

Annual Report
Fiscal Year 2015

BOARD OF SOCIAL WORK EXAMINERS

July 2015



**DIVISION OF CORPORATIONS, BUSINESS
AND PROFESSIONAL LICENSING**

This Annual Performance Report is presented in accordance with Alaska Statute 08.01.070(1) and Alaska Statute 37.07.080(b). Its purpose is to report the accomplishments, activities, and the past and present needs of the licensing program.

**ALASKA STATE BOARD OF SOCIAL WORK EXAMINERS
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ALASKA STATE BOARD OF SOCIAL WORK EXAMINERS
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IDENTIFICATION OF BOARD

Board of Social Work Examiners-Alaska Statute 08.95.010 Five members are appointed by the Governor- one member licensed under this chapter as a baccalaureate social worker; one member licensed under this chapter as a master social worker; two members licensed under this chapter as clinical social workers; and one public member who has never been licensed under this chapter. At least one of the licensed members must be a person who is not an employee of a federal, state, or local government or of a private nonprofit organization that is exempt from federal income tax.

<u>Board Member</u>	<u>Date Appointed</u>	<u>Reappointed</u>	<u>Term Expires</u>
VACANT Public			3/1/2015
Marilyn B. Kerr, LCSW (Anchorage) Licensed Clinical Social Worker	6/13/2011	3/1/2012	3/1/2016
Danielle F. LaFon (Fairbanks) Licensed Baccalaureate Social Worker	3/1/2014		3/1/2018
Zachary P Paulson (Palmer) Licensed Clinical Social Worker	3/1/2013		3/1/2017
Laura Thiesen, MSW (Glenallen) Master of Social Work	3/1/2010	3/1/2014	3/1/2018

The Board met on the following dates:

September 11th & 12th, 2014-Fairbanks
 December 4th & 5th 2014-Fairbanks
 February 26th & 27th 2015-Anchorage
 May 14th & 15th 2015-Anchorage

Minutes of each meeting are available to the public on the Board website:

<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/SocialWorkExaminers.aspx>

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IDENTIFICATION OF STAFF

Vacant (5/19/2015-Present)

Department of Commerce, Community and Economic Development
Division of Corporations, Business and Professional Licensing
PO Box 110806
Juneau AK 99811-0806
Work: (907) 465-2550
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Angela Parker (9/01/2014-5/19/2015)

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Dawn K Hannasch, Records and Licensing Supervisor (3/1/2015-Present)

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Sher Zinn, Records and Licensing Supervisor (9/01/2014-12/31/2014)

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Michelle Johnston, Records and Licensing Supervisor (07/01/2014-8/30/2014)

Department of Commerce, Community and Economic Development
Division of Corporations, Business and Professional Licensing
PO Box 110806
Juneau AK 99811-0806

Michele Wall-Rood, Investigator

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NARRATIVE STATEMENT

The Board of Social Work Examiners continued to execute its core function during FY 2015, which is the protection of the public. This was done through reviewing licensure applications and continuing education programs in a timely fashion. All reviews have the common goal of maintaining the professional standards established in Alaska's Social Work Licensing Statutes. The Board has been without a public member since March, 2015. The staff position is also currently vacant and has been since May, 2015.

During fiscal year 2015, the Board met for face-to-face meetings four times. A quorum was reached for all meetings. The meetings were held in Anchorage and Fairbanks. The activities of the Board are intended to support of protection of the public and maintain professional standards. These activities included reviewing regulations; responding to questions about licensing and continuing education; monitoring complaints and related investigations regarding licensees; and conducting a continuing education audit of licensees.

The Board maintained their involvement with the Association of Social Work Boards (ASWB) with attendance at the annual meeting and the spring education meeting. The annual meeting reviewed a draft of Technology Standards, discussed Governance Task Force and Bylaws, and carried out business to meet the mission which is to strengthen protection of the public by providing support and services to member boards. The spring educational meeting focused on mobility and how it relates to electronic communication and practice. One board member attended the new board member training.

Maintaining communication with organizations that have interest in the Board's actions is of utmost importance to the Board. These organizations include the National Association of Social Workers, Alaska chapter (NASWAK) and the Association of Social Work Board's (ASWB). The board now has a liaison member with NASWAK and university system.

On two occasions, in March and April, a board member presented to bachelor and master level social work classes at University of Alaska, Anchorage, the information for the Pathway to Licensure. The Board will present at the 2015 biennial NASW conference in August 2015.

The Board continued to review statutes and regulations, identifying changes that would execute its core function. The Board adopted three amendments to professional regulations. 12AAC 18.150 amended the *Code of Ethics of the National Association of Social Workers*, 2008 edition as the code of ethics for social workers licensed in this state. 12 AAC18.160 amended the *Social Work Practice Act Model Law Task Force 1996-1997* amendments 1998-2012 as the standards of practice for social workers in this state. Finally, 12AAC 18.210 was amended to add a new subsection that no more than 12 contact hours of continuing education activities required under this section may be completed in one day.

The board is updated quarterly about the financial status of the board. The Board has repeatedly expressed concern about the increase in indirect costs and the potential need to increase the licensure renewal fee in FY 2016. The Board is exploring options for teleconferencing and other means of holding meetings to minimize costs.

The Board works with the State of Alaska department staff members on continuing improvements.

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BUDGET RECOMMENDATIONS FOR FY 2016

TRAVEL REQUESTS: Rank in order of the board’s priority. Provide the best estimates based on past actuals and seasonal trends in travel, such as summer hotel rooms or increased fuel costs. Calculate on full costs and note any third-party fiscal offsets. Expand the tables below as needed.

Board Meetings

Date	Location	# of Board Members	# of Staff	Total Estimated Cost (total of airline, hotel, mileage, M&IE, parking, rental car, taxi, etc.)
08/2015	Anchorage	5	2	4700.00
10/2015	Anchorage	5	1	3700.00
01/2016	Anchorage	5	1	3700.00
03/2015	Anchorage	5	1	3700.00

Travel Required to Perform Examinations

Date	Location	# of Board Members	# of Staff	Total Estimated Cost (total of airline, hotel, mileage, M&IE, parking, rental car, taxi, etc.)
	N/A			
Description of meeting and its role in supporting the mission of the board:				
Description of meeting and its role in supporting the mission of the board:				

Out-Of-State Meetings and Additional In-State Travel

Rank in order of the board’s priority. “Reimbursement” refers to payment to the division to cover travel costs. “Direct” refers to an offer by a company to secure travel arrangements on behalf of the board member.

Rank	Date	Location	# of Board Members	# of Staff	Total Estimated Cost		Total Potential Third-Party Offset
					(total of airline, hotel, mileage, M&IE, parking, rental car, taxi, etc.)	Conference Fee	<input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Direct
1	March 2016	Unknown	1	1	\$6000	\$500	
	Description of meeting and its role in supporting the mission of the board: New board member training is required by the Association of Social Work Boards (ASWB). It introduces new board members and staff to the social work statutory, public and ethical obligations of the board. ASWB is an integral part of Alaska’s social work regulations. Alaska uses their model social work practice act as their standards of practice, accredited schools for acceptance of applications, and social work licensure examinations.						
2	November, 2015	Ft. Lauderdale, Florida	1	0	\$2100	\$200	<input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Direct
	Description of meeting and its role in supporting the mission of the board: ASWB annual meeting reviews the operations and governance of the organization. It is also to advocate and remain updated on evolving issues, including testing processes, ethics, continuing education and elect officers. November 5-7 2015						
3	April, 2016	Jersey City, New Jersey	1	0	\$2350	\$200	<input type="checkbox"/> Reimbursement <input type="checkbox"/> Direct
	Description of meeting and its role in supporting the mission of the board: The major focus of the spring meeting is to provide education on current issues confronting all social work boards.						

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BUDGET RECOMMENDATIONS FOR FY 2016 CONTINUED

NON-TRAVEL BUDGET REQUESTS

Dues/Memberships/Resources/Online Training/Teleconferences/Examination Contracts

Provide details of the budgetary request. Break down into specific events, where applicable.

Product or service: ASWB Yearly Membership Dues	Provider: Association of Social Work Boards	Cost per event: \$500.00
Description of item and its role in supporting the mission of the board: ASWB is vital to board regulations and the licensure application process. There is no cost for new board member training.		
Product or service:	Provider:	Cost per event:
Description of item and its role in supporting the mission of the board:		
Product or service:	Provider:	Cost per event:
Description of item and its role in supporting the mission of the board:		

Other Items with a Fiscal Impact:

Product or service: N/A	Provider:	Cost per event:
Description of item and its role in supporting the mission of the board:		
Product or service:	Provider:	Cost per event:
Description of item and its role in supporting the mission of the board:		

Summary of FY16 Fiscal Requests

Board Meetings	\$15,900
Travel for Exams	\$0.00
Out-Of-State and Additional In-State Travel	\$11,350
Dues/Memberships/Resources/Online Training/Teleconferences	\$500
Total Potential Third-Party Offset	\$1800
Other	
Total Requested:	\$25, 950

Additional information:

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ANTICIPATED PROPOSED LEGISLATION FOR FY 2016

Complete one sheet per legislative proposal

Focus Area (Check all that apply)

- Economic Development
- Government Within Our Means
- National Regulatory/Industry Changes
- Enhance Public Protection

- 1. Subject and Proposed Language (include intent and statutory reference)**
- 2. Explain the benefits the proposed legislation would provide.**
- 3. Explain the consequences, if any, of not implementing the proposed statutory change.**
- 4. Describe any potential negative impacts of this legislation and how they would be minimized.**
- 5. Who do you anticipate will support the bill and why? Include municipalities, groups, etc...**
- 6. Who do anticipate will oppose the bill and why?**
- 7. What other state departments will be affected by this legislation? Have you discussed the impact with the affected departments, and if so who and do they support this bill?**
- 8. Identify and describe any previous state or federal legislation or similar efforts in other states which affect or relate to this proposal.**
- 9. Has this bill topic been previously introduced in the legislature? If so, what was the final outcome and why?**
- 10. In the event questions should be raised during review of this request, please indicate below which board member should be contacted:**

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ANTICIPATED REGULATIONS FOR FY 2016

Briefly explain any regulations projects that the board expects to propose this fiscal year.

None at this time.

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GOALS AND OBJECTIVES FOR FY 2016

The core function of the Board of Social Work Examiners is to protect the public and maintain professional standards.

List the board's FY15 goals and objectives and how they were met:

1. Review applications for licensure by credentials/examination at the meetings and/or by mail vote. The Board will continue to license at all levels identified in statute.

The Board met regularly to review applications and questions from applicants/licensees. Mail ballots are used, as needed.

2. Review and evaluate the social worker examination and licensing process and insure that business is conducted in a timely manner. Explore regulations regarding examination expiration times.

Maintained relationship with ASWB with attendance at new board member/staff training and meetings to remain apprised of changes in practice and licensing. Provided outreach to prospective graduates of Social Work programs information through a Path to Licensure presentation.

3. Report disciplinary actions to the Public Protection Database (PPD) of the Association of Social Work Boards. Continue with public protection as the main goal of the board.

The Board used the resources offered by the investigations staff to review jurisdictional questions and guide disciplinary sanctions.

4. Hold a minimum of three face-to face meetings in FY 2015. The Board will hold additional face-to face meetings as needed.

The board met four times for face-to-face meetings in FY 2015.

5. Maintain full board membership at all times.

The board has been without a public member since January, 2015 and advocated for an appointment to this position. Board members have encouraged others to apply to the Governor for membership to the Board as there are board members who will reach the term limits.

6. Review the revenues and expenditures of Board business and work with the Division to ensure that the license fees be set at a level to equal costs of conducting board business. Continue to work with the Administration, the Division, and the Legislature to resolve travel authorization funding barriers and delays.

Department personnel reported revenues and expenditures at all meetings and addressed the financial questions/concerns of the Board.

7. Send board members and staff to various national and regional trainings and conferences, including new Board Member Training, by the Association of Social Work Boards and NASWAK.

The Board sent one member to new board member to training through the ASWB and representatives to the ASWB annual meeting and education meeting in an effort to remain informed about changes in practice, problems or threats/solutions in the application process and examinations and train new board members.

8. In order to maintain communication with NASW, Alaska Chapter, and the Office of Children's services, as well as any other organization associated with social work, continue to invite their representatives to attend meetings. Maintain relationships through a board liaison with NASWAK and the UA schools of Social Work.

The Board has liaisons for NASWAK and UA Schools of Social Work.

9. Make recommendations for statute and regulations changes as necessary.

The Board adopted three amendments to professional regulations and will continue to identify changes that may be necessary to execute the core function of the Board.

10. Continue to improve communication with licensees via the Division of Occupational Licensing website and Board liaisons.

The Division updates the website constantly. Licensees are encouraged to use the website to find answers to questions regarding licensing. Unfortunately, licensees do not use the website for information as they could.

11. In order to increase communication with the public about social work licensing and with social workers regarding licensure, the Board will move meeting to different cities and possibly in conjunction with the state conference.

Meetings were held in Anchorage and Fairbanks to offer the opportunity to involve public and other social worker input at meetings.

12. The Board will continue to collect data and information regarding a new level of licensure at the Associate level.

At this time the Board is not pursuing the level of licensure.

List the board's FY16 goals and objectives. Include any strengths, weaknesses, opportunities, and threats, as well as any resources needed:

1. Review applications for licensure by credentials/examination at the meetings and/or by mail vote. The Board will continue to license at all levels identified in statute.
2. Review and evaluate the social worker examination and licensing process and insure that business is conducted in a timely manner. Explore regulations regarding examination expiration times.
3. Report disciplinary actions to the Public Protection Database (PPD) of the Association of Social Work Boards. Continue with public protection as the main goal of the board.
4. Hold a minimum of three face-to face meetings in FY 2015. The Board will hold additional face-to face meetings as needed.
5. Maintain full board membership at all times. Advocate for a staff position.
6. Review the revenues and expenditures of Board business and work with the Division to ensure that the license fees be set at a level to equal costs of conducting board business. Continue to work with the Administration, the Division, and the Legislature to resolve travel authorization funding barriers and delays.
7. Send board members and staff to various national and regional trainings and conferences, including new Board Member Training, by the Association of Social Work Boards and NASWAK.
8. In order to maintain communication with NASW, Alaska Chapter, and the Office of Children's services, as well as any other organization associated with social work, continue to invite their representatives to attend meetings. Maintain relationships through a board liaison with NASWAK and the UA schools of Social Work.
9. Make recommendations for statute and regulations changes as necessary.
10. Continue to improve communication with licensees via the Division of Occupational Licensing website and Board liaisons.
11. In order to increase communication with the public about social work licensing and with social workers regarding licensure, the Board will move meeting to different cities and possibly in conjunction with the state conference.

In order to join the state in a time of austerity, list the top three areas where the board believes this licensing program could reasonably reduce its costs or services.

The Board makes every effort to reduce its costs, appreciating the financial constraints of the state.

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SUNSET AUDIT RECOMMENDATIONS

Date of last Legislative Audit: September 30, 2009

Board sunset date: June 30, 2018

Audit Recommendation #1:

The Division's professional licensing administrative officer should take steps to improve administrative staff

Action taken: The division is working with the office of Admin to complete a reclassification audit, this is ongoing. The divisions hopes are that the Occupational Licensing Examiner position with be re-classed to a higher range, thus allowing the division to hire and to maintain the hire caliber of employee that it desires to provide to the Board as support staff.
Next Steps: On going
Date completed: On going

Audit Recommendation #2:

Action taken:
Next Steps:
Date completed:

Audit Recommendation #3:

Action taken:
Next Steps:
Date completed:

Audit Recommendation #4:

Action taken:
Next Steps:
Date completed: