



## Certified Professional Guardianship Board

Monday, August 8, 2016 (8:00 a.m. – 9:00 a.m.)

Teleconference

### Meeting Minutes

#### Members Present

Judge James Lawler, Chair  
Commissioner Rachelle Anderson  
Mr. Gary Beagle (exited meeting at 8:57 a.m.)  
Ms. Rosslyn Bethmann  
Dr. Barbara Cochrane  
Judge Gayle Harthcock  
Commissioner Diana Kiesel  
Ms. Carol Sloan  
Ms. Barbara West  
Ms. Amanda Witthauer

#### Members Absent

Ms. Nancy Dapper  
Mr. Bill Jaback  
Mr. Gerald Tarutis

#### Staff

Ms. Shirley Bondon  
Ms. Carla Montejo  
Ms. Kim Rood  
Ms. Eileen Schock

**Online Guests** – see list on last page.

#### 1. Call to Order

Judge Lawler called the meeting to order at 8:05 a.m.

#### 2. Welcome, Roll Call & Approval of Minutes

Judge Lawler welcomed the Board members and the public to the meeting.

##### Approval of Minutes

Judge Lawler asked if there were any changes or corrections to the proposed minutes from the June 13, 2016 meeting. Judge Lawler then asked for a motion to approve the minutes of the June 13<sup>th</sup> meeting.

**Motion:** *A motion was made and seconded to approve the June 13, 2016 minutes. The motion passed. Commissioner Anderson abstained.*

#### 3. Reports

- Grievance Status Report

Staff discussed the Grievance Status Report of July 30, 2016. Staff opened seven new grievances, four initiated in 2016 and three initiated in 2014. The four grievances initiated in 2014 were forwarded to the Board from courts and were not initially opened as grievances. After review, staff determined that for complete transparency and tracking any grievance received should be opened as a grievance, even though it may be dismissed later. The Standards of Practice Committee closed four grievances during this period for no actionable conduct; one received during 2016 and three from 2013.

The Board has 93 open grievances requiring investigation. Eighteen CPGs have two or more open grievances. Once CPG has 17 grievances, one has nine open grievances and one has seven open grievances.

- CPGB Grievance Nos. 2012-002, 2012-013, 2012-038, 2012-045 and 2012-046 (Update)  
CPG Maureen Carroll informed the Board that she will voluntarily surrender her certification. All Superior Courts have been notified.

**4. Executive Session (Closed to Public)**

**5. Reconvene and Vote on Executive Session Discussion**

**Applications Committee**

On behalf of the Applications Committee, and in Mr. Jaback's absence, Ms. Withauer presented the following applications for Board approval.

**Motion:** *A motion was made and seconded to conditionally approve Sandra Allen's application for certification upon successfully completing the UW guardianship training. The motion passed.*

**Motion:** *A motion was made and seconded to conditionally approve Amanda Eastman's application for certification upon successfully completing the UW guardianship training. The motion passed.*

**Motion:** *A motion was made and seconded to deny Stacy Harris' application for certification. The motion passed.*

**Motion:** *A motion was made and seconded to conditionally approve Katherine Hawkin's application for certification upon successfully completing the UW guardianship training. The motion passed.*

**Motion:** *A motion was made and seconded to deny Lynette Love's application for certification. The motion passed.*

**Motion:** *A motion was made and seconded to deny Kerry Mahoney's application for certification. The motion passed.*

**Motion:** *A motion was made and seconded to conditionally approve Mark Mello's application for certification upon verification of full time employment. The motion passed.*

**Motion:** *A motion was made and seconded to deny Martina Niebur's application for certification. The motion passed.*

**Motion:** *A motion was made and seconded to conditionally approve Collette Rice's application for certification upon successfully completing the UW guardianship training. The motion passed.*

**Motion:** *A motion was made and seconded to conditionally approve Janet Stein's application for certification upon successfully*

*completing the UW guardianship training. The motion passed.*

**Motion:** *A motion was made and seconded to approve Jacquelyn Vail's application for certification. The motion passed.*

**Motion:** *A motion was made and seconded to conditionally approve Melissa Wilcox's application for certification upon successfully completing the UW guardianship training. The motion passed.*

**Motion:** *A motion was made and seconded to approve Shauna Wright's application for certification. The motion passed.*

**Grievance/Complaint**

**Motion:** *CPGB 2013-042 Staff reviewed the complaint. A motion was made and seconded to proceed with the complaint. The motion passed. All members present recused themselves from voting with the exception of Ms. West, Dr. Cochrane, Ms. Bethmann and Ms. Witthauer.*

**Motion:** *CPGB 2016-022 Staff reviewed the grievance. A motion was made to follow the recommendations of the Conflicts Review Committee. The motion passed. Judge Harthcock abstained from voting. The Board voted to follow the recommendation of the Conflicts Review Committee, to send the CPG and the grievant letters setting out its findings and recommendations.*

**6. Wrap Up /Adjourn**

Meeting was adjourned at 9:16 a.m. The next meeting date will be September 12, 2016, 8:00 a.m. to 9:00 a.m. teleconference.

**Recap of Motions from August 8, 2016 Meeting**

<b>Motion Summary</b>	<b>Status</b>
<b>Motion:</b> <i>A motion was made and seconded to approve the minutes of the June 13, 2016 meeting.</i>	<i>Passed</i>
<b>Motion:</b> <i>A motion was made and seconded to conditionally approve Sandra Allen's application for certification upon successfully completing the UW guardianship training.</i>	<i>Passed</i>
<b>Motion:</b> <i>A motion was made and seconded to conditionally approve Amanda Eastman's application for certification upon successfully completing the UW guardianship training. The motion passed.</i>	<i>Passed</i>
<b>Motion:</b> <i>A motion was made and seconded to deny Stacy Harris' application for certification. The motion passed.</i>	<i>Passed</i>

<b>Motion:</b> <i>A motion was made and seconded to conditionally approve Katherine Hawkin's application for certification upon successfully completing the UW guardianship training. The motion passed.</i>	<i>Passed</i>
<b>Motion:</b> <i>A motion was made and seconded to deny Lynette Love's application for certification. The motion passed.</i>	<i>Passed</i>
<b>Motion:</b> <i>A motion was made and seconded to deny Kerry Mahoney's application for certification. The motion passed.</i>	<i>Passed</i>
<b>Motion:</b> <i>A motion was made and seconded to conditionally approve Mark Mello's application for certification upon verification of full time employment. The motion passed.</i>	<i>Passed</i>
<b>Motion:</b> <i>A motion was made and seconded to deny Martina Niebur's application for certification. The motion passed.</i>	<i>Passed</i>
<b>Motion:</b> <i>A motion was made and seconded to conditionally approve Collette Rice's application for certification upon successfully completing the UW guardianship training. The motion passed.</i>	<i>Passed</i>
<b>Motion:</b> <i>A motion was made and seconded to conditionally approve Janet Stein's application for certification upon successfully completing the UW guardianship training. The motion passed.</i>	<i>Passed</i>
<b>Motion:</b> <i>A motion was made and seconded to approve Jacquelyn Vail's application for certification. The motion passed.</i>	<i>Passed</i>
<b>Motion:</b> <i>A motion was made and seconded to conditionally approve Melissa Wilcox's application for certification upon successfully completing the UW guardianship training. The motion passed.</i>	<i>Passed</i>
<b>Motion:</b> <i>A motion was made and seconded to approve Shauna Wright's application for certification. The motion passed.</i>	<i>Passed</i>
<b>Motion:</b> <i>A motion was made and seconded to proceed with Grievance 2013-042. The motion passed.</i>	<i>Passed</i>
<b>Motion:</b> <i>A motion was made to follow the recommendation of the Conflicts Review Committee in Grievance 2016-022 Findings and Recommendations. The motion passed.</i>	<i>Passed</i>

**Online Guests**

Tina Baldwin

Lynda Hoppman

Lucy Schultz

Tom Goldsmith