

**Minutes of the Strategic Planning Meeting of the
Louisiana State Board of Social Work Examiners
May 18, 2024**

Hyacinth McKee, Chairperson, called the meeting to order at 9:51 a.m. on Saturday, May 18, 2024. The meeting was conducted at the Board office and streamed via video conference, and all interested parties were provided the information to join the meeting. Emily DeAngelo, Administrator, and Sheri Morris, Legal Counsel.

Bora Sunseri conducted roll call. Board members present at the time of roll call included Hyacinth McKee, LCSW, Bora Sunseri, LCSW, Candice Sorapuru, LCSW, Trinity George, RSW, Evan Bergeron, Esq. and Jamie Barney, LCSW-BACS. Melissa Haley, LMSW, was absent.

Public Comments

There were no public comments.

Agenda

Motion was made by Trinity George, seconded by Evan Bergeron and unanimously carried to adopt the agenda with the following amendments: addition of an amendment to Lisa Lipsey's FY 23-24 contract, removal of amendment to FY 23-24 budget, addition of an update on the promulgation of rules, and addition to consider delegating authority to staff for waiver requests of in-person continuing education.

ASWB Spring Education Meeting – Is the Game Changing?

Hyacinth McKee, Candice Sorapuru, Trinity George, Emily DeAngelo, Sara Banks and Blake Williamson attended. The focus of the education meeting was the importance of being more inclusive, implementing DEIJ in regulation, and Artificial Intelligence. Board member exchange which was the day prior to the start of the education meeting included topics of supervision, changes in board composition and other things affecting the regulatory boards. The Administrator's forum included topics such as supervision, streamlining processes for efficiency and technology. There are several boards that are going through licensing platform changes.

Board Committee Updates

The chairs of the continuing education, exam, interstate compact/teletherapy, rules, supervision and technology gave a report on their committee's work and plans for FY24-25. The reports are included with these minutes.

Board Member Handbook

Emily DeAngelo advised that she is working with three former board members to revise the Board Member Handbook and develop training and onboarding requirements for new board members.

Status of Rules Promulgation

Sheri Morris advised that Senate Bill 332 abolishes the Occupational Licensing Review Commission (OLRC) which could be why the governor has not appointed a commission to consider rules.

Financial

Occupational Licensing Review Program administered by the Department of Justice

Motion was made by Trinity George, seconded by Jamie Barney and unanimously carried to decline signing a contract with the DOJ for FY24-25.

Motion was made by Trinity George, seconded by Bora Sunseri and unanimously carried to break at 12:20 p.m. The board returned to its meeting at 12:55 p.m. Roll call was conducted by Bora Sunseri. Board members present at the time of roll call included Hyacinth McKee, LCSW, Bora Sunseri, LCSW, Candice Sorapuru, LCSW, Trinity George, RSW, Evan Bergeron, Esq. and Jamie Barney, LCSW-BACS.

Contract Amendments

Motion was made by Jamie Barney, seconded by Trinity George and unanimously carried to increase the maximum contract amount of the following contracts:

Breazeale, Sachse & Wilson \$25,000, Kathie Pohlman \$5000, and Lisa Lipsey \$5000.

FY24-25 Budget

Motion was made by Candice Sorapuru, seconded by Jamie Barney and unanimously carried to approve the budget with amendment to the line item for accounting.

**Louisiana State Board of Social Work Examiners
Budget
July 1, 2024 – June 30, 2025**

Revenues

LCSW	350 * \$100	35,000
LMSW	580 * \$75	43,500
RSW	360 * \$50	18,000
Retake Applications	800 * \$50	40,000
LCSW Renewals	4590 * \$75	344,250
LMSW/CSW Renewals	3060 * \$50	153,000
RSW Renewals	1870 * \$25	46,750
Electronic commerce fee		34,830
Enforcement actions		20,000
Interest		10,000
Miscellaneous		15,000
Total		760,330

Other Assets

Cash in Checking	400,000
Invested Funds	970,000
Total	1,370,000

TOTAL REVENUES & OTHER ASSETS \$2,130,330**EXPENSES****Salaries** **290,573****Related Employee Benefits**

Retirement (34.74% ER contribution)	100,945
Medicare	4,213
ER portion of life insurance (Pevey)	444
Health Ins	36,000

Total **141,602****Total Salaries & Benefits \$432,175****Expenses/ Travel**

Administrative (in-state mileage)	500
Administrative (in-state other)	500
Board/Committee (in-state mileage)	15,000
Board (in-state other)	3,000
Administrative (out-state other)	3,000
Conference Registration Fees	3,000
Board (out-state other)	8,000
Total	33,000

Expenses/ Operating

Supplies	5,000
Rent	55,000
Printing	7,000
Postage & Delivery	12,000
Dues & Subscriptions	4,500
Maintenance	5,000
Meetings	25,000
Insurance	3,000
Bank Charges/CC Fees	25,000
Telephone/Internet	4,200
Security	600
Equipment Rental	8,000
Miscellaneous	1,000
Continuing Education	5,000
Total	160,300

Professional Services

Accounting	9,600
Legal	210,000

Auditor	2,335
Complaint Consultant	30,000
Computer Consultants	145,000
Court Reporter	10,000
Impaired Professional Program	30,000
Supervision Consultant	15,000
Investigators	40,000
Consulting (other)	10,000
Newsletter	1,000
Payroll	2,500
Total	505,435

Acquisitions

Computer/Office Equipment

Total \$15,000

TOTAL EXPENDITURES \$1,145,910 (385,580)

Total Available Funds after Expenditures \$984,420

FY24-25 Professional Service Contracts


Motion was made by Candice Sorapuru, seconded by Trinity George, and unanimously carried to offer the following contracts for services:

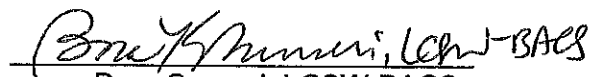
Breazeale, Sachse & Wilson with a \$130,000 maximum contract amount,
 Daigle, Fisse & Kessenich with a \$80,000 maximum contract amount,
 Griffin & Furman with a \$800 monthly fee and a maximum contract amount of \$9,600,
 Integrated Security & Investigative Specialists with a \$50 hourly fee and a maximum contract amount of \$25,000,
 Gina Signorelli with an hourly rate of \$100 and a maximum contract amount of \$15,000,
 Lisa Lipsey with an hourly rate of \$100 and a maximum contract amount of \$30,000, and
 Kathie Pohlman with an hourly rate of \$115 and a maximum contract amount of \$30,000.

Waiver Requests for In-person Continuing Education

Motion was made by Candice Sorapuru, seconded by Trinity George and unanimously carried to delegate authority to one staff person to review requests involving medical, military, out-of-country residency, and out-of-state residency that does not have in-person continuing education requirements subject to receipt of documentation to support the request. The board asked that the number of approvals be added to the workflow report.

Motion was made by Evan Bergeron to adjourn the meeting at 1:50 p.m.


 Hyacinth McKee, LCSW-BACS
 Chairperson


 Bora Sunseri, LCSW-BACS
 Secretary-Treasurer

**LOUISIANA STATE BOARD OF SOCIAL WORK EXAMINERS
CE AD-HOC COMMITTEE REPORT FY24**

Friday, May 17, 2024

8:30 a.m.

18550 Highland Road, Suite B, Baton Rouge, LA 70809

PURPOSE

The purpose of the Continuing Education Committee is to review existing rules and policies regarding continuing education, and to make recommendations to the licensing board. The CE committee works in coexistence with the Rules Committee in review of Chapter 11.

COMMITTEE MEMBERS

Trinity George, MS, MSW, RSW – Committee Chair
Ebony Allen, MSW, LCSW-BACS
Ada Nelson, MSW, LAC, RSW
Cecilia Ryder, MS, RSW
Dr. Hyacinth McKee, LCSW-BACS, ACSW

NUMBER OF MEETINGS CONDUCTED/HELD IN FY24

The CE Ad-Hoc Committee has conducted four meetings in Fiscal Year 2023-2024. The meetings were held on April 19, 2023, June 01, 2023, July 06, 2023, and October 19, 2023. A committee meeting was scheduled for January 4, 2024, however due to unforeseen circumstances it was cancelled.

GOALS AND ACCOMPLISHMENTS OF THE COMMITTEE

The CE Ad-Hoc Committee has done great work on behalf of our licensees and the public this fiscal year. The committee has passed several motions:

- CE Ad-Hoc Committee (Motion) – Committee members voted to stay an “ad-hoc” vs standing committee.
- Continuing Education Approval Organizations (Motion) – Letter of recommendation signature wet, letterhead, no conflict of interest (no employed or affiliated with organization)
- Continuing Education Approval Organization Application Fee (Motion) – A motion was made to impose an application fee for providers or organizations applying to be a CE Approval Organization.

GOALS

1. Committee members discussed the development and implementation of a "rubric" to maintain uniformity, record keeping, and auditing procedures for approval organizations on behalf of LABSWE. The committee is currently working to develop a working rubric.

RECOMMENDATIONS FOR FY 25

There are no recommendations for FY25 from the CE Ad-Hoc Committee presently.

History: The Exam Committee was established in response to ASWB's 08/05/2022 release of Exam Pass Rate Analysis which included state and program level descriptive analysis of test takers. The data revealed disparities in pass rates among multiple demographics including racial groups and older adults, particularly black test takers.

In the 07/07/2023 Exam Committee Update, recommendation was made to establish a diverse committee to review all relevant information and submit recommendations.

The LABSWE Exam Committee is charged with acquiring and reviewing existing data related to examinations for professional social workers. This committee works to provide recommendations for examination requirements to the board.

Exam Committee Members	
Chair: Jamie Barney, LCSW-BACS	LABSWE Staff Rep: Regina Dewitt, RSW
Jennifer Le Carriere, LMSW	Tameka Long Cohen, CSW
Susan Carville Hutchinson, LCSW	Karen Freeman Price, RSW
Joycelyn Roberts, LCSW, MBA	Michael Rosales, LMSW
Jarnisa Wade, CSW (term 4/19/24)	Nykara Williams, RSW (term 4/19/24)

Meetings:

- Held every 4-6 weeks on Fridays, 9:30am – 11:30am
- FY24 Meetings: 10/13/2023, 11/17/2023, 12/08/2023, 02/16/2024, 03/15/2024, 04/19/2024

Accomplishments of Committee

- Education to committee, social workers, public on the multiple entities and roles in test process.
- Obtained feedback:
 - Public: Townhall 1: December 1, 2022 and Townhall 2: February 2, 2023
 - Invited feedback from stakeholders: five Louisiana institutions with MSW program: Grambling, LCU, LSU, SUNO, Tulane; LACSW; BR ABSW; NO ABSW; North LA ABSW; NASW
 - Received feedback from LSU, BR ABSW, and NASW.
 - An ASWB representative virtually attended each meeting. Provided information on changes to exam, current efforts of ASWB to address disparities, etc.
- Task assignment: efficiency in collecting and disseminating information via task assignments and reported including a) alternative pathways in other states; b) states that eliminated exams and impact of removing exam requirements; c) exam requirements for other LA licenses: counselors, nurses, etc.; d) impact of interstate compact; e) changes made by ASWB since release of data; f) impact on social workers who have already passed exams/credentialed social workers.
- Restructured committee: 2 members removed which should alleviate quorum issues.
- Brainstormed options of exam requirements/licensure requirements for Louisiana

Recommendations for FY25

- Present recommendations to LABSWE on proposed changes to legislation.
- Next meetings: Friday, 5/25/2024 9:30am – 11:30am and Friday, 6/28/2024, 9:30am – 11:30am

**LOUISIANA STATE BOARD OF SOCIAL WORK EXAMINERS
ICTC AD-HOC COMMITTEE REPORT FY24**

Friday, May 17, 2024
8:30 a.m.

18550 Highland Road, Suite B, Baton Rouge, LA 70809

Committee Purpose

The Interstate Compact/Teletherapy Committee was formed to propose recommendations to the Full Board concerning the Interstate Compact and Teletherapy. Objectives include ensuring clarity and consistency in licensing processes across states and addressing the regulation of teletherapy practices.

Committee Members:

- Candice Sorapuru, LCSW-BACS (Committee Chair)
- Tanyaka Cline, LMSW
- Darlene Brooks-Sanville, DSW, LCSW-BACS

Previous Meetings:

- February 16, 2024
- April 11, 2024

Action Items

Completed- Reviewed Interstate Compact model legislation, gathered public comments, and attended town hall meetings.

In Progress- Research best practices and training requirements and monitor legislative progress.

Recommendations

Teletherapy: The committee recommends that teletherapy be considered the same as all practices and must comply with rules and regulations accordingly. They further recommend that the language of the guidance for teletherapy be changed.

Current Language: The Louisiana State Board of Social Work Examiners (LABSWE) recognizes that face-to-face contact for the purposes of providing services is optimal, but that it is not always possible. The Louisiana Social Work Practice Act and the Rules, Standards and Procedures do not include requirements specific to tele-mental health. The same statutes and rules that apply to in-person services applies to services being provided through electronic means. It is the responsibility of the social worker to practice within their scope and to assess whether tele-mental health is an appropriate service for a particular client.

Proposed Changes: The same statutes and rules that apply to in-person services apply to services provided electronically. It is the responsibility of the social worker to practice within their scope and to assess whether tele-mental health is an appropriate service for a particular client.

Interstate Compact: The committee recommends surveying interest in multi-state licensure among social workers. The suggested questions for the poll are:

1. Would you plan to apply for a multi-state license if it were available?
 - Yes
 - No
2. If a multi-state license were available, would you plan to:
 - Apply for the multi-state license only?
 - Apply for a Louisiana license only?
 - Maintain endorsement licenses from multiple states?

Next meeting

Monday, June 3, 2024 at 1:30 p.m.

LABSWE Committee on Rules

SFY 24 Report for May 17, 2024 Board Meeting

- Charge of the committee: To draft proposed rules to the Board for promulgation.
- Committee chair: Evan J. Bergeron
- Names of committee/staff members: Emily DeAngelo, Karen Austin, Keisha Brown, Rebecca Chaisson, Donna Wimberly, Katie Dotie
- Number of meetings conducted/held in FY 24: the committee conducted two meetings in FY 24 concerning various referrals from the Board.
- Goals and accomplishments of the committee:
 - To propose language for rules promulgation within six months of referral;
 - To hold public hearings on proposed drafts of rules;
 - To revise existing chapters of the rules governing the Board and the practice of social work; and
 - To receive proposals from other committees and draft proposed rules for promulgation.
- Recommendations for FY 25:
 - Formalize meeting timelines (no more than four per fiscal year/1 per fiscal quarter)
 - Clear out agenda backlog

LABSWE SUPERVISION COMMITTEE REPORT

FY 24

The LABSWE Supervision Ad Hoc Committee is charged with reviewing Chapter 5 of Title 46 Professional and Occupational Standards for Credentialed Social Workers (Rules, Standards, and Procedures).

The committee prepares drafts of recommended rules pertaining to Supervision for Board consideration. Pursuant to the Louisiana Open Meetings Law, *all meetings were in person and open to the public.*

Topic areas included for the fiscal year of 2024: Supervisor responsibilities, Supervisees' Rights/Responsibilities, Tele-supervision, and Licensing Platform.

The Supervision Committee is comprised of social workers who hold the licensed clinical social work credential and the designation of Board Approved Clinical Supervisor (LCSW-BACS). There are six committee members: Angela Seets, Parker Robinson, Edgar Guedry, Katie Brown, Gina Signorelli (LABSWE Board Supervision Consultant) and Hyacinth McKee (Chair of the Supervision Committee and LABSWE). One committee member resigned in December 2023 due to other commitments. Sara Banks is assigned as contributing staff member with the advisory support from Emily Deangelo, LABSWE Board Administrator.

There was a total of three meetings conducted as of May 17, 2024: December 8, 2023, February 23, 2024, and April 11, 2024. The next meeting is scheduled for June 3, 2024. Future meetings will be scheduled as needed to fulfill the requirement of committee responsibilities. Minutes for all three meetings are archived and are available for review upon request. Each committee member was assigned with the task of submitting findings for the above referenced topic areas for the review and consideration by the full committee.

Goals and Accomplishments of the Committee for FY 24 were as follows:

- Revision of Rule 503 H with the addition of language to support remote tele-supervision.
- Crafting of the definition of "Tele-supervision" and clarifying the definition of in-person supervision for the State of Louisiana
- National research of data on best practices for Supervision
- Collaboration with the National Association of Social Workers: LA chapter on the review of the proposed law HB 865 for Supervision—recommended language to include definition of tele- supervision.
- Approval of Rule 507 that was submitted by the Rules Committee with minor technical revisions and approval from full LABSWE.
- Initial review of the crafting of the Supervision Platform for Covalent

Future Tasks for FY 25:

- Continued work on Supervisor Responsibilities and Professional Development for Supervisors
- Finalizing Supervisee's Rights and Responsibilities
- Continued work to finalize Supervision Platform for Covalent (inclusive of the review of required documentation, forms for supervision with potential collaboration with LABSWE Technology Committee

- Final draft of Chapter 5 in alignment with HB 865 and other laws pertaining to supervision

Anticipated date of completion for committee tasks: Tentatively Winter 2024

Recommendation to LABSWE:

- Supervision committee to continue as an ad-hoc committee with a requirement to meet once annually at a minimum, to serve as subject matter experts for LABSWE in Social Work Supervision.

Respectfully submitted on behalf of committee: _____

Signature/Date

Hyacinth McKee DBH, LCSW-BACS

Chair- LABSWE Supervision Committee

LABSWE Technology Committee SFY 24 Report for May 17, 2024 Board Meeting

- Charge of the committee: To procure a system to replace Certemy.
- Names of committee/staff members: Bora Sunserl, Emily DeAngelo, Sheri Morris, and Hyacinth McKee
- Number of meetings conducted/held in FY 24: >20 meetings which included formal group meetings as well as smaller meetings with legal & vendors, committee chair & vendors, administrator & vendors separately for clarifications related to contract, technology, and/or business processes.
- Goals and accomplishments of the committee:
 - After meeting with and assessing various regulatory solution vendors, the committee recommended two vendors as possible options (a Commercial-off-the-Shelf and a customized solution).
 - The Board selected the customized solution with Covalent Logic for contract award (which was finalized in February 2024).
 - Multiple meetings were held with Covalent resources to discuss their proposed system, contract, design & development (as-is workflows, business process re-engineering, LABSWE's stakeholders/end users' needs, etc.).
 - Developers have begun working on customization and configuration of the replacement system that will be tailored to meet Louisiana's needs.
 - Installation of technology equipment at board office (i.e., additional screen monitors, computers, and new phone system).
 - Reinstitution of Facebook page (social media responsive).
 - Streamlined submission of complaint reports to electronic means.
- Recommendations for FY 25:
 - Continue working with vendor to launch a more robust system.
 - Customization of website and platform with Covalent.
 - Work with Supervision Committee on customization of the new system's Supervision Platform.
 - Acquire a student intern to assist with social media
 - Create a workspace with a computer for board member use, for reviewing and printing documents, while in the office for board business.