



Tennessee Board of Social Worker Licensure Meeting

Tuesday, February 18, 2025

MINUTES

The Board meeting of the Tennessee Board of Social Worker Licensure was called to order at 9:04 a.m. in the Iris Room, Ground Floor, Metro Center Complex, 665 Mainstream Drive, Nashville, Tennessee 37243 by Dr. Ann-Marie Buchanan on Tuesday, February 18, 2025.

Board members present: Robert Zylstra, LCSW
Ann-Marie Buchanan, LMSW, Board Secretary
Tara Watson, LCSW
Colleen Howe, Citizen Member
Kenya Anderson, LMSW
Jennifer Williams, LAPSW

Board member(s) absent: Ashley Childers, LCSW, Board President
Caitlin Wright, LAPSW
Angela DeLoach, LBSW
Crystal Parker, LAPSW

Staff present: Candyce Wilson, Board Director
Katherine Trawick, JD, General Counsel
Courtney Reimers, Board Administrator
Karen Franklin, NASW Executive Director

CONFLICT OF INTEREST POLICY

Ms. Katherine Trawick, Board Attorney, reviewed the Boards conflict of interest policy. Ms. Trawick reviewed the policy regarding the open meetings act.

APPROVAL OF MINUTES

The Board reviewed the August 22, 2024, Board meeting minutes. Mr. Zylstra motioned to approve the minutes and Ms. Williams seconded the motion and the motion passed.

The Board reviewed the August 23, 2024, Board meeting minutes. Ms. Williams motioned to approve the minutes and Ms. Watson seconded the motion and the motion passed.

The Board reviewed the November 22, 2024, Board meeting minutes. Ms. Williams motioned to approve the minutes and Ms. Watson seconded the motion and the motion passed.

REPORT FROM THE OFFICE OF INVESTIGATIONS

Ms. Angela Esaw presented the current complaints report for the Board.

FINANCIAL REPORT

No financial report was presented.

ADMINISTRATIVE OFFICE REPORT

Ms. Courtney Reimers, Board Administrator read the statistics of the licensing report and gave the following updates:

Upcoming meeting dates: May 7, 2025, August 14, 2025, November 13, 2025.

Ms. Candyce Wilson provided a report on the statistics regarding the increase of licensure totals for each year since 2016, as requested by the Board at the November meeting.

Mr. Zylstra questioned if the numbers could be used to request additional administrative staff. Ms. Wilson confirmed that with this data and the upcoming compact the second Social Work administrative position was approved for reclassification as a level 2 position and will be open at the end of February.

Ms. Trawick questioned if the new applications were able to be managed and if they must be reviewed. Ms. Reimers addressed the backlog of files and the need for additional consultant review staff.

CONDUCT NEW BUSINESS

Discuss and Consider Process for Consultant Application Reviews

The Board discussed the process of reviewing files, the time it takes to review, who can review the files, etc. with Ms. Watson providing input, as she is currently the only consultant reviewing for the Social Work Board.

Dr. Buchanan questioned if the consultant needed to be an LCSW. Ms. Watson confirmed it does not and had previously been held by an LAPSW.

Ms. Wilson addressed the current cloud-based system for sharing files will be retired in July and future reviews will have to be shared through secure email.

Ms. Anderson suggested there be a list of Board members on rotation as secondary consultants to address any backlog issues that might arise. Ms. Wilson stated that the current policy is that any Board member would be reimbursed \$100 per day to review files, however the Board Chair cannot be reimbursed.

Ms. Trawick advised Board members to reach out to Ms. Wilson and not directly to other Board members when discussing or assisting with files, per the policy.

Ms. Wilson questioned what the threshold for review should be for the Board. Dr. Buchanan questioned if 7-10 days was an acceptable time frame. Ms. Watson stated it was not due to the volume of applicants.

Ms. Reimers provided data from November 2024-February 2024 showing that Ms. Watson had reviewed 167 files for LCSW and LAPSW in that timeframe. Ms. Reimers suggested 12-14 days as the threshold.

Mr. Zylstra questioned if the threshold should be business days or calendar days. The Board confirmed that 10 business days would be the threshold for review. Ms. Anderson and Ms. Williams volunteered to provide consultant support and review files as needed.

Ms. Wilson questioned if the Board members assisting would need training on reviewing the files. The Board confirmed that a refresher was needed, and it was decided near the end of the meeting a file would be reviewed.

OFFICE OF GENERAL COUNSEL REPORT

Katherine Trawick, Board Attorney gave the report from the Office of General Counsel which included the following updates:

1. As of February 7, 2025, there were sixteen complaints open against fourteen of the Board's licensees.
2. There are fourteen of these Boards licensees currently being monitored.
 - a. The total number on reprimand is 1 with terms.
 - b. The total number on probation is 6 with terms.
 - c. The total number on suspension is 3 with terms.
 - d. The total number with a revoked or surrendered license is 1.
 - e. The total number of voluntarily retired is 3.

Ms. Trawick addressed the retrospective rule changes that the Board approved are in the internal review process. The Board is working on revising the rest of its rules.

CONDUCT NEW BUSINESS

Ratification of New Licensees

The Board reviewed the newly licensed and reinstated licensees since the last Board meeting. Ms. Williams motioned to ratify all names on the list. Ms. Anderson seconded the motion and it passed.

Update from Karen Franklin, NASW Executive Director

Ms. Franklin discussed the upcoming Day on the hill on March 26, 2025. Ms. Williams questioned if volunteers were needed. Ms. Franklin confirmed volunteers are welcome. Ms. Trawick reminded Board members that when participating in outside events they are acting on their own and not representing the Board in these activities.

Social Work Compact Update

Ms. Watson provided information from the February 4th-5th, 2025 compact meeting. Ms. Watson confirmed that LAPSW will not be included in the compact due to LAPSW not being a license type recognized in the majority of compact states.

Ms. Franklin questioned if LAPSW's would be recognized as an LMSW in the compact as an avenue for licensure. Ms. Watson stated she believed that would be an avenue in the compact.

Discuss Legislation and Take Action as Needed

Ms. Trawick addressed legislation regarding the firearm issue.

Disciplinary Order(s)

Agreed Citations(s)

Kimberly English, LCSW (license #5460) Ms. Reimers presented the signed consent order for Ms. English. Mr. Zylstra motioned to accept the order. Ms. Anderson seconded the motion and it passed.

Bethany Jones, LCSW (license #8197) Ms. Reimers presented the signed consent order for Ms. Jones. Mr. Zylstra motioned to accept the order. Ms. Anderson seconded the motion and it passed.

Jennifer Savery, LMSW (license #14436) Ms. Reimers presented the signed consent order for Ms. Savery. Ms. Williams motioned to accept the order. Ms. Watson seconded the motion and it passed.

CONDUCT NEW BUSINESS

Discussion of Rule Revision Chapter 1365-01

Ms. Trawick led the discussion on continued rule review and revision. The rules had been discussed at the previous two meetings, on January 16 and January 30, 2025. The rule review was concluded during this meeting.

Applicant File Review

The Board members were provided an LCSW file and Ms. Watson provided direction on the process for proper review.

The meeting adjourned at 12:22 pm CT.