012250	Employee Tuition Reimbursement	1,800.00	-	(1,800.00)	0.00%
	Total Employee Development Services	1,800.00	1,500.00	(300.00)	120.00%
5012400	Mgmnt and Informational Svcs	-			

Virginia Department of Health Professions

Revenue and Expenditures Summary

Department 11000 - Social Work

For the Period Beginning July 1, 2016 and Ending December 31, 2016

Account Number	Account Description	Amount			% of Budget
		Amount	Budget	Under/(Over) Budget	
5012420	Fiscal Services	25.12	5,500.00	5,474.88	0.46%
5012440	Management Services	50.94	212.00	161.06	24.03%
5012460	Public Infrmtnl & Relatn Svcs	435.00	-	(435.00)	0.00%
	Total Mgmt and Informational Svcs	511.06	5,712.00	5,200.94	8.95%
5012600	Support Services				
5012630	Clerical Services	13,626.60	66,208.00	52,581.40	20.58%
5012640	Food & Dietary Services	276.53	480.00	203.47	57.61%
5012660	Manual Labor Services	49.03	2,188.00	2,138.97	2.24%
5012670	Production Services	341.90	2,405.00	2,063.10	14.22%
5012680	Skilled Services	4,680.86	24,297.00	19,616.14	19.27%
	Total Support Services	18,974.92	95,578.00	76,603.08	19.85%
5012800	Transportation Services				
5012820	Travel, Personal Vehicle	1,585.81	2,809.00	1,223.19	56.45%
5012850	Travel, Subsistence & Lodging	-	1,607.00	1,607.00	0.00%
5012880	Trvl, Meal Reimb- Not Rprtble	-	917.00	917.00	0.00%
	Total Transportation Services	1,585.81	5,333.00	3,747.19	29.74%
	Total Contractual Svcs	24,201.76	113,688.00	89,486.24	21.29%
5013000	Supplies And Materials				
5013100	Administrative Supplies				
5013120	Office Supplies	535.77	276.00	(259.77)	194.12%
5013130	Stationery and Forms	14.42	41.00	26.58	35.17%
	Total Administrative Supplies	550.19	317.00	(233.19)	173.56%
5013600	Residential Supplies				
5013620	Food and Dietary Supplies	-	21.00	21.00	0.00%
5013630	Food Service Supplies	-	82.00	82.00	0.00%
	Total Residential Supplies	-	103.00	103.00	0.00%
	Total Supplies And Materials	550.19	420.00	(130.19)	131.00%
5014000	Transfer Payments				
5014100	Awards, Contrib., and Claims				
5014130	Premiums	130.00	-	(130.00)	0.00%
	Total Awards, Contrib., and Claims	130.00	-	(130.00)	0.00%
	Total Transfer Payments	130.00	-	(130.00)	0.00%
5015000	Continuous Charges				
5015100	Insurance-Fixed Assets				
5015160	Property Insurance	-	26.00	26.00	0.00%
	Total Insurance-Fixed Assets	-	26.00	26.00	0.00%
5015300	Operating Lease Payments				
5015340	Equipment Rentals	222.62	540.00	317.38	41.23%
5015350	Building Rentals	3.24	-	(3.24)	0.00%
5015390	Building Rentals - Non State	5,343.54	10,264.00	4,920.46	52.06%
	Total Operating Lease Payments	5,569.40	10,804.00	5,234.60	51.55%
5015500	Insurance-Operations				

Virginia Department of Health Professions

Revenue and Expenditures Summary

Department 11000 - Social Work

For the Period Beginning July 1, 2016 and Ending December 31, 2016

Account Number	Account Description	Amount	Budget	Amount Under/(Over)	
				Budget	% of Budget
5015510	General Liability Insurance	-	97.00	97.00	0.00%
5015540	Surety Bonds	-	6.00	6.00	0.00%
	Total Insurance-Operations	-	103.00	103.00	0.00%
	Total Continuous Charges	5,569.40	10,933.00	5,363.60	50.94%
5022000	Equipment				
5022200	Educational & Cultural Equip				
5022240	Reference Equipment	-	43.00	43.00	0.00%
	Total Educational & Cultural Equip	-	43.00	43.00	0.00%
5022600	Office Equipment				
5022610	Office Appurtenances	-	21.00	21.00	0.00%
5022620	Office Furniture	52.60	-	(52.60)	0.00%
	Total Office Equipment	52.60	21.00	(31.60)	250.48%
	Total Equipment	52.60	64.00	11.40	82.19%
	Total Expenditures	66,738.28	193,196.00	126,457.72	34.54%
	Net Revenue in Excess (Shortfall) of Expenditures Before Allocated Expenditures	\$ 19,301.72	\$ 426,549.00	\$ 407,247.28	4.53%

Virginia Department of Health Professions
Revenue and Expenditures Summary
Department 11000 - Social Work
For the Period Beginning July 1, 2016 and Ending December 31, 2016

Account Number	Account Description	July	August	September	October	November	December	Total
4002400	Fee Revenue							
4002401	Application Fee	14,470.00	16,045.00	13,160.00	12,270.00	11,915.00	12,260.00	80,120.00
4002406	License & Renewal Fee	110.00	500.00	375.00	180.00	250.00	125.00	1,540.00
4002407	Dup. License Certificate Fee	15.00	185.00	70.00	85.00	135.00	45.00	535.00
4002409	Board Endorsement - Out	800.00	675.00	525.00	375.00	450.00	375.00	3,200.00
4002421	Monetary Penalty & Late Fees	10.00	40.00	30.00	10.00	410.00	10.00	510.00
4002432	Misc. Fee (Bad Check Fee)	-	-	-	-	35.00	-	35.00
	Total Fee Revenue	15,405.00	17,445.00	14,160.00	12,920.00	13,195.00	12,815.00	85,940.00
4003000	Sales of Prop. & Commodities							
4003020	Misc. Sales-Dishonored Payments	-	-	-	-	100.00	-	100.00
	Total Sales of Prop. & Commodities	-	-	-	-	100.00	-	100.00
	Total Revenue	15,405.00	17,445.00	14,160.00	12,920.00	13,295.00	12,815.00	86,040.00
5011000	Personal Services							
5011100	Employee Benefits							
5011110	Employer Retirement Contrib.	814.84	533.60	533.60	533.60	533.60	533.60	3,482.84
5011120	Fed Old-Age Ins- Sal St Emp	474.92	353.95	361.00	378.81	348.71	330.37	2,247.76
5011140	Group Insurance	75.36	51.82	51.82	51.82	51.82	51.82	334.46
5011150	Medical/Hospitalization Ins.	271.50	-	-	-	-	-	271.50
5011160	Retiree Medical/Hospitalizatn	67.45	46.68	46.68	46.68	46.68	46.68	300.85
5011170	Long term Disability Ins	39.15	26.10	26.10	26.10	26.10	26.10	169.65
	Total Employee Benefits	1,743.22	1,012.15	1,019.20	1,037.01	1,006.91	988.57	6,807.06
5011200	Salaries							
5011230	Salaries, Classified	6,131.03	3,955.50	3,955.50	3,955.50	3,955.50	3,955.50	25,908.53
5011250	Salaries, Overtime	140.34	667.47	759.88	992.64	599.01	359.40	3,518.74
	Total Salaries	6,271.37	4,622.97	4,715.38	4,948.14	4,554.51	4,314.90	29,427.27
	Total Personal Services	8,014.59	5,635.12	5,734.58	5,985.15	5,561.42	5,303.47	36,234.33
5012000	Contractual Svcs							
5012100	Communication Services							
5012110	Express Services	-	-	-	-	-	8.90	8.90
5012140	Postal Services	313.86	46.07	152.16	412.80	44.48	159.76	1,129.13
5012160	Telecommunications Svcs (VITA)	37.11	35.51	31.77	-	36.71	34.17	175.27
5012190	Inbound Freight Services	-	-	-	-	-	16.67	16.67
	Total Communication Services	350.97	81.58	183.93	412.80	81.19	219.50	1,329.97
5012200	Employee Development Services							
5012250	Employee Tuition Reimbursement	-	600.00	-	1,200.00	-	-	1,800.00
	Total Employee Development Services	-	600.00	-	1,200.00	-	-	1,800.00
5012400	Mgmnt and Informational Svcs							
5012420	Fiscal Services	10.22	7.32	-	5.00	2.58	-	25.12
5012440	Management Services	-	28.92	-	16.35	-	5.67	50.94
5012460	Public Infrmtl & Relatn Svcs	231.00	201.00	-	-	-	3.00	435.00
	Total Mgmnt and Informational Svcs	241.22	237.24	-	21.35	2.58	8.67	511.06
5012600	Support Services							
5012630	Clerical Services	3,936.00	3,720.75	3,936.00	-	-	2,033.85	13,626.60
5012640	Food & Dietary Services	-	220.78	55.75	-	-	-	276.53
5012660	Manual Labor Services	9.02	-	-	-	21.46	18.55	49.03
5012670	Production Services	79.40	-	-	-	151.00	111.50	341.90
5012680	Skilled Services	798.98	983.36	737.52	737.52	737.52	685.96	4,680.86
	Total Support Services	4,823.40	4,924.89	4,729.27	737.52	909.98	2,849.86	18,974.92
5012800	Transportation Services							
5012820	Travel, Personal Vehicle	529.74	152.28	57.07	261.90	584.82	-	1,585.81
	Total Transportation Services	529.74	152.28	57.07	261.90	584.82	-	1,585.81
	Total Contractual Svcs	5,945.33	5,995.99	4,970.27	2,633.57	1,578.57	3,078.03	24,201.76

Virginia Department of Health Professions
Revenue and Expenditures Summary
Department 11000 - Social Work
For the Period Beginning July 1, 2016 and Ending December 31, 2016

Account Number	Account Description	July	August	September	October	November	December	Total
5013000	Supplies And Materials							
5013100	Administrative Supplies							-
5013120	Office Supplies	16.13	20.94	61.06	-	-	437.64	535.77
5013130	Stationery and Forms	-	-	-	-	-	14.42	14.42
	Total Administrative Supplies	16.13	20.94	61.06	-	-	452.06	550.19
	Total Supplies And Materials	16.13	20.94	61.06	-	-	452.06	550.19
5014000	Transfer Payments							
5014100	Awards, Contrib., and Claims							
5014130	Premiums	-	-	-	-	-	130.00	130.00
	Total Awards, Contrib., and Claims	-	-	-	-	-	130.00	130.00
	Total Transfer Payments	-	-	-	-	-	130.00	130.00
5015000	Continuous Charges							
5015300	Operating Lease Payments							
5015340	Equipment Rentals	45.18	44.08	44.09	-	-	89.27	222.62
5015350	Building Rentals	-	1.62	-	-	1.62	-	3.24
5015390	Building Rentals - Non State	849.48	979.87	849.48	849.48	963.95	851.28	5,343.54
	Total Operating Lease Payments	894.66	1,025.57	893.57	849.48	965.57	940.55	5,569.40
	Total Continuous Charges	894.66	1,025.57	893.57	849.48	965.57	940.55	5,569.40
5022000	Equipment							
5022620	Office Furniture	-	-	-	-	-	52.60	52.60
	Total Office Equipment	-	-	-	-	-	52.60	52.60
	Total Equipment	-	-	-	-	-	52.60	52.60
	Total Expenditures	14,870.71	12,677.62	11,659.48	9,468.20	8,105.56	9,956.71	66,738.28
	Net Revenue in Excess (Shortfall) of							
	Expenditures Before Allocated Expenditures	\$ 534.29	\$ 4,767.38	\$ 2,500.52	\$ 3,451.80	\$ 5,189.44	\$ 2,858.29	19,301.72

DEPUTY DIRECTOR'S REPORT

CASES RECEIVED, OPEN, & CLOSED REPORT SUMMARY BY BOARD

FISCAL YEAR 2017, QUARTER ENDING 09/30/2016

Quarter Breakdown	
Quarter 1	July 1 st – September 30 th
Quarter 2	October 1 st – December 31 st
Quarter 3	January 1 st – March 31 st
Quarter 4	April 1 st – June 30 th

The “Received, Open, Closed” table below shows the number of received and closed cases during the quarters specified and a “snapshot” of the cases still open at the end of the quarter.

COUNSELING	Q2 2014	Q3 2014	Q4 2014	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017
Number of Cases Received	19	19	32	29	20	19	23	24	21	32	26	27
Number of Cases Open	19	55	59	73	80	87	94	91	108	117	116	98
Number of Cases Closed	19	20	31	15	14	12	21	31	11	25	27	44

PSYCHOLOGY	Q2 2014	Q3 2014	Q4 2014	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017
Number of Cases Received	24	10	19	23	16	19	8	19	18	19	14	18
Number of Cases Open	41	28	33	44	61	65	64	78	84	74	68	76
Number of Cases Closed	16	26	13	15	4	16	13	8	12	32	20	9

SOCIAL WORK	Q2 2014	Q3 2014	Q4 2014	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017
Number of Cases Received	14	29	50	24	25	11	15	22	31	19	15	19
Number of Cases Open	41	58	71	73	80	82	96	95	126	120	127	78
Number of Cases Closed	15	14	36	23	18	13	9	27	8	27	8	62

AVERAGE TIME TO CLOSE A CASE (IN DAYS) PER QUARTER

FISCAL YEAR 2017, QUARTER ENDING 09/30/2016

Quarter Breakdown	
Quarter 1	July 1 st – September 30 th
Quarter 2	October 1 st – December 31 st
Quarter 3	January 1 st – March 31 st
Quarter 4	April 1 st – June 30 th

*The average age of cases closed is a measurement of how long it takes, on average, for a case to be processed from entry to closure. These calculations include only cases closed within the quarter specified.

BOARD	Q2 2014	Q3 2014	Q4 2014	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017
Counseling	225.4	225.8	170.4	204.6	238.2	315.6	252.2	284.1	193.5	415.6	323.7	375.5
Psychology	177.5	149.5	176.5	210.0	129.0	171.1	181.1	216.0	287.0	437.0	287.3	380.0
Social Work	138.9	216.9	171.2	183.9	314.4	198.9	202.9	199.4	132.5	342.0	226.0	469.7
Agency Totals	179.9	175.9	170.1	178.3	187.6	207.2	186.7	200.1	190.8	201.6	188.5	202.7

PERCENTAGE OF CASES OF ALL TYPES CLOSED WITHIN 365 CALENDAR DAYS*

FISCAL YEAR 2017, QUARTER ENDING 09/30/2016

Quarter Breakdown	
Quarter 1	July 1 st – September 30 th
Quarter 2	October 1 st – December 31 st
Quarter 3	January 1 st – March 31 st
Quarter 4	April 1 st – June 30 th

*The percent of cases closed in fewer than 365 days shows, from the total of all cases closed during the specified period, the percent of cases that were closed in less than one year.

BOARD	Q2 2014	Q3 2014	Q4 2014	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017
Counseling	80.0%	89.5%	96.8%	86.7%	78.6%	75.0%	76.2%	64.3%	72.7%	36.0%	55.6%	45.5%
Psychology	94.1%	92.3%	100.0%	93.3%	100.0%	87.5%	100.0%	75.0%	50.0%	37.5%	50.0%	44.4%
Social Work	100.0%	85.7%	91.7%	95.7%	72.2%	92.3%	77.8%	65.5%	87.5%	46.2%	75.0%	30.7%
Agency Totals	89.6%	91.4%	97.4%	90.9%	88.6%	87.9%	88.3%	84.4%	85.8%	84.8%	85.6%	82.0%

LICENSING MANAGER'S REPORT



COUNT OF CURRENT LICENSES BOARD SUMMARY AND LAST FIVE FISCAL YEARS

FISCAL YEAR 2017, QUARTER ENDING 09/30/2016

Quarter Breakdown	
Quarter 1	July 1 st – September 30 th
Quarter 2	October 1 st – December 31 st
Quarter 3	January 1 st – March 31 st
Quarter 4	April 1 st – June 30 th

	Q2 2014	Q3 2014	Q4 2014	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017
Total Count – Social Work	6076	6242	6350	6481	6590	6741	6306	6544	6690	6828	7057	8900
Associate Social Worker	1	1	1	1	1	1	0	1	1	1	1	1
Licensed Clinical Social Worker	5622	5736	5814	5903	5986	6104	5781	5948	6060	6170	6358	6458
Licensed Social Worker	436	488	518	560	586	619	525	583	617	645	686	739
Registered Social Worker	17	17	17	17	17	17	0	12	12	12	12	12
Registration of Supervision												1690

Occupation	FY12	Change Between FY13 & FY12	FY13	Change Between FY14 & FY13	FY14	Change Between FY15 & FY14	FY15	Change Between FY16 & FY15	FY16
Associate Social Worker	2	50.0%	3	-66.7%	1	-	0	-	1
Licensed Clinical Social Worker	5233	5.4%	5515	5.4%	5814	-0.6%	5781	10.0%	6358
Licensed Social Worker	393	19.3%	469	10.4%	518	1.4%	525	30.7%	686
Registered Social Worker	21	0.0%	21	-19.0%	17	-	0	-	12



NEW LICENSES ISSUED BOARD SUMMARY AND LAST FIVE FISCAL YEARS

FISCAL YEAR 2017, QUARTER ENDING 09/30/2016

Quarter Breakdown	
Quarter 1	July 1 st – September 30 th
Quarter 2	October 1 st – December 31 st
Quarter 3	January 1 st – March 31 st
Quarter 4	April 1 st – June 30 th

	Q2 2014	Q3 2014	Q4 2014	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017
Total Count – Social Work	284	238	254	124	110	139	169	171	125	131	207	277
Associate Social Worker	0	0	0	0	0	0	0	0	0	0	0	0
Licensed Clinical Social Worker	100	73	93	86	85	108	125	118	96	104	167	95
Licensed Social Worker	30	44	35	38	25	31	44	53	29	27	40	52
Registered Social Worker	0	0	0	0	0	0	0	0	0	0	0	0
Registration of Supervision	-	-	-	-	-	-	-	-	-	-	-	130

Occupation	FY12	Change Between FY13 & FY12	FY13	Change Between FY14 & FY13	FY14	Change Between FY15 & FY14	FY15	Change Between FY16 & FY15	FY16
Associate Social Worker	0	-	0	-	0	-	0	-	0
Licensed Clinical Social Worker	274	9.5%	300	25.0%	375	7.7%	404	20.0%	485
Licensed Social Worker	87	-17.2%	72	88.9%	136	1.5%	138	8.0%	149
Registered Social Worker	0	-	0	-	0	-	0	-	0



APPLICANT SATISFACTION SURVEY RESULTS APPROVAL RATE AND LAST FIVE FISCAL YEARS

FISCAL YEAR 2017, QUARTER ENDING 09/30/2016

Quarter Breakdown	
Quarter 1	July 1 st – September 30 th
Quarter 2	October 1 st – December 31 st
Quarter 3	January 1 st – March 31 st
Quarter 4	April 1 st – June 30 th

	Q2 2014	Q3 2014	Q4 2014	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017
Social Work	90.7%	95.8%	88.5%	92.0%	92.0%	90.7%	92.6%	90.7%	94.4%	N/A	100.0%	97.2%

	FY12	Change Between FY13 & FY12	FY13	Change Between FY14 & FY13	FY14	Change Between FY15 & FY14	FY15	Change Between FY16 & FY15	FY16
Social Work	85.5%	3.2%	88.2%	1.0%	89.1%	3.1%	91.9%	2.8%	94.4%

BOARD OF HEALTH PROFESSIONS REPORT

August 18, 2016

Full Board Meeting

11:00 a.m. - Board Room 2

9960 Mayland Dr, Henrico, VA
23233

In Attendance

Barbara Allison-Bryan, MD, Board of Medicine
CHAIRMAN: Robert J. Catron, Citizen Member
Helene D. Clayton-Jeter, OD, Board of Optometry
Kevin Doyle, Ed.D., LPC, LSATP, Board of Counseling
Yvonne Haynes, LCSW, Board of Social Work
Mark Johnson, DVM, Board of Veterinary Medicine
Allen R. Jones, Jr., DPT, PT
Robert H. Logan, III, Ph.D., Citizen Member
Ryan Logan, Board of Pharmacy
Martha S. Perry, MS, Citizen Member
Jacquelyn M. Tyler, RN, Citizen Member
Laura P. Verdun, MA, CCC-SLP, Board of Audiology & Speech-Language Pathology
James D. Watkins, DDS, Board of Dentistry
James Wells, RPH, Citizen Member

Absent

Trula E. Minton, MS, RN, Board of Nursing

DHP Staff

David E. Brown, D.C., Director DHP
Elizabeth A. Carter, Ph.D., Executive Director BHP
Charles Giles, Budget Manager
Elaine Yeatts, Senior Policy Analyst DHP
Laura L. Jackson, Operations Manager BHP

Observers

Dr. William Ward, Virginia Chiropractic Association
Laura McHale, Keeney Group/VCA

Call to Order

Acting Chair Mr. Catron **Time** 11:05 a.m.

Quorum Established

Public Comment

Comment Dr. William Ward, Virginia Chiropractic Association

Discussion

Dr. Ward thanked the Board for its work on the Chiropractor review and extended his wishes that the committee agree with the addition of this item to the scope of practice.

Approval of Minutes

Presenter Mr. Catron

Discussion

The May 5, 2016 10:00 a.m. Full Board meeting minutes were approved with one amendment: remove the DHP logo from the Telehealth Review update report, and properly seconded. All members in favor, none opposed.

Directors Report

Presenter Dr. Brown

Discussion

Dr. Brown provided an update on the agency's internal training activities and plans for the fall board member training day. In addition, he mentioned the agency's continued efforts in activities related to reduction of opiate abuse. DHP will be submitting three (3) bills this year to the General Assembly. DHP Boards are reviewing statutes and making revisions as necessary. The Board of Medicine is hosting a website for the Prescription Drug Task Force which will go live in early September.

Legislative and Regulatory Report

Presenter Ms. Yeatts

Discussion

Ms. Yeatts advised the Board that *18VAC 75-30-10 et seq.*, regulations governing standards for dietitians and nutritionists require appeal because the language is now incorporated into statute.

Motion

A motion was made to repeal *18VAC 75-30-10 et seq.*, regulations governing standards for dietitians and nutritionists. The motion was properly seconded by Dr. Watkins. All members were in favor, none opposed.

Discussion

Ms. Yeatts advised the Board that *18VAC 75-11-10 et seq.* needs to be amended to include a requirement for the Board to afford interested persons an opportunity to present their views and be accompanied by and represented by counsel or other representative in the promulgation of any regulatory action. This amendment reflects statutory update.

Motion

A motion was made to amend *18VAC 75-11-10 et seq.* The motion was properly seconded by Dr. Logan, III. All members were in favor, none opposed.

DHP Budget Review

Presenter Mr. Giles

Discussion

Mr. Giles provided an overview of DHPs FY17 budget. He stated that DHP is a non-general fund agency and that revenue is generated by issuing licensees and not tax dollars. 83% of the agency's revenue is budgeted based on then number of renewals forecasted for a given fiscal year. The remaining 17% of revenue is budgeted based on historical data.

Lunch Break

Presenter Mr. Catron

Mr. Catron announced a lunch break at 11:55 a.m. The meeting reconvened at 12:14 p.m.

Executive Directors Report

Presenter Dr. Carter

Agency Performance

Dr. Carter reviewed the agencies performance measures in relation to clearance rate, age of pending caseload and time to disposition.

Board Budget

Dr. Carter stated that the Board utilized 95.57% of its yearly budget. Staff turnover in early FY2016 accounted for the 4.43% difference.

Healthcare Workforce Data Center

Dr. Carter provided an update on the Data Center. The latest Dentist and Dental Hygienist reports will be presented to the Board of Dentistry in September. She will also be presenting at the Council on Licensure, Enforcement and Regulation annual conference in September. The presentation will focus on Virginia's minimum data set standard approach as a model for other states' professional licensing boards.

Regulatory Research Committee Report

Presenter Mr. Wells

Chair

Mr. Wells updated the Board on the progress that was made regarding the Chiropractor/CLD review at the August 18, 2016 10:00 a.m. Regulatory Research Committee meeting. The Committee concluded the following: (1) It affirms that health care providers should be allowed to practice to the highest level of their education and training. (2) Chiropractors licensed by the Virginia Board of Medicine who successfully complete the Federal Motor Carrier Safety Administration Medical Examiner training and testing do have the requisite education and training. (3) Virginia's chiropractor scope of practice statutory language is dated and does not reflect current circumstances. The General Assembly may wish to consider a comprehensive scope of practice update to avoid single-issue amendments in the future. Board staff will create a letter in response to Delegate Orrock's original request by November 1, 2016.

Motion

A motion was made to create a response letter to Delegate Orrock to include the three items as discussed. The motion was properly seconded by Dr. Allison-Bryan. All in favor, none opposed.

Board Reports

Presenter Mr. Catron

Board of Physical Therapy

Dr. Jones stated reported that the new Board of Physical Therapy's Executive Director has been hired and will begin August 25. He thanked Ms. Russell for her service.

Board of Medicine

Dr. Allison-Bryan reported on the Board of Medicine's Legislative Committee's recommendation not to participate in the Interstate Medical Licensure Compact in its current form. Dr. Allison-Bryan stated that the purpose of the Compact was three-fold: 1) promote access to underserved states, 2) avoid duplication of the licensing work by boards, and 3) preempt a need for the federal government to issue a national license. She advised there were several factors discussed at length that were not consistent with the Board's current operations, including language that conflicts with Virginia laws and regulations. She also stated that the Board of Medicine is looking into decreasing the current licensing fee.

Board of Social Work

Ms. Haynes stated that the Board of Social Work completed fast track regulations to lessen the burden for future licensure by endorsement applicants.

Board of Audiology & Speech-Language Pathology

Ms. Verdun reported that regulations are being refined to stream line the language for SLP Assistants.

Board of Counseling

Dr. Doyle reported that the Board has scheduled a Supervisor Summit and Education Summit for September 9, 2016. In a matter of three hours after posting the invitation, 150 people had signed-up to attend. At this time, there will additional summits scheduled, as this is too many people to attend at one time.

Board of Pharmacy

Mr. Logan stated that the Board of Pharmacy's Regulatory Advisory Panel is reviewing regulations for processors of cannabidiol oil and THC-A oil to treat epilepsy patients who experience seizures. This work is extensive and ongoing at this time.

New Business

Presenter Mr. Catron

There was no new business to discuss.

Adjourned

Adjourned 12:48 p.m.

Acting Chair Robert Catron

Signature: _____ Date: ____/____/____

Board Executive Director Elizabeth A. Carter, Ph.D.

Signature: _____ Date: ____/____/____

**RECOMMENDED
BY-LAWS
REVISIONS**

VIRGINIA BOARD OF SOCIAL WORK BYLAWS

ARTICLE I: AUTHORIZATION

A. Statutory Authority

The Virginia Board of Social Work ("Board") is established and operates pursuant to Sections 54.1-2400 and 54.1-3700 et seq., of the Code of Virginia. Regulations promulgated by the Board of Social Work may be found in 18 VAC 140-20-10, et seq., "Regulations Governing the Practice of Social Work."

B. Duties

The Virginia Board of Social Work is charged with promulgating and enforcing regulations governing the practice of social work and clinical social work in the Commonwealth of Virginia. This includes, but is not limited to: setting fees; creating requirements for licensure; issuing licenses for practice; setting standards of practice; and implementing a system of disciplinary action.

C. Mission

To ensure the delivery of safe and competent patient care by licensing health professionals, enforcing standards of practice, and providing information to healthcare practitioners and the public.

ARTICLE II: THE BOARD

A. Membership

1. The ~~membership of the~~ Board shall consist of nine (9) members, appointed by the Governor as follows:

a. ~~s~~Seven (7) persons who are licensed as social workers in the Commonwealth of Virginia ~~who and~~ have been in the active practice of social work for at least five (5) years prior to appointment, ~~and~~

b. ~~t~~Two (2) citizen members.

2. The terms of the members of the Board shall be four (4) years.

3. Members of the Board holding a voting office in any related professional association or one that takes a policy position on the regulations of the Board shall abstain from voting on issues where there may be a conflict of interest present.

B. Officers of the Board

1. The Chairman or designee shall preserve order and conduct all proceedings according to parliamentary rules, the Virginia Freedom of Information Act, and the Administrative Process Act. Roberts Rules of Order will guide parliamentary procedure for the meetings. Except where specifically provided otherwise by the law or as otherwise ordered by the Board, the Chairman shall appoint all committees, and shall sign as Chairman to the certificates authorized to be signed by the Chairman.

2. The Vice-Chairman shall act as Chairman in the absence of the Chairman and assume the duties of Chairman in the event of an unexpired term.

3. In absence of the Chairman and Vice-Chairman, the Chairman shall appoint another board member to preside at the meeting and/or formal administrative hearing.

1. The Executive Director shall be the custodian of all Board records. He/she shall preserve a correct list of all applicants and licensees, shall manage the correspondence of the Board, and shall perform all such other duties as naturally pertain to this position.

C. Duties of Members

1. Each member shall participate in all matters before the Board.

2. Members shall attend all regular and special meetings of the Board unless prevented by illness or similar unavoidable cause. In the event of two (2) consecutive unexcused absences at any meeting of the Board or its committees, the Chairman shall make a recommendation to the Director of the Department of Health Professions for referral to the Secretary of Health and Human Resources and Secretary of the Commonwealth.

3. The Governor may remove any Board member for cause, and the Governor shall be sole judge of the sufficiency of the cause for removal pursuant to § 2.2-108.

ARTICLE III: D. ELECTION OF OFFICERSElection of Officers

1. All officers shall be elected for a term of two (2) years and may serve no more than two (2) consecutive terms.

2. The election of officers shall occur at the first scheduled Board meeting following July 1 of each odd year, and elected officers shall assume their duties at the end of the meeting.

a. Officers shall be elected at a meeting of the Board with a quorum present.

b. The Chairman shall ask for nominations from the floor by office.

~~A. c. The Nomination Committee shall present a slate of officers for Chairman and Vice-Chairman at the meeting scheduled prior to July 1. Voting shall be by voice vote, roll call, or show of hands unless otherwise decided by a vote of the members present.~~

~~d. A simple majority of the quorum of the Board shall prevail with the current Chairman casting a vote only to break a tie.~~

~~e. Special elections to fill an unexpired term shall be held in the same manner in the event of a vacancy of an officer at the subsequent Board meeting following the occurrence of an office being vacated. a position to fill the unexpired term.~~

f. The election shall occur in the following order: Chairman, Vice-Chairman.

~~B. All officers shall take office on July 1, shall be elected for a term of two years, and may serve no more than two consecutive terms.~~

ARTICLE IV: E. MEETINGS Meetings

~~A. Frequency of Meetings—~~

1. The ~~full~~ Board shall meet quarterly, unless a meeting is not required to conduct Board business.

~~B. 2. Order of Business at Meetings~~

a. Adoption of Agenda

b. Period of Public Comment

c. Approval of Minutes of preceding regular Board meeting and any called meeting since the last regular meeting of the Board.

d. Reports of Officers and staff

e. Reports of Committees

f. Election of Officers (as needed)

g. Unfinished Business

h. New Business

3. The order of business may be changed at any meeting by a majority vote.

ARTICLE ~~V~~ III: COMMITTEES

~~A. General. Duties and Frequency of Meetings~~

1. Members appointed to a committee shall faithfully perform the duties assigned to the committee.

2. All standing committees shall meet as necessary to conduct the business of the Board.

B. Standing Committees

~~The s~~Standing committees of the Board shall consist of the following:

Regulatory/Legislative Committee

~~Credentials Committee~~

Special Conference Committee

~~Discipline Review Committee~~

Any other Standing Committees created by the Board.

~~C. Frequency of Meetings. All standing committees shall meet as necessary to conduct the business of the Board.~~

~~D. 1. Regulatory/Legislative Committee~~

~~a. The Chairman of the Committee shall be appointed by the Chairman of the Board.~~

~~b. The Regulatory/Legislative Committee shall consist of at least two (2) Board members appointed by the Chairman with the Chairman of the Committee, to be appointed by the Chairman of the Board.~~

~~c. The Committee shall consider all questions bearing upon State legislation and regulation governing the practice of social work.~~

~~d. The Regulatory/Legislative Chairman of the Committee shall recommend to the Board changes in the law and regulations as it may deem advisable and, at the direction of the Board, shall take such steps as may further the desire of the Board in matters of legislation and regulations.~~

~~e. The Chairman of the Committee shall submit proposed changes in the Rules and Regulations of the Board in writing, to all Board members applicable law and regulations in writing to the Board prior to any scheduled meeting of the Board.~~

~~E. Credentials Committee~~

~~The Credentials Committee shall consist of at least two Board members appointed by the Chairman of the Board with the Chairman of the Committee to be appointed by the Chairman of the Board. The Committee shall review applicants' credentials for licensure if they do not appear to meet the requirements of the Board or if there may be information indicating the Board has grounds for denial. The Committee may conduct an informal fact-finding conference at the request of the applicant in accordance with § 2.2-4019 of the Code of Virginia.~~

~~F. 2. Special Conference Committee.~~

~~a. The Special Conference Committee shall:~~

~~i. consist of two (2) board members~~

~~ii. conduct informal conferences pursuant to §§ 2.2-4019, 2.2-4021, and 54.1-2400 of the Code of Virginia as necessary to adjudicate cases in a timely manner in accordance with the agency standards for case resolution.~~

iii. hold informal conferences at the request of the applicant or licensee to determine if Board requirements have been met.

~~b. who shall review information regarding alleged violations of the laws and regulations relating to social work and, consultation with the Executive Director, determine if probable cause exists to proceed with possible disciplinary action. The Special Conference Committees shall meet as necessary to adjudicate cases in a timely manner in accordance with agency standards for case resolution.~~ The Chairman of the Board shall ~~also~~ designate another board member as an alternate on this committee in the event one of the standing committee members becomes ill or is unable to attend a scheduled conference date.

c. Further, sShould the caseload increase to the level that additional special conference committees are needed, the Chairman of the Board may appoint additional committees.

3. Discipline Review Committee

a. The Discipline Review Committee shall:

i. Consist of at least two (2) Board members.

ii. Review investigative reports resulting from complaints against licensees and determine if probable cause exists to proceed with possible disciplinary action.

iii. Direct the disposition of disciplinary cases at the probable cause review stage.

b. The Committee members may review and decide any action to be taken regarding applications for supervision, licensure, or certification when the application includes information about criminal activity, practice history, medical conditions, or other issues contained in the application packet.

~~G. Nomination Committee~~

~~There shall be a Nomination Committee composed of at least two members of the Board appointed by the Chairman to consult with Board members and staff to recommend nominee(s) for the Board positions of Chairman and Vice Chairman. Sitting officers shall not serve on the Nominating Committee.~~

ARTICLE ~~V~~ IV: GENERAL DELEGATION OF AUTHORITY

The Board delegates the following functions:

1. The Board delegates to Board staff the authority to issue and renew licenses and to approve supervision applications for which regulatory and statutory qualifications have been met. If there is basis upon which the Board could refuse to issue or renew the license or deny the supervision application, the Executive Director may only issue a license or registration grant approval upon

consultation with a member of the Discipline Review Committee, or in accordance with delegated authority provided in a guidance document of the Board.

~~2.~~ 6. The Board delegates to the Executive Director the authority to reinstate a license when the reinstatement is due to the lapse of the license rather than a disciplinary action and there is no basis upon which the Board could refuse to reinstate.

~~3.~~ 2. The Board delegates to ~~Board staff~~ the Executive Director the authority to develop and approve any and all forms used in the daily operations of Board business, to include, but not be limited to, licensure and registration applications, renewal forms, and documents used in the disciplinary process.

~~4.~~ 7. The Board delegates to the Executive Director the authority to sign as entered any Order or Consent Order resulting from the disciplinary process or other administrative proceeding.

~~5.~~ 8. The Board delegates to the Executive Director, who may consult with a ~~special conference~~ Committee member, the authority to provide guidance to the agency's Enforcement Division in situations wherein a complaint is of questionable jurisdiction and an investigation may not be necessary.

~~6.~~ 10. -The Board delegates to the Executive Director, or the Deputy Executive Director, -the authority to review information regarding alleged violations of law or regulations and, in consultation with a member of ~~a special conference~~ the Discipline Review Committee, make a determination as to whether probable cause exists to proceed with possible disciplinary action.

~~7.~~ 4. The Board delegates to the Executive Director authority to grant an extension for good cause of up to one (1) year for the completion of continuing education requirements upon written request from the licensee prior to the renewal date.

~~8.~~ 5. The Board delegates to the Executive Director authority to grant an exemption for all or part of the continuing education requirements due to circumstances beyond the control of the licensee, such as temporary disability, mandatory military service, or officially declared disasters.

~~9.~~ 3. The Board delegates to the Executive Director the authority to grant an accommodation of additional testing time or other requests for accommodation to candidates for Board-required examinations pursuant to the Americans with Disabilities Act, provided the candidate provides documentation that supports such an accommodation.

9. The Board delegates authority to the Executive Director to close non-jurisdictional cases and fee dispute cases without review by a Board member.

11. The Board delegates to the Executive Director or Deputy Executive Director the determination of probable cause, for the purpose of offering a confidential consent agreement, a pre-hearing consent order, or for scheduling an informal conference in accordance with established Board guidance documents.

12. The Board delegates to the Executive Director the selection of the agency subordinate who is deemed appropriately qualified to conduct a proceeding based on the qualifications of the subordinate and the type of case being convened.

13. The Board delegates to the Executive Director or the Deputy Executive Director the convening of a quorum of the Board by telephone conference call, for the purpose of considering the summary suspension of a license or for the purpose of considering settlement proposals.

14. The Board delegates to the Chairman, the authority to represent the Board in instances where Board "consultation" or "review" may be requested where a vote of the Board is not required and a meeting is not feasible.

15. The Board delegates authority to the Executive Director to issue an Advisory Letter to the person who is the subject of a complaint pursuant to Virginia Code § 54.1-2400.2(F), when it is determined that a probable cause review indicates a disciplinary proceeding will not be instituted.

16. Delegated tasks shall be summarized and reported to the Board at each regularly scheduled meeting.

ARTICLE VII: AMENDMENTS

Proposed amendments to these bylaws shall be presented in writing to all Board members, the Executive Director of the Board, and the Board's legal counsel prior to any scheduled Board meeting. Amendments to the bylaws shall become effective with a favorable vote of at least two-thirds of the members present at that regular meeting.

Adopted 12/17/96; revised 10/03/2008, 4/17/09, 10/25/13