



STATE OF MICHIGAN

DEPARTMENT OF COMMUNITY HEALTH
LANSING

RICK SNYDER
GOVERNOR

OLGA DAZZO
DIRECTOR

MICHIGAN BOARD OF SOCIAL WORK MEETING OF MARCH 22, 2011

APPROVED MINUTES

In accordance with the Open Meetings Act, 1976, PA 267, as amended, the Michigan Board of Social Work met in regular session on March 22, 2011 in the Ottawa Building, 611 West Ottawa Street, Upper Level Conference Center, Conference Room 4, Lansing, Michigan.

CALL TO ORDER

Anwar Najor-Durack, MSW, LMSW, Vice Chairperson, called the meeting to order at 9:38 a.m.

Members Present: Anwar Najor-Durack, MSW, LMSW, Vice Chairperson
Merry Battles, LMSW, CAAC
E. Jane Hayes, LMSW
Michele Brock, LMSW
Pamela Manela, LMSW
Michelle Woods, Public Member
Eleanor Blum, Public Member

Members Absent: Heather Adams Bell, Public Member
Matthew Wojack, LMSW, Chairperson

Staff Present: Starla Walter, Secretary, Health Regulatory Division
Rae Ramsdell, Director, Health Regulatory Division
Robert Jenkins, Assistant Attorney General

Others Present: Claude Rodgers
Howard Spence, JD
Bridget Smith, Assistant Attorney General
Maxine Thome - NASW-MI
Robin Mingus - NASW MI

INTRODUCTION OF NEW MEMBER

Najor-Durack introduced new member, Eleanor Blum, to the Board of Social Work. The Board members welcomed Blum.

APPROVAL OF MINUTES

MOTION by Woods, seconded Hayes, to approve the minutes of the November 23, 2010 meeting as presented.

MOTION PREVAILED

APPROVAL OF AGENDA

MOTION by Woods, seconded by Brock, to approve the agenda with the following amendments:

Under New Business, letter B replace Resolution with ACE Training and move the rest as:

- C. Resolution – Munson
- D. Election of Officers
- E. Department Update
 - i. Michigan Provider Credentials Center (MiPCC)
 - ii. Revised DSC Master Resolution

MOTION PREVAILED

OLD BUSINESS

CE Committee and Collaborative Report

Brock stated that there needs to be more discussion regarding home study in Michigan. The licensing board is reviewing the rules to determine how home study will be defined in the future. Brock also mentioned that the other issue being brought up is a lack of clarity of the roles of the Board, Collaborative and administration of Collaborative. Najor-Durack stated that licensed social workers are confused with the relationship between NASW-Michigan and the Collaborative.

Discussion was held.

Michigan Social Work CE Collaborative Report

Robin Mingus, CE coordinator for the Collaborative, handed out the "Michigan Social Work CE Collaborative Report". The report was dated July 1, 2010 to present and reflects the number of CE applications that were processed during the dated time frame.

See Addendum #1 attached.

Mingus also presented a handout to the board that shows the number of CE courses that were held in the various counties of Michigan. The report reflects that Northern Michigan had fewer courses offered and she said that members have scheduled workshops in those areas but have had little interest or attendance. The need to

reach out to those areas and establish an in-house training is needed. Also attached to the map is a list of Collaborative approved courses along with the number of social workers per county. The report gives a good picture of how many work shops per county are being offered.

See Addendum #2 attached.

Mingus presented a third report that was called "Governance Operating Procedures and Rules". This report covers the Collaborative membership and outlines what is expected of members.

See Addendum #3 attached.

Discussion held.

The Board thanked Mingus for the detailed report.

Committee on Scope & Impact of Social Work Licensing

Najor-Durack stated that there is a growing concern on the number of cases that are being brought to the Board that center around ethics. The Board feels that ethical practice and critical thinking need to be a focused on during the educational process. The Board feels that the CE programs will also help when social workers come across issues during their profession. The committee is meeting with a select group of educators in social work to identify strategies to address the Board's concerns.

Discussion was held.

Addiction Counselor Certification Update

Battles reported that the CAAC has changed to CAADC. Applicants can create a development plan for gaining education that is now needed for certification.

NEW BUSINESS

ASWB New Board Member Training

Najor-Durack reported that the ASWB New Board Member Training is scheduled for June 24th – 26th in Arlington, Va. She added that the June dates fill up quickly and if any board member would like to attend, to please call Jennifer Hoffman as soon as possible. Najor-Durack also stated that there will be another training scheduled for August 26th – 28th in Seattle, WA. The training is specific for public and professional members.

Discussion was held.

ACE Training

Najor-Durack stated that she was appointed to the ASWB's ACE committee and attended a scheduled training. The members are made up of social workers from

different states. The training took each social worker through training. They reviewed applications and each had the opportunity to hear concerns about the program. Najor-Durack reported that the committee was impressed with what Michigan has done through the Collaborative. Najor-Durack felt that the application that we use is very strong. She also stated that she will bring back any issues that she is aware of and share at Board meetings.

Resolution- Munson

Najor-Durack read the Resolution regarding Dara Munson whose term had expired on 12/31/11.

See Addendum #4 attached.

Election of Officers

Ramsdell opened the floor for nominations for chairperson. Woods nominated Wojack for chairperson. Although absent today, Wojack had indicated he would be willing to continue serving if nominated.

Hearing no additional nominations, Ramsdell closed nominations for Chairperson.

Motion by Woods, seconded by Brock, to re-elect Matthew Wojack, as Chairperson.

Wojack was re-elected chairperson.

MOTION PREVAILED

Ramsdell opened the floor for nominations for vice chairperson. Woods nominated Najor-Durack for vice chairperson.

Hearing no additional nominations, Ramsdell closed nominations for Vice Chairperson.

Motion by Woods, seconded by Battle, to re-elect Anwar Najor-Durack for Vice Chairperson.

Najor-Durack was re-elected vice chairperson.

MOTION PREVAILED

Department Update

MICHIGAN PROVIDER CREDENTIALS CENTER

Ramsdell addressed the board on the process of MiPCC. Ramsdell stated that the new "paperless" licensing and renewal process will be in place by the end of the year. The new program will let licensees track their application on line and in turn should be much quicker and more efficient than paper and less costly. An information packet is being prepared for board members and Michigan colleges to provide additional guidance. Ramsdell answered various questions from members of the Board.

Revised DSC Master Resolution

A copy of the Master Resolution was handed out to the board members. The DSC Master Resolution state the requirements placed on non compliant professionals that are brought to the attention of the department. Ramsdell stated that she wanted to bring this to the Board to be discussed before presenting it to the DSC. The Master Resolution authorizes staff to settle certain cases without having to go to the board.

Motion by Brock, seconded by Manela, to recommend passage by the DSC of the Revised DSC Master Resolution as presented.

MOTION PREVAILED

Ramsdell stated that the department will be sending out emails to all members regarding appointments of Board members. The email will include a link that each member can go to if they would like to apply for reappointment. Ramsdell indicated that with the change in administration, the process for Board member appointments has changed. Those members whose terms expire on December 31 will not be able to continue to serve past December 31 unless the member has been re-appointed, even if the member is eligible to serve another term. Ramsdell stated that Manela has been re-appointed to the Board of Social Work. Ramsdell also asked that any members whose terms expire to re-apply to be considered to continue to serve as soon as possible. She advised that the Governor's Appointments Division has indicated that current members will be given careful consideration.

REGULATORY CONSIDERATIONS

None

PUBLIC COMMENT

Maxine Thome stated that there was no confusion regarding the responsibility of the Collaborative. She stated that the issues are really more about the role of the liaison from the Board to the Collaborative which becomes confusing. There have been statements approved by the liaison which were later deemed incorrect by the Board or Board staff. Thome stated that it would be helpful if periodically a representative from the Collaborative could meet with the CE subcommittee of the Board to help answer questions.

ANNOUNCEMENTS

The next regularly scheduled meeting will be held May 24, 2011 at 9:30 a.m. in the Ottawa Building, 611 West Ottawa Street, Upper Level Conference Center, Conference Room 4, Lansing, Michigan.

ADJOURNMENT

MOTION by Woods, seconded by Hayes, to adjourn the meeting at 10:43 a.m.

**MICHIGAN SOCIAL WORK
CONTINUING EDUCATION
COLLABORATIVE**

PROVIDER REPORT

JULY 1, 2010 – PRESENT

Number of Unlimited Providers:	For-Profit	6
	Non-Profit	106
Number of Approved Providers:		68
Total Number of Applications Submitted:		1261
Number of Approved Provider Applications:		827
Number of Post-Approval Applications:		8
Number of Renewal Applications Previously Approved:		68
Number of Rush Applications:		107
Number of Out-of-State Applications:		7
Number of Webinar Applications:		17
Number of Online Course Applications:		6
Number of Home Study Applications:		3
Number of Denied Approvals:		14 – 5 Resubmits (3 Home Study, 2 On-Line)

Addendum #2

Number of Courses Offered by County January - December 2010

(Counties that did not have courses approved by the Collaborative (30 counties, not reporting))

Counties	Number of Collaborative Approved Courses	Number of Social Workers in County
Alcona	0	8
Alger	1	16
Allegan	1	140
Alpena	3	74
Antrim	2	33
Arenac	0	31
Baraga	1	9
Barry	0	67
Bay	32	281
Benzie	3	40
Berrien	13	272
Branch	0	39
Calhoun	6	218
Cass	0	45
Charlevoix	5	47
Cheboygan	1	43
Chippewa	1	89
Clare	0	34
Clinton	4	88
Crawford	1	32
Dalla	0	77
Dickinson	0	62
Eaton	19	219
Emmet	3	80
Genesee	56	844
Gladwin	0	17
Gogebic	1	23
Grand Traverse	48	324
Gratiot	3	619
Hillsdale	6	61
Houghton	4	63
Huron	7	72
Ingham	155	850
Ionia	4	62
Iosco	4	47
Iron	0	22
Isabella	19	137
Jackson	8	297
Kalamazoo	49	717
Kalkaska	0	20
Kent	176	1861
Keweenaw	0	4
Lake	0	20
Lapeer	2	106

Addendum #2-b

Lenawee	0	193
Livingston	11	327
Luce	0	11
Mackinac	0	21
Macomb	66	1232
Manistee	0	49
Marquette	27	181
Mason	2	72
Mecosta	0	85
Menominee	0	16
Midland	17	153
Missaukee	0	15
Monroe	9	203
Montcalm	1	68
Mount Morency	0	15
Muskegon	6	325
Newaygo	0	49
Oakland	250	3847
Oceana	0	26
Ogemaw	0	42
Ononagon	0	8
Osceola	0	32
Oscoda	0	8
Otsego	4	28
Ottawa	12	619
Out of State/Online/Home Study*	551	1113
Presque Isle	0	31
Roscommon	3	39
Saginaw	53	462
Sanilac	0	89
Shiawassee	0	80
St. Clair	6	338
St. Joseph	2	42
Tuscola	13	118
Van Buren	19	129
Washtenaw	280	1742
Wayne	250	3478
Wexford	2	66
# of Courses Offered	2222	0
# Licensed Social Workers in the State		23654
Webinar/Online	215	
Out of State	330	
Home Study	6	
Courses Offered by Approved Providers	801	
Courses Denied	51	2.29%

**MICHIGAN SOCIAL WORK
CONTINUING EDUCATION COLLABORATIVE**

**GOVERNANCE
OPERATING PROCEDURES AND RULES**

SECTION I – MEMBERSHIP

Name
Purpose
Membership Representation
Length of Membership Term
Membership Dues and Benefits
Resignation, termination and absences
Duties of Membership

SECTION II – OFFICERS

Co-Chairs
Co-Chair Responsibilities
Executive Committee
Administrative Agency
Elections
Special Elections
Officer Responsibilities

SECTION III – GOVERNANCE

Structure Statement

SECTION IV – MEETINGS

Regular Meetings
Special Meetings
Attendance
Notice of Meetings
Quorum
Operating Rules

SECTION V – COMMITTEES

Sub-committee Formation
Ad hoc committee Formation

COLLABORATIVE GOVERNANCE
OPERATING PROCEDURES AND RULES

SECTION I – MEMBERSHIP

Name: Michigan Social Work Continuing Education Collaborative

Purpose: In order to be responsive to the needs of the profession, the Michigan Board of Social Work (the Board) authorized the formation of one or more groups to be charged with the review and approval of continuing education programs under their direction. The National Association of Social Workers-Michigan Chapter (NASW-Michigan) was selected to be the coordinator of continuing education approval. NASW-Michigan identified groups to work with, contacted those groups and began meetings with the various agencies and social work schools to form a group of volunteers to review continuing education programs. That collection of individuals and agencies has become known as the Michigan Social Work Continuing Education Collaborative (Collaborative).

Membership Representation:

Membership of the Collaborative shall be voluntary representatives appointed by their respective university school of social work program, social work association and/or organization.

Each member should have a designated alternate.

Length of Membership Term:

Membership length of term on the Collaborative shall be determined by their respective programs, associations and/or organizations.

Membership Dues and Benefits:

Collaborative members offering continuing education will become a paid provider of the Collaborative and have their courses, workshops, conferences reviewed by Collaborative members.

Collaborative members will pay a reduced unlimited provider fee.

Resignation, termination and absences:

Members who cannot regularly attend the Collaborative meetings must have an alternate attending in their place. If the primary member or the alternate cannot regularly attend the meetings a replacement representative must be appointed by their respective program, association or organization.

If a member organization has had no attending representative at three consecutive Collaborative meetings, then the Collaborative may vote to terminate the organization's membership. A 2/3ds vote of the attending membership will terminate the organization's membership.

Duties of Membership:

Attend meetings of the Collaborative either in person or by teleconference.

Participate in the provider application review process as scheduled following course guidelines as established by the State of Michigan, Department of Community Health in the Social Work General Rules R 338.2908 o.

Participate in the audit review process as scheduled. It is expected that Collaborative members will review audit files at least three months a year.

Participate in committees and special projects as assigned by the Collaborative or the Board.

Work as a liaison between the Collaborative and their respective university, association or organization.

Actively represent the Collaborative in the larger professional community.

To stay informed of changes in the adult learning processes and methodology.

Carry out any assignments received from the Michigan Board of Social Work.

SECTION II – OFFICERS

Co-Chairs:

Two co-chairs will be elected by the Collaborative and given a clear delineation of tasks by the Collaborative.

The co-chairs will be elected on an alternating basis for a two year term. Co-chairs may not serve more than two consecutive terms.

The two co-chairs will represent a University and an Association or Organization respectively.

A co-chair must be an LMSW.

Co-Chair's Responsibilities:

Official representatives of the Collaborative as a whole to all agencies and boards

Conduct Collaborative meetings and assign committees

Appoint chairs of any Ad hoc committee so developed by the Collaborative

Represent the Collaborative at the Michigan Board of Social Work meetings.

Executive Committee:-

The executive committee will be comprised of the two elected co-chairs and three Collaborative members. Executive committee positions members will be a representative of: a university; a social work association or organization; and an at-large member.

There are no alternates for the executive committee members.

Term length will be two years for all three positions.

If a member of the executive committee has not been in attendance for three consecutive executive committee meetings, then the Collaborative may vote to terminate that individual's membership on the executive committee. A simple majority vote of the attending members at a regular

Addendum #3-e

scheduled meeting will terminate membership on the executive committee.

Administrative Agency:

NASW-Michigan, as charged by the Michigan Board of Social Work, will be responsible for administrative functions and support to the Executive Committee and Collaborative members on all issues relative to social work continuing education.

The Executive Director of NASW-Michigan and the Continuing Education Coordinator will have ex-officio representation.

Elections:

Terms for Co-Chairs and the Executive Committee will be for two years. They will not serve concurrently.

Nominations will be made either electronically or in person by any voting Collaborative members.

Once the nominees have been selected then voting Collaborative members will be asked to vote either electronically or in person.

Votes will be collected and counted by NASW-Michigan.

The nominee with the most votes will be the elected official.

Officer terms are limited to two consecutive terms.

Special Elections:

If an elected committee member is unable to fulfill their term of office then a special election will be called within two weeks of receiving the termination notice. The elected replacement will serve out the remaining term of office. This special election will not be counted in the two term consecutive limitation.

Officer Responsibilities:

Recommended resolutions on issues presented to the Collaborative.

Maintain frequent communication with NASW-Michigan on outstanding policy issues and review concerns.

Addendum #3-f

Collaborative members may direct their issues or questions to the executive committee.

Implement the authority to make immediate decisions on time sensitive, non-policy issues.

Develop meeting agendas. Co-chairs or their designee will lead meetings.

Call special meetings of the Collaborative when necessary.

Evaluate and ensure Collaborative program objectives are being met.

Oversee the review appeal process for denied course applications.

Review and resolve application disputes with Collaborative input.

Perform other duties as recommended by the Collaborative and requested by the Michigan Board of Social Work.

SECTION III - GOVERNANCE

Statement:

The governance structure of the Collaborative may only be revised after Executive Committee review at a regular meeting of the Collaborative by a simple majority of membership.

Any motion to revise the governance structure cannot be voted upon by the Collaborative until the next regular meeting of the Collaborative.

SECTION IV - MEETINGS

Regular Meetings:

Full meetings of the Collaborative shall occur at least quarterly at the start of each business year.

The business year will coincide with the NASW-Michigan fiscal year which begins on July 1.

Special Meetings:

Special meetings of the Collaborative may be called by the Executive committee either by its own vote or receiving a written request signed 10 Collaborative members. Notice of special meetings need to be sent out to Collaborative membership 21 days before the meeting.

Addendum #3-g

Attendance: Attendance may be in person or by teleconference.

Notice of Meetings: Notice of meetings will be sent via email.

Quorum: Membership attending Collaborative meetings shall constitute a quorum.

Operating Rules: Robert's Rules of Order-current edition

SECTION V - COMMITTEES

Sub-committee Formation:

Sub-committees will be formed by vote of the Collaborative. Sub-committee members may volunteer or be invited by a member of the Executive Committee.

Ad hoc committee Formation:

Ad-hoc committees may be developed by vote of the Collaborative and shall not exist any longer than one year from conception. The Collaborative may vote to extend the existence of an Ad-hoc committee.

Last updated on 10/11/10 -- Distributed to members on 12/9/10

Anwar Najor-Duraack
Anwar Najor-Duraack, MSW, LMSW, Vice Chairperson

May 24, 2011
Date Minutes Approved

Starla Walter
Starla Walter, Board Secretary

April 12, 2011
Date Minutes Prepared