

WV Board of Social Work
Board Meeting Minutes

February 15, 2019
WV Board of Social Work

Attendance: Jody Gottlieb, Patricia O'Reilly, Barbara Heasley, Rita Brown, Vickie James, Briana Marino and Mark Weiler

Call to Order- Pat O'Reilly opened the meeting

Welcome/Introductions

Vickie noted that Briana will be leaving as she has been assigned to Military Affairs and Public Safety full time. Mark Weiler was introduced as the Assistant AG who will be representing the Board.

Minutes:

It was M/S/P (Gottlieb//Heasley/all in favor) to approve the January minutes as distributed.

Financial Reports/Purchasing Card:

Members were referred to the monthly line items report in their packets covering the 2019 fiscal year from July 1 to February 12, 2019. The report reflects revenues of \$158,445 and expenditures of \$109,219.35. Members were also referred to another financial report for January which reflects expenditures in relation to projected budget; the ending cash balance for the Board is \$364,303.48.

There were no P Card reconciliation statements for review as the February statement ends at close of business on February 15.

Vickie referred members to the revised P Card 3rd Party Payment Processors section in the Board P Card Policy. This waiver will permit purchases through Amazon or utilizing the P card to pay Logical Operators who use Pay Pal as their payment processor. The Auditor's Office advised us that a blanket exemption could be utilized for each occurrence, provided that the policy reflects that exemption. It was M/S/P (Gottlieb/Heasley/all in favor) to utilize the blanket exemption and incorporate the changes in policy.

Personnel-Administrative Assistant Interview

Guests were excused during the interview. Following the interview, it was M/S/P (O'Reilly/Heasley/all in favor) to hire Katelyn Carter as the full time Administrative Assistant at an annual salary of \$30,000. Vickie reported that there will most likely be a delay in a start date as the Governor's office "swept" the position along with the clerk position despite her memo last month that the Board was in the process of filling the position.

Executive Director Update

Office Operations/Activities: Vickie reported that the past month has been difficult with only one person staffing the office but that renewals and new applications are getting out within ten business days.

Equipment Needs: Due to lack of support at the end of the year for our Windows programs, the Board will either need to risk continuing using Windows 7 without Microsoft support or replace at least two of the computers and possibly 3 in order to upgrade to Windows 10 (one computer is already at Windows 10 but Warren will check on the age of the computer and expected longevity). It was M/S/P (O'Reilly/Heasley/all in favor) to approve the purchase of three computers and related equipment.

Legislature/Bills of Interest: Members were referred to the tracking list in their packet and Vickie addressed the status of the several bills proposed affecting licensing Boards. In the member packets, correspondence from ASWB was included which provided information on social work licensing in response to SB 492, the Occupational Licensing Consumer Choice Act.

ASWB Policy on Testing – Vickie reported that she and Dwight Hymans have been playing phone tag in follow up to the discussion on alternative testing. Additionally, she has not had time to research the other state's different levels yet. Rita also noted that she intended to set up another meeting with Linda Watts in April.

In Lumon Software Demonstration- Following discussion, there was interest in seeing a demonstration. Vickie will schedule one for the April meeting.

Provisional License Requests

One application was presented-Tyler Walls who has a degree in Child and Family Studies. It was M/S/P (Heasley/Gottlieb/all in favor) to approve the applicant for a Provisional License.

Other License Requests

Four requests were presented: 1) Cathryn Male Donaway, who is asking for reinstatement after letting license lapse in 2013; 2) Janet Sterling who is an Emeritus Licensee and working on a short term two to three month project with concerns some weeks she may have more than 20 hours per week; 3) Ophelia Mitchell is a Provisional License who is set to expire in June 2019 but will not complete her last course until Dec. 2019 4) Vickie brought the case of an applicant-Joel Piper to the Board as he has a WV license and is practicing within the VA in NC, and had submitted a clinical supervision contract to WV; she requested clarity on her approval of this contract. Following discussion, it was M/S/P (Heasley/Gottlieb/all in favor) to approve all four requests and Vickie will follow up with correspondence.

Working Group Needs/Assignments/Tasks-planning session

Not addressed due to time constraints

Next meeting date: April 18, 2019 at 11:00 am. at the Board offices.

Meeting Adjourned: It was M/S/P (Gottlieb/O'Reilly/all in favor) to adjourn.

Respectfully Submitted,
Vickie James, Executive Director