

**SOCIAL WORK SECTION
MEETING MINUTES
JULY 18, 2012**

PRESENT: Eric Alvin, Nicholas Smiar, Barbara Viste-Johnson

EXCUSED: Daryl Wood

STAFF: Dan Williams, Executive Director; Colleen Baird, Legal Counsel; Kimberly Wood, Bureau Assistant; Sharon Henes, Paralegal; and other Department staff

GUESTS: Cindy West and Daryl Haessig, Upper Iowa University; Rhoda Miller and Laurie Bartels, Ottawa University – Milwaukee; Charles Zastrow, George Williams College; Marc Herstand, NASW-WI Chapter; Mary Weeden, Concordia University Wisconsin; Michael Wallace, University of Wisconsin – Whitewater/Wisconsin Council on Social Work Education (WCSWE)

CALL TO ORDER

Eric Alvin, Chair, called the meeting to order at 9:14 a.m. A quorum of three (3) members was present.

APPROVAL OF AGENDA

Amendments to the Agenda:

- **Item “R” (open session)** Under the context of the item titled “R. Items Received After Printing of the Agenda; 10) Education and Examination Matters” **ADD:** “Review of Social Worker Training Certificate (SWTC) Syllabi for Approval; Ottawa University SWTC Syllabi for HUS 40555: Human Services Skills and Techniques III”. *This item will be deliberated under the topic titled: “E. Review of Social Worker Training Certificate Syllabi”.*
- **Item “V” (closed session)** **REMOVE** the agenda item titled “V. Application Reviews; 1) 2:00 P.M. APPEARANCE – Michael Braxton, Applicant: Application for Advanced Practice Social Worker (LCSW)”

MOTION: Nicholas Smiar moved, seconded by Barbara Viste-Johnson, to approve the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES OF MAY 17, 2012

MOTION: Nicholas Smiar moved, seconded by Barbara Viste-Johnson, to approve the minutes of May 17, 2012 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Dan Williams reported on the following administrative matter:

- The Division of Board Services implemented a new policy which requires submission of open session items 24 hours in advance of a meeting, or 72 hours prior in cases of Monday meetings.
- The annual election of officers will no longer be conducted in the fall of each year; rather elections will be conducted at the first meeting of each calendar year.
- Katie Koschnick has been appointed as the Administrator of the Division of Board Services (DBS), and former DSB Administrator, Kelli Kaalele, has assumed responsibility over the Divisions of Safety & Buildings and Environmental & Regulatory Services.
- Division of Enforcement Screening Policy: The Section will receive a report on this topic at its next meeting.

**REVIEW OF SOCIAL WORKER TRAINING CERTIFICATE (SWTC)
SYLLABI FOR APPROVAL:**

MOTION: Nicholas Smiar moved, seconded by Barbara Viste-Johnson, to request that the listing of approved SWTC courses provided on the Department website be updated by no later than August 15, 2012. Motion carried unanimously.

1) **St. Norbert College Social Worker Training Certificate Syllabi: Sociology 242**

MOTION: Nicholas Smiar moved, seconded by Barbara Viste-Johnson, to approve the SWTC syllabi for SOC 242: Social Work Practice with Groups and Families, at St. Norbert College, with the proviso that the NASW Code of Ethics and MPSW 20, Wis. Admin. Code, code of conduct, be included as required text, and include in the course schedule under values and ethics. Motion carried unanimously.

2) **UW-Stout Social Worker Training Certificate Syllabi: SOCWK 440 and SOCWK 450**

MOTION: Nicholas Smiar moved, seconded by Barbara Viste-Johnson, to approve the SWTC syllabi for SOCWK 440 Social Work Practice with Families/Groups, and SOCWK 450 Social Work Methods III: Macro Practice Communities and Organizations, as meeting the requirements for obtaining the Social Work Training Certificate. Motion carried unanimously.

3) **Ottawa University Social Worker Training Certificate Syllabi: HUS 40555 – Human Services Skills and Techniques III**

Rhoda Miller and Laurie Bartels, Ottawa University, were present at the meeting and answer questions posed by the Section.

MOTION: Nicholas Smiar moved, seconded by Barbara Viste-Johnson, to approve the SWTC syllabi for HUS 40555: Human Services Skills and Techniques III, from Ottawa University as meeting the requirements for obtaining the Social Work Training Certificate, with the proviso that the NASW code of ethics and MPSW 20, Wis. Admin. Code, code of conduct, be included as required text, and that ethics appears in the course schedule including application of the codes. Motion carried unanimously.

**DISCUSSION OF MATTERS RELATING TO THE ASSOCIATION OF
SOCIAL WORK BOARDS (ASWB)**

Dan Williams indicated that the proposed ASWB appearance date is tentatively planned for September 2012. The Section discussed topics that it wishes to address during the ASWB appearance and identified the following topics:

- Disciplinary Action Reporting System (DARS)
- ASWB examination pass rates

**SECTION DISCUSSION AS TO THE POTENTIAL LOSS OF INSTITUTIONAL KNOWLEDGE
UPON SECTION MEMBER DEPARTURES**

Review and Discussion of Possible Updates to the “Social Work Section File Review” Materials Folder; and Discussion and Clarification of Licensed Clinical Social Work (LCSW) Licensing Procedures

The Section reviewed information outlining curriculum for master’s level course work provided by various schools at the request of the Section.

MOTION: Barbara Viste-Johnson moved, seconded by Nicholas Smiar, that Department staff contact Loyola University - Chicago, University of Illinois - Chicago, Aurora University, and University of Chicago, for a list of master’s level clinical courses and their psychopathology courses. Motion carried unanimously.

CONSIDERATION OF WISCONSIN INDIAN CHILD-WELFARE ACT

Nicholas Smiar informed the Section that an informal group of Indian nations, comprised of representatives of the Ojibwe (*Ojibwe (also Ojibwa or Ojibway)* Tribe, HoChunk Tribe, Lac Courte Oreilles Tribe, and Redcliff Tribe, raised a concern about the lack of knowledge from social workers regarding the Indian Child-Welfare Act (ICWA). The Section discussed the possibility of adding questions to the jurisprudence exam relating to ICWA. During discussion the Section also considered the possibility of conducting a review of the jurisprudence exam. Aaron Knautz joined the meeting to address the Section’s inquiry.

DISCUSSION OF POSSIBLE WEBSITE IMPROVEMENTS AND REVIEW OF FREQUENTLY ASKED QUESTIONS RELATING TO THE SCOPE OF PRACTICE OF SOCIAL WORK

The Section discussed the scope of practice FAQs on the Department website and noted issues relating to name changes and tracking in terms of professional regulation. Colleen Baird briefly discussed her research regarding this matter and the drafting of a FAQ on this topic. She added that the Department is moving toward a more definitive policy regarding responses to practice FAQs.

DISCUSSION OF SOCIAL WORK EDUCATORS AND TRAINERS CHOOSING NOT TO MAINTAIN PROFESSIONAL CREDENTIALS IN WISCONSIN AND COMMUNICATION METHODS

The Section discussed the choice of social work educators and trainers not to maintain professional credentials in Wisconsin. During the course of discussion Marc Herstand, NASW – WI Chapter; Chuck Zastrow, George Williams College; Mary Weeden, Concordia University Wisconsin; and Michael Wallace, University of Wisconsin – Whitewater/WCSWE, provided comments about whether social work educators should maintain professional credentials.

MOTION: Barbara Viste-Johnson moved, seconded by Nicholas Smiar, to request that Colleen Baird draft a scope of practice FAQ relating to whether social work faculty or educators are required to hold current certification or licensure, and to authorize Nicholas Smiar to assist in the drafting this item. Motion carried unanimously.

**CONSIDER DRAFTING SECTION LETTER OF APPRECIATION FOR DARYL WOOD,
FORMER PUBLIC MEMBER**

MOTION: Nicholas Smiar moved, seconded by Barbara Viste-Johnson, that the Chair of the Section draft and send a letter of appreciation to Daryl Wood, public member, in appreciation of his many years of dedicated service, and his length of service on the Section. Motion carried unanimously.

SECTION CREATION AND PRIORITIZATION OF GOALS FOR 2012

The Section deferred discussion of this topic to the September 2012 meeting.

**DISCUSSION AND REVIEW OF MPSW JOINT BOARD GOALS FOR 2012 AND
CONSIDERATION OF 2013 GOALS**

The Section briefly discussed the MPSW Joint Board Goals for 2012 and 2013.

**SOCIAL WORKER TRAINING CERTIFICATE (SWTC) RULES
STATUS OF IMPLEMENTATION**

The Section discussed the status of implementation and web publication of its new SWTC application forms. The Section discussed the timeframes surrounding publication and release of these application forms. Charles Zastrow, George Williams College, provided comments during the course of discussion.

MOTION: Barbara Viste-Johnson moved, seconded by Nicholas Smiar, to authorize Eric Alvin to review and approve the remaining forms for the SWTC, specifically the learning contract and supervisory form for posting on the website. Motion carried unanimously.

SCREENING PANEL REPORT

Eric Alvin reported that the screening panel met in June 2012, reviewed nine (9) cases, postponed one (1) case, closed six (6) cases, and opened two (2) cases. He added that the screening panel met again today, prior to the Section meeting, reviewed two (2) cases, opened one (1) case and closed one (1) case.

INFORMATIONAL ITEM(S)

The Section discussed its two vacant seats. Dan Williams indicated that he has not received information of any appointment prospects. Nicholas Smiar reported that he has received information regarding an interested party.

ITEMS RECEIVED AFTER PRINTING OF THE AGENDA

- 1) Introductions, Announcements, and Recognition – *None*.
- 2) Administrative Matters – *None*.
- 3) Class 1 Hearings on Denial of Applications for Licensure – *None*.
- 4) Presentations of Petition(s) for Summary Suspension – *None*.
- 5) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s) – *None*.
- 6) Presentation of Proposed Final Decision and Order(s) – *None*.
- 7) Review for Approval: Psychometric Testing – *None*.
- 8) Informational Item(s) – *None*.
- 9) DOE Matters – *None*.

10) **Education and Examination Matters**

a. *Review of Social Worker Training Certificate (SWTC) Syllabi for Approval:*

This item was deliberated under item “E. Review of Social Worker Training Certificate (SWTC) Syllabi for Approval”.

- 11) Credentialing Matters – *None.*
- 12) Practice Questions/Issues – *None.*
- 13) Legislation/Administrative Rule Matters – *None.*
- 14) Liaison Report(s) – *None.*
- 15) Speaking Engagement(s), Travel, or Public Relation Request(s) – *None.*

CONVENE TO CLOSED SESSION

MOTION: Barbara Viste-Johnson moved, seconded by Nicholas Smiar, to adjourn to closed session pursuant to Wisconsin Statutes 19.85(1)(a)(b)(f) and (g), to review applications, deliberate on proposed stipulations, deliberate on administrative warnings; deliberate on hearings or appearances for denial of applications; review monitoring cases; review DOE cases, and consult with legal counsel. Roll Call Vote: Eric Alvin-yes; Nicholas Smiar-yes; and Barbara Viste-Johnson-yes. Motion carried unanimously.

The Section convened into Closed Session at 11:57 a.m.

RECONVENE TO OPEN SESSION

MOTION: Nicholas Smiar moved, seconded by Barbara Viste-Johnson, to reconvene into open session. Motion carried unanimously.

The Section reconvened into Open Session at 4:01 p.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION IF VOTING IS APPROPRIATE

REVIEW OF ADMINISTRATIVE WARNING(S)

1) **1:00 P.M. APPEARANCE – L.K.A.: 11 SOC 086**

Susan Gu, DOE Prosecuting Attorney; L.K.A., Respondent; and the respondent’s attorney, Joseph Guidote, appeared before the Section to present oral arguments relating to the review of the administrative warning issued in case number 11 SOC 086.

MOTION: Barbara Viste-Johnson moved, seconded by Nicholas Smiar, to reaffirm the issuance of the administrative warning issued in case number 11 SOC 086. Motion carried unanimously.

(Colleen Baird informed L.K.A., Respondent, and representation for the Respondent, Attorney Joseph Guidote, of a possible conflict of interest on the part of one of the Section members. Attorney Guidote acknowledged the potential conflict and indicated no objection to the Section member participating in the matter and voting on the final outcome.)

2) **1:25 P.M. APPEARANCE – T.J.K.: 12 SOC 052**

Susan Gu, DOE Attorney, appeared on behalf of Prosecuting Attorney, Chad Koplien. T.J.K., Respondent, also appeared before the Section. Both parties presented oral arguments relating to the review of the administrative warning in case number 12 SOC 052.

MOTION: Nicholas Smiar moved, seconded by Barbara Viste-Johnson, to rescind the issuance of the administrative warning issued in case number 12 SOC 052, and to close for prosecutorial discretion (P2). Motion carried unanimously.

**DELIBERATION ON PROPOSED STIPULATIONS,
FINAL DECISIONS AND ORDERS**

MOTION: Barbara Viste-Johnson moved, seconded by Nicholas Smiar, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order in the matter of disciplinary proceedings against John S. Clark (12 SOC 051), Patricia K. Danielson (12 SOC 054), Cynthia Harper-Scott (12 SOC 041), Debra L. Kutchera (12 SOC 070), and Carol A. Stefanik (12 SOC 002). Motion carried unanimously.

DELIBERATION ON PROPOSED ADMINISTRATIVE WARNINGS

MOTION: Barbara Viste-Johnson moved, seconded by Nicholas Smiar, to issue administrative warnings in the matter of the case numbers 12 SOC 027, 12 SOC 029, 12 SOC 048, 12 SOC 049, 12 SOC 053, 12 SOC 055, 12 SOC 056, 12 SOC 060, and 12 SOC 067. Motion carried unanimously.

REVIEW AND APPROVAL OF APPLICATIONS

The Section reviewed pending application files for licensure or certification.

DIVISION OF ENFORCEMENT

1) **Case Status Report**

The Section reviewed a report detailing its pending enforcement cases.

2) **Case Closings**

12 SOC 073

MOTION: Nicholas Smiar moved, seconded by Barbara Viste-Johnson, to refer case number 12 SOC 073 back to DOE for further review. Motion carried unanimously.

11 SOC 010

MOTION: Barbara Viste-Johnson moved, seconded by Nicholas Smiar, to close case number 11 SOC 010, against G.E. for prosecutorial discretion (P3), and against W.D., for prosecutorial discretion (P5-Flag). Motion carried unanimously.

DOE – SIGNATURE COLLECTION

Signatures were collected for all applicable enforcement documents.

ADJOURNMENT

MOTION: Barbara Viste-Johnson moved, seconded by Nicholas Smiar, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 4:06 p.m.