

**Certified Professional Guardian Board**  
**Meeting Minutes**  
**October 19, 2009**  
**Teleconference**  
**AOC, Olympia, WA**

**CHAIR**

Judge Kimberley Prochnau

**MEMBERS PRESENT**

Robin Balsam  
Gary Beagle  
Nancy Dapper  
John Jardine  
Judge James Lawler  
Chris Neil  
Prof. Winsor Schmidt  
Judge Robert Swisher  
Comm. Joseph Valente

**MEMBERS ABSENT**

Ree Ah Bloedow  
Dr. Ruth Craven  
Judge Chris Wickham  
Sharon York

**VISITORS**

Kim Rood, AOC Support Staff

**STAFF**

Deborah Jameson

**CALL TO ORDER**

Judge Prochnau called the meeting to order at 8:06.

**BOARD BUSINESS**

**1. Approval of Minutes**

A motion was made and seconded to approve the minutes as presented for the Board meeting held on September 17, 2009. The motion passed. Judges Robert Swisher and James Lawler abstained.<sup>1</sup>

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<sup>1</sup> Except in the event of a tie vote, the Chair does not vote on any motions before the Board.

## **2. Chair Report**

Judge Prochnau reported on the following topics:

- a. The Board welcomes the addition of two new Board members, Judge James Lawler from Lewis County and Judge Robert Swisher from Benton/Franklin Counties. Judge Lawler is on the Guardianship and Probate Committee of the Superior Court Judges' Association and has created a guardianship monitoring program in Lewis County. Judge Swisher has also been active in implementing a monitoring program in Benton and Franklin Counties. Judge Swisher credited Commissioner Valente of Spokane County for assistance in setting up Benton/Franklin's monitoring program.
- b. Chris Neil and Professor Winsor Schmidt were re-appointed to the Board for an additional three year term.
- c. Judge Prochnau recently spoke at a guardianship continuing education class in Spokane. The professional guardians were excited about the possibility of the Board holding a meeting in eastern Washington. The hope is to hold the April Retreat in Spokane, depending on finances.
- d. Sharon Eckholm has resigned from her position at AOC as the Guardian Program Coordinator. She has accepted a position as an administrative law judge with the Department of Revenue and will be dealing with state tax issues. It is an exciting new job for her and the Board wishes her well. AOC is considering the vacancy and options for restructuring staff. In the interim, Deborah Jameson, will be acting coordinator.

## **COMMITTEE REPORTS**

### **1. Education Committee**

Gary Beagle reported on the summary of student evaluations for the Spring/Summer 2009 UWEO Guardian Certificate Program. The program has increased from 90 hours to 100 hours and the structure of the program has been re-vamped as reported on by Jamie Shirley at the August 10, 2009 meeting.

The Guardianship 102 (Guardian of the Estate) evaluation had a 56% response rate. The overall impression of the course, course contact, instructors' contribution, and instructors' effectiveness was 3.9 (a "4" is very good and a "3" is good). The students rated the instructors' enthusiasm, knowledge and relevance of the course content highly. The students were less satisfied with the course organization and clarity of student responsibilities and requirements.

The Guardianship 103 (Ethics, Communication & Business Operations) evaluation had a 35% response rate. The overall impression of the course and course content was very good. The students rated the relevance of required readings, timeliness of instructor response, and quality and helpfulness of instructor feedback highly. The students were less satisfied with the clarity of student responsibilities, clarity of evaluative and grading criteria, and adequacy of software for completing assignments.

Mr. Beagle reported that he returned from a National Guardianship Association (NGA) conference in Las Vegas and two students who completed the first certificate program were at the conference. They were full of praise for the experience that the program had given them. Mr. Beagle also reported that the NGA 2012 Conference will be in Seattle.

Judge Prochnau thanked Mr. Beagle for his role in heading up the Committee. The Guardian Certificate Program is one of the Board's goals—it is a progressive program and probably one of the best in the country. The program is expected to decrease the number of grievances and increase the quality of guardianship practice and guardian satisfaction.

One of the ways that the Board is committed to supporting the program is through Board members auditing the classes, presenting at the classes, and reviewing online material. Commissioner Valente presented at the second day of the training in Spokane.

## **2. Standards of Practice Committee –**

### **a. Agreement Regarding Discipline.**

Deborah Jameson reported that the anticipated Agreement Regarding Discipline is not yet ready for the Board to review and vote on.

### **b. DR 520 Audit Report**

148 guardians have been audited or are being audited. There are 109 guardians remaining to be audited. Of the 42 guardian agencies, all but 10 have been audited.

20 guardians are being selected per month, 17 from western Washington and 3 from eastern Washington. Due to agency affiliations, approximately 30-40 guardians each month are audited.

Of the guardians selected, 88 have completed the audit process with no action taken because the guardians have been in compliance with filing requirements. The SOPC opened a grievance in one case.

Board members questioned the length of time needed to complete the project. The anticipated time is six months from today's date. Board members asked for more detail in future reports about the total number of cases in which certified professional guardians have been appointed, the number of cases audited, and the number of cases that had reports falling within the audit period. There was also a request for the number of cases in which guardians reported every three years vs. every year.

## **3. Applications Committee**

Robin Balsam reported that the Applications Committee recommended the conditional approval of the guardians listed below. The Applications Committee also recommended the Board accept the voluntary surrender of the guardians listed below.

## **EXECUTIVE SESSION**

The Board adjourned to executive session to consider the applications

## **OPEN SESSION**

The Board reconvened in open session and took the following action:

### **1. Action on Applications:**

(1) Motion for conditional approval\* of each of the following applications for certification passed:

Margaret Callahan, CPG No. 11056

Nadine Dias, CPG No. 11107

Debbie McCabe, CPG No. 11104

\* Conditional approval is granted pending successful completion of the mandatory training and absent any intervening disqualifying events.

(2) A motion to approve the requests for voluntary surrender of the following certifications passed:

Ann M. Ficca, CPG No. 10886

Kathy Rasmussen, CPG No. 10741

Helen Helfrich, CPG No. 9563

Adagio Guardian Associates, CPG No. 10454

Resa Raven, CPG No. 10015

### **Adjourn**

Judge Prochnau adjourned the meeting at approximately 8:55 a.m. The next meeting is on November 9, 2009 at 9:00 am at the SeaTac Facility.

Respectfully submitted,

Judge Prochnau  
Deborah Jameson

Board Approved: November 9, 2009