

**A P P R O V E D**  
**THE VIRGINIA BOARD OF SOCIAL WORK**  
**MINUTES**  
**FRIDAY, JULY 13, 2007**

The Virginia Board of Social Work ("Board") meeting convened at 9:40 a.m. on Friday, July 13, 2007 at the Department of Health Professions, 6603 West Broad Street, Richmond, Virginia. David Boehm, Chair, called the meeting to order.

**BOARD MEMBERS PRESENT:** David R. Boehm  
Charles R. Chambers, Jr.  
Willie T. Greene, Sr.  
Sandra Horne-Quatannens  
Wayne A. Martin  
Catherine L. Moore  
Francis N. Nelson, Jr.  
Dolores S. Paulson

**BOARD MEMBERS ABSENT:** Jill Smeltzer

**STAFF PRESENT:** Sandra Whitley Ryals, Director, DHP  
Howard Casway, Senior Assistant Attorney General  
Evelyn B. Brown, Executive Director  
Elaine Yeatts, Agency Policy Analyst  
Patricia L. Larimer, Deputy Executive Director  
Arnice N. Covington, Administrative Assistant

**OTHERS PRESENT:** Debra Riggs, NASW, Virginia Chapter  
Mark O'Shea, LCSW, Virginia Society of Clinical  
Social Workers

**ORDERING OF AGENDA**

Mr. Boehm opened the floor to any changes in the order of the Agenda. The Director's Report was moved from 10:00 A.M. to the first item on the Agenda following public comment. The Revised Agenda was accepted.

**PUBLIC COMMENT**

Mr. Boehm opened the floor to comment from the public.

There were no public comments.

## Director's Report on Key Performance Measures – Sandra W. Ryals, Director

Ms. Ryals explained Governor Kaine's Performance Expectation for the Department. She reviewed the Key Performance Measures for the Agency and the Board of Social Work. The Board has high performance standards in many areas, but all Boards need improvement in the area of closing disciplinary cases within the Governor's expectations.

The Board discussed ways to improve the statistics for the Board.

Following discussion Mr. Martin moved to delegate the authority to Evelyn Brown, Executive Director, to close non-jurisdictional cases, and cases that clearly do not constitute a violation of the Standards of the Board of Social Work. On properly seconded motion all Board members voted affirmatively to delegate the authority to Ms. Brown.

Ms. Paulson suggested the delegation of authority be for the current staff and reserved the right to revisit delegation. Both Ms. Ryals and Ms. Brown assured the Board that it could be revisited at any point the Board felt the need to do so.

The Board requested a composite of the cases that are being closed by Staff for the October Board Meeting.

### **APPROVAL OF MINUTES**

A motion was made by Ms. Paulson to accept the minutes of April 20, 2007. The motion was seconded and passed unanimously.

### **CHAIR'S REPORT – David Boehm**

#### Board of Health Professions

Mr. Boehm reported that the General Assembly had assigned the background checks of potential licensees to the Joint Commission on Healthcare. The Board of Health Professions is still assisting on an "as-need" basis and has provided the research that BHP compiled earlier on the background checks.

The July 31, 2007 meeting of BHP has been postponed due the August move .

#### Discipline Committee Report

Mr. Boehm reported that the Board currently has 24 complaints in Investigation. There are five (5) cases at Board Level. No Informals have been held since the April 20, 2007 Board Meeting. Ms. Larimer provided a Disciplinary Report showing the cases and gave a synopsis of the Report.

### Continuing Education Committee – Cathy Moore

Ms. Moore reported on the Audit Plan for the licensure period July 1, 2005 to June 30, 2007. Ms. Moore indicated that she would like to have a meeting after September 1<sup>st</sup> and have a report for the Board at the October 12, 2007 meeting. Following discussion, Ms. Paulson and Mr. Chambers volunteered to assist with the review of files.

### Regulatory Committee Report Update – Wayne Martin/Elaine Yeatts

Ms. Yeatts reviewed the Notice of Intended Regulatory Action (NOIRA) for continuing education requirements for licensed social workers. The Board recently considered a reduction from 30 hours to 20 hours each biennium. A motion was made by Ms. Moore to adopt the NOIRA on continuing education. The motion was seconded and passed unanimously.

Ms. Yeatts gave an update on the status of proposed regulations governing the practice of social work related to changing the supervision hours from individual to group. Ms. Yeatts reported that the NOIRA is currently at the Department of Planning and Budget and that she and Ms. Brown will be meeting with DPB analysts.

The Public Participation Guidelines that were fast-tracked and published in June 2007, will be final when the public comment period ends.

### **REPORTS:**

#### Executive Director's Report – Evelyn Brown

Ms. Brown gave an update on the Agency move to the new quarters. The October 12, 2007 Board Meeting will be in the new building.

Ms. Brown reported that renewal of licenses closed on June 30, 2007 and as of today there are a total of 4746 licensees in Virginia. This number is down approximately 215 from a year ago.

Ms. Brown reported a recent request regarding the need to be more specific in the language regarding “clinical coursework.” Following discussion Mr. Boehm suggested that a Task Force Committee may be needed and asked Ms. Paulson to Chair the Committee. Ms. Brown stated that Valerie Carter-Williams, former Board Chair, and current contract reviewer for the Board, will provide guidance as needed. Mr. Boehm requested a report for the October 12<sup>th</sup> Board Meeting.

Ms. Brown also asked the Board to consider reviewing the Regulations regarding examinations and the number of times a person can take the examination without some remedial action. Currently once a person is approved to take the examination the name remains in the Association of Social Work Boards' data base. The application file also has to remain in an active status in the Board Office. Following discussion it was determined that the Regulatory Committee will add this issue for discussion at the next meeting.

**NEW BUSINESS:**

New Board Member Training Meeting – Susan Horne-Quatannens/Frank Nelson

Both Ms. Horne-Quatannens and Mr. Nelson reported on the New Board Member Training Meeting in Northern Virginia. Both felt they learned a great deal and recommended the training for all new Board Members.

Board Meeting dates for 2008 were suggested as: January 11, April 11, July 11; and October 3. Following discussion a motion was made by Ms. Horne-Quatannens to accept the dates. The motion was seconded and passed unanimously.

**OLD BUSINESS**

**ADJOURNMENT**

There being no further business to come before the Board the meeting adjourned at 12:15 p.m.

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David Boehm, Chair

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Evelyn B. Brown, Executive Director