

**Minutes of the Strategic Planning Meeting of the
Louisiana State Board of Social Work Examiners
September 17, 2021**

Ruth Weinzettle, LCSW, Chairperson, called the meeting to order at 1:17 p.m. on Friday, September 17, 2021. The meeting was conducted at the Board office and streamed via conference and all interested parties were provided the information to join the meeting. The allowance of a video conference is authorized by Proclamation 30 JBE 2020, Section 4 as extended by subsequent executive proclamations including 75 JBE 2020. Emily DeAngelo, Administrator, and Sheri Morris, Legal Counsel, were present for the meeting.

Carla Moore, LMSW, conducted roll call. Board members present at the time of roll call included Evan Bergeron, Consumer Member, Ruth Weinzettle, LCSW, and Carla Moore, LMSW. Hyacinth McKee, LCSW, and Ada Nelson, RSW, participated via videoconference.

Members of the public in attendance that we are aware of are on the attached list.

AGENDA

Motion was made by Evan Bergeron, seconded by Jamie Barney and unanimously carried, to approve the agenda.

PUBLIC COMMENTS

There were not any public comments.

POLICY AND PROCEDURE MANUAL

Policy and procedure manual needs to be revised and updated.

Motion was made by Evan Bergeron, seconded by Carla Moore and unanimously carried, to establish a three-person ad hoc policy and procedure committee. There were no public comments.

Ruth Weinzettle appointed Jamie Barney, Carla Moore and Emily DeAngelo to serve on the committee.

STANDING COMMITTEES

Board members discussed and agreed that there should be two standing committees, the Rules Committee and Legislation Review Committee. Evan Bergeron suggested that appointments to committees be made annually and that persons have an opportunity to express interest in joining committees. It was recommended that a description of committees be added to the policies and procedures manual. No further action taken at this time relative to standing committees.

CERTEMY CONTRACT REVIEW

Emily DeAngelo, Administrator, provided an update on Certemy. Certemy's maintenance window time needs to be added to the website. Certemy still not have a date established for the authorize.net integration. This integration will remove the step of licensees uploading a receipt for paying the licensing/renewal fee. The configuration change for the pop up asking if the CEU being entered should be duplicated has taken place. The ability to edit CEUs is set up for the 2022 renewal period. The disciplinary action has been added to the search feature, but the publications have not been uploaded because LABSWE staff is not available to do so at this time. Other issues that have been observed include problems with the issuance of license numbers and other glitches. A product change request has been submitted by Mary Alice Olsan, Certemy Senior Vice President of Client Services to Certemy administration.

When users complete their renewal, they are assigned a renewal workflow. Licensees who completed the renewal prior to the configuration change in 2021 will have CEUs entered into the old configuration when they renew in 2022. Licensees who renewed after the configuration change will have the new workflow during the 2022 renewal period. In order for all licensees to have the same configuration, all CEU information that licensees have uploaded for the current collection period would be erased. Board suggested that all licensees having the same configuration may be the better option if configuration changes can be completed within a reasonable amount of time. Board requested a date from Certemy by which the configuration changes would be made.

Information that contributed to the change from Covalent to Certemy. Covalent did not have an option in their package for supervision and disciplinary modules and there was a bid put in for the cost of development of those modules; there were ongoing issues with CSW licensure and ethics being required every other year; and there was an issue with staff turnover so there was a need to repeatedly educate Covalent staff on LABSWE needs. Certemy presented supervision and discipline modules that were not offered by Covalent and played a role in the decision to transition to a different platform. The disciplinary module has not been rolled out for LABSWE.

Review of the contract demonstrated that LABSWE is currently entering year two of a five year contract with Certemy. The contract period is October 1 to September 30 so an invoice will be received for cost of year two of the platform. Part 9 of the contract, Termination, states that information regarding a breach of contract must be submitted and Certemy must be given time to address it. Issues with Certemy will be documented in writing and submitted to board attorney prior to September 24, 2021. That information will be consolidated by the board attorney and sent to Certemy so that LABSWE's issues with the system are clearly communicated in writing.

Public comments on the issue were heard.

LABSWE OFFICE RESPONSE TIME TO LICENSEES/PUBLIC

Prior to issues with LABSWE staffing, response time to inquiries from the public was 48 hours. Currently, LABSWE has requested that inquiries to the Board are submitted by email. Board office states anticipation that response time is improved as new staff persons are trained. The Board thanked the public for their patience.

PUBLIC COMMENTS DURING MEETINGS

During ongoing COVID emergency public participation for LABSWE meetings is remote. LABSWE Board attorney counseled that current legislation does not directly address. Generally, board is required to record virtual meetings, allow comments, and include that in meeting records.

LABSWE board attorney recommended that the State Bond Commission Public Comment Rules be used as a guideline to develop proposed rules for public comments to be added to the Rules, Standards and Procedures for social workers. The Rules Standing Committee will review this document for incorporation into LABSWE rules.

Motion was made by Evan Bergeron, seconded by Ada Nelson and unanimously carried, to adjourn the meeting. The meeting adjourned at 2:32pm.

Ruth Weinzettle, LCSW-BACS
Chairperson

Jamie Barney, LCSW-BACS
Secretary-Treasurer