



## Your Board in action

*A summary of the work of ASWB's Board of Directors at its meetings in Atlanta, Georgia, on November 16 and November 18, 2017*

The ASWB Board of Directors met in person on Thursday, November 16, and Saturday, November 18, at the Westin Peachtree Plaza in Atlanta, Georgia, in sessions before and after the 2017 Annual Meeting of the Delegate Assembly. Here is a recap of the activities of the Board at those meetings.

### **From the November 16 meeting**

**Treasurer's report:** Board members reviewed financial statements through September 30, 2017, and received an update on investments. ASWB's COO notified the Board of a recent change in investments due to the sale of underperforming funds. As a result, the fourth quarter balance sheet will reflect a realized loss but there will also be an overall gain due to dividends received.

The Board reviewed and approved a new auditor to perform ASWB's annual audit based on the recommendation of the Finance Committee following its review of responses to a request for proposals.

Board members and the CEO thanked the treasurer for his service in recognition of the ending of his term.

**Strategic discussions.** Board members participated in strategic discussions about the following subjects.

*Exam rescoring/Associate's exam.* The Board received a report from ASWB's COO about the current use of the Bachelors exam with validated cut score for Associate exam and whether a separate practice analysis is warranted for the Associate exam. A separate blueprint for the Associate exam would expand the possible use of this exam and enhance its defensibility for members who use it. A substantial increase in the use of the Associate exam has been seen in the last two years primarily because of laws changing in Massachusetts with respect to licensing child welfare workers. Staff will conduct more research with the intent to bring a recommendation to the January 2018 Board meeting.

*ASWB nominations process.* The Board reviewed current bylaws and the nominations process with ASWB's legal counsel. Areas discussed included potential conflict if a Board member sits on the Nominating Committee, the process of slating/not slating an incumbent, how to make inquiries about the nomination process, and qualifications for serving on the Nominating Committee.

*CSWE Workforce Study Bridge Funding Proposal.* The Board received a strategy paper about the work of the George Washington Health Workforce Institute

(GW-HWI) and approved a recommendation from ASWB's CEO to provide matching funds of \$15,000 along with the National Association of Social Workers (NASW) and the Council on Social Work Education (CSWE) to enable GW-HWI to continue its data collection and analysis activities in Q1 2018 and to allow time for GW-HWI to identify other funding sources for continued work in this area.

### **Review and adjustment of strategy:**

*Review of 2014-2018 Strategic Plan.* The Board evaluated progress toward strategic objectives as part of a year-end review and preparation for entering strategic planning in 2018.

*Board governance evaluation/August meeting survey results.* The Board reviewed the first annual Board governance evaluation and noted the subjectivity of some of the measurement terms. Discussion at a later time was recommended to review those items identified as needing improvement. The president reported the results of the August Board meeting survey.

*Review of delegate assembly agenda/script.* Board members received copies of the agenda and script but did not review due to timing.

*Security report.* The Board received a report from staff outlining security measures in place at ASWB, particularly those taken to protect the exams. Staff reported that 31 exam forms had been registered at the U.S. Copyright Office, providing copyright protection of all exam items.

**Executive session:** The Board entered executive session to discuss exam matters.

### **Policy—Public and operational:**

*CEO succession planning policy.* The CEO Succession Planning Task Force presented policy revisions to Policy 7.3, Leadership Coverage and Emergency Communications Plan in the Absence of the Chief Executive Officer, and introduced a new policy covering a planned departure. The Board made suggested edits and tabled further review until revisions are presented at the January Board meeting.

*Group practice exam.* The Board received a report from staff about changes that will be made in 2018 to the Group Practice Exam due to the launching of new exams and software updates. Changes are also being considered in response to requests to use the product in asynchronous learning situations, which is currently not supported due to concerns about the potential for harvesting of items and copyright violation.

*Building project update.* The Board received the good news that the land has been paid off and ASWB will sign a letter of credit for construction to begin. The Board requested ongoing updates about building expenses; staff will provide monthly reports as work gets under way.

### **Ongoing Board business:**

*Approval of minutes and ratification of email motions.* The Board approved with minor editorial adjustments the minutes from the in-person August 5, 2017, Board meeting and approved minutes from virtual Board meetings held

in August, September, and October. The Board ratified decisions made in email meetings conducted in August, September, and October.

*2018 meetings calendar.* The Board reviewed the 2018 meetings calendar. Staff encouraged Board members to suggest conferences that would support their governance responsibilities on ASWB's Board.

**Committee/Task Force/Meetings reports:** The Board received a report from staff about the preparation for launching the new exam blueprints on January 2, 2018, and communications outreach notifying exam candidates. The Board heard reports from Board members attending the Federation of Associations of Regulatory Boards (FARB) Regulatory Law Seminar and reports from the Mobility Task Force regarding listening sessions prior to the delegate assembly and an update from chair of the Foundation Task Force.

**Consent agenda:** Reports approved via consent agenda included: Leadership reports from the CEO and the Board president, the Chief Operating Officer's report, and New Board Member Training evaluations.

**Board meeting evaluation:** The Board president solicited feedback about the Board meeting. The president and the CEO thanked the Board for their dedication and work over the last year and acknowledged the service of Board members whose terms were ending.

## **From the November 18 meeting**

### **Introductions of Board members:**

Board members introduced themselves and shared how they hoped to contribute to the Board.

**Teamwork and leadership:** The Board president and the CEO reviewed ASWB's mission and values with the members of the Board and discussed the partnership between Board members and staff in carrying out the leadership duties of governance and operations.

**General legal information.** Board members received information about fiduciary responsibilities and their duties as Board members from ASWB's legal counsel.

**Board meetings.** The Board received operational information from staff about how Board meetings are conducted, accessing materials, participation on the email list serve, and email voting procedures.

**Homework:** New Board members were given information about materials that they will receive in preparation for the January 2018 Board meeting and their governance responsibilities. Two virtual orientation sessions are planned prior to the in-person meeting in January.

**Review of Exam Committee appointments:** The Board approved appointments of the 2018 Examination Committee members.