

**AGENCY MISSION STATEMENT:**

Here a simple statement of the adopted mission of the agency should be provided, along with the entity or person(s) who adopted the mission statement and when it was adopted.

**Agency Mission**

To safeguard the welfare of the public of the State of Oklahoma by establishing, promoting and enforcing high standards of practice for licensed social workers.

**Agency Vision**

To have strong public awareness of social work practices within the state. To maintain high standards that reflects best practice in the profession of social work. To ensure that qualified professionals are available to the citizens of Oklahoma.

**Agency Values**

To be responsive to the needs of the potential licensees. The OSBLSW strives to process an application for licensure within a reasonable length of time.

To be committed to protecting the public from the aberrant practices of any licensed social work professional.

To be sensitive to the complaints concerning a professional licensed by the agency. Complaints in any form and from any source will be reviewed, acknowledged and adjudicated with due process to a conclusion within a reasonable period of time.

To perform the responsibilities of this board with integrity and professionalism.

Agency Mission, Vision, and Core Values were adopted by the Board of Directors when the Social Work Practice Act went into effect in November, 1981.

**LEAD ADMINISTRATOR:**

Here the name, title and contact information for the lead administrative person should be listed.

James M. Marks, LCSW – Executive Director  
4545 N. Lincoln STE 162  
(405) 521-3712 Direct Line Work  
(405) 521-3713 Fax  
(405) 614-2402 Cell

**GOVERNANCE:**

Here a brief description of the agency's governance structure should be provided. Is the agency headed by a Governor appointee? An appointee of an independent board? Who selects the board, and who are the current members of the board.

**§59-1254. Appointment - Term - Vacancies - Removal - Compensation - Staff.**

A. The members of the State Board of Licensed Social Workers shall be appointed by the Governor, with the advice and consent of the Senate. When a vacancy on the Board occurs or at the expiration of the term of a member, the Governor shall appoint, with the advice and consent of the Senate, the member's successor for a term of five (5) years. Members may serve more than two (2) terms, but shall be limited to serving no more than two (2) consecutive terms. Vacancies on the Board shall be filled in a like manner for the balance of any unexpired term. Each member shall serve until a successor is appointed and qualified.

B. Members of the Board may be removed from office, pursuant to the procedures set forth in the Administrative Procedures Act, upon one or more of the following grounds:

1. The refusal or inability for any reason of a Board member to perform the duties of a Board member in an efficient, responsible and professional manner;
2. The misuse of office by a Board member for pecuniary or material gain or for personal advantage for the Board member or another;
3. Violation by any Board member of the laws governing the practice of social work; or
4. Conviction of a felony shown by a certified copy of the record of the court of conviction.

C. Members of the Board shall serve without compensation, but shall be reimbursed their actual and necessary travel expenses as provided in the State Travel Reimbursement Act.

D. The Board may employ persons in such positions or capacities as it deems necessary to conduct Board business and to fulfill the Board's responsibilities as defined in the Social Worker's Licensing Act.

**Title 59 O.S. Section 1256.1**

A. The State Board of Licensed Social Workers shall be responsible for the control and regulation of the practice of social work in this state and shall conduct its business in accordance with the Administrative Procedures Act. The Board's authority includes, but is not limited to, the following:

1. The licensing by examination or by reciprocity of applicants who are qualified to engage in the practice of social work under the provisions of this act;
2. The renewal of license to engage in the practice of social work;
3. The establishment and enforcement of compliance with professional standards of practice and rules of conduct of social workers engaged in the practice of social work;
4. The determination and issuance of standards for recognition and approval of degree programs of schools and colleges of social work whose graduates

Oklahoma State Board of Licensed Social Workers

may be eligible for licensure in this state, and the specification and enforcement of requirements or practical training;

5. The investigation of any activities related to the practice or unauthorized practice of social work. In conducting such investigations, the Board shall have the power to subpoena and to bring it before it any person and to take testimony either orally or by deposition, or both, in the same manner as prescribed in civil cases in the courts of this state. Any member of the Board, hearing officer, or administrative law judge shall have power to administer oaths to witnesses at any hearing which the Board is authorized to conduct. Following such investigation, the Board may suspend, revoke or restrict licenses to engage in the practice of social work;

6. With probable cause that an applicant or licensee has engaged in conduct prohibited by this act or rule promulgated by the Board, the issuance of a request that the applicant or licensee submit to a mental or physical examination or chemical dependency evaluation. If the applicant or licensee refuses to submit to the examination or evaluation, the Board shall issue an order requiring the licensee or applicant to show cause why he or she will not submit to the examination and shall schedule a hearing on the order within thirty (30) days after notice is served on the applicant or licensee by personal service or certified mail. At the hearing, the applicant or licensee and the applicant or licensee's attorney are entitled to present any testimony to show why the applicant or licensee should not be required to submit to the examination or withdrawing the request for the examination. The license in question may be suspended until the results of the examination are received and reviewed by the Board;

7. The collection of professional demographic data;

8. The issuance of licenses of all persons engaged in the practice of social work;

9. The inspection of any licensed person, at all reasonable hours, for the purpose of determining if any provisions of the laws governing the practice of social work are being violated. The Board, its officers, inspectors, and representatives shall cooperate with all agencies charged with the enforcement of the laws of the United States, of this state, and of all other states relating to the practice of social work;

10. The promulgation of such rules as may be deemed necessary by the Board for the proper administration and enforcement of this act in accordance with the Administrative Procedures Act;

11. The administration of examinations for licensure pursuant to the following:

- a. any examination for licensure required under this act shall be given by the Board at least two times during each year. The Board shall determine the content and subject matter of each examination and the place, time, and date of administration of the examination, and
- b. the examination shall be prepared to measure the competence of

the applicant to engage in the relevant practice of social work. The Board may employ, cooperate, and contract with any organization or consultant in the preparation, administration and grading of an examination, but shall retain the sole discretion and responsibility for determining which applicants have successfully passed such an examination;

12. The establishment of such requirements for supervised practice or any other experiential program necessary to qualify an applicant for any licensure examination under this act, including determination of the qualifications of supervisors used in supervision programs;

13. The acquisition of a membership in such professional organizations and associations organized exclusively to promote the improvement of the standards of the practice of social work for the protection of the health and welfare of the public or whose activities assist and facilitate the work of the Board;

14. The establishment of a "Bill of Rights" for clients concerning the services a client may expect in regard to social work services; and

15. In addition to the fees specifically provided for in this act, the establishment of fees, including but not limited to, the following:

- a. issuance of duplicate certificates or identification cards,
- b. copies of any documents,
- c. certification of documents, and
- d. issuance of license by reciprocity.

Does the Board have any committees or subgroups? If so, please provide a detailed listing of the subgroups and their areas of focus.

At present, only one sub-committee group exists within the Board. The focus of work is to review the performance of the Executive Director (annual process). Future sub-committee groups may be established to review agency FTE. Ultimately, the agency would like to increase the agency FTE to two (2) so a full-time Administrative Assistant may be hired to assist the Executive Director with the day-to-day operation of the office as this office provides regulatory oversight for more than 1,800 social workers.

**GOVERNANCE ACCOUNTABILITY:**

Is there an attendance policy for board members/commissioners? If so, is it being followed?

**§59-1255. Officers – Meetings.**

A. The State Board of Licensed Social Workers shall biennially elect from its membership a chair and a vice-chair and such other officers as it deems appropriate and necessary to conduct its business. The chair shall preside at all meetings of the Board. Each additional officer elected by the Board shall perform those duties customarily associated with the position and such other duties assigned by the Board. Officers elected by the Board shall

Oklahoma Senate Committee on Appropriations

2015-16 Performance Report

Oklahoma State Board of Licensed Social Workers

serve terms of two (2) years and shall serve no more than two (2) consecutive full terms in each office to which the Board member is elected.

- B. 1. The Board shall meet at least once every three (3) months to transact its business and may meet at such additional times as the Board may determine.
2. The Board shall meet in accordance with the Oklahoma Open Meeting Act.
3. A majority of the members of the Board shall constitute a quorum for the conduct of Board business. All actions of the Board shall be by a majority of the quorum present.

In the four plus years I've been employed with the Oklahoma State Board of Licensed Social Workers, there has been no occasion where quorum was not achieved.

**MODERNIZATION EFFORTS:**

Please provide a listing of all government modernization efforts undertaken by the agency since July 1, 2012. Additionally, please provide any authorizing statutory changes that prompted the modernization efforts and whether those efforts have led to cost savings or additional cost burden.

In September 2010, the Oklahoma State Board of Licensed Social Workers contracted with OK.GOV for the development of an electronic supervision tool. The tool is designed to eliminate the use of hard copy forms and for all documentation efforts to be completed and submitted electronically for approval. Phase one of the project was completed in June 2012. Final testing and full implementation was completed in June, 2013.

The Oklahoma State Board of Licensed Social Workers completed an audit with the State Auditor and Inspector during Calendar Year 2014. One of the recommendations from the audit was to move toward a fully automated online payment system for anything in which the agency collects revenue. The agency has an online payment system in place for renewal of licenses, but is exploring the creation of accepting electronic payment for other services, e.g., licensure applications, continuing education applications, etc.

What steps has the agency taken to cut costs and/or eliminate waste? Are there efforts that have been successful which you believe could serve as a model for other state agencies seeking to keep costs minimal?

In September 2010, the Oklahoma State Board of Licensed Social Workers contracted with Oklahoma Management and Enterprise Systems (OMES) for comprehensive support and management of the agency's fiscal infrastructure, procurement, and IT support. The decision to contract with OMES has proven successful as agency expenditures are consistently reviewed by agency staff and presented to the Board of Directors at every Board meeting. A consistent review of agency expenditures provides a clearer picture of spending habits of the agency, as well as, increases the agency's ability to prioritize needs to assure the agency mission is effectively carried out.

Oklahoma Senate Committee on Appropriations

---

2015-16 Performance Report

In addition, the agency has refrained from exploring any increases in agency FTE, which is clearly needed.

**CORE MISSION:**

What services are you required to provide which are outside of your core mission?

None.

Are any services you provide duplicated or replicated by another agency?

No.

Are there services which are core to your mission which you are unable to perform because of requirements to perform non-core services elsewhere?

No.

**PRIVATE ALTERNATIVES:**

Are any of the services which are performed by the agency also performed in the private sector in Oklahoma?

No.

In other states?

No.

Has the agency been approached by any foundation, for-profit or not-for-profit corporation with efforts to privatize some of the functions of the agency?

No.