



## Certified Professional Guardian Board

Monday, May 23, 2014 (8:00 a.m. – 9:00 a.m.)  
Telephone Conference

### Meeting Minutes

#### Members Present

Judge James Lawler, Chair  
Judge Robert Swisher, Vice-Chair  
Commissioner Rachelle Anderson  
Mr. Gary Beagle  
Ms. Rosslyn Bethmann  
Dr. Barbara Cochran  
Ms. Nancy Dapper  
Mr. William Jaback  
Judge Sally Olsen  
Ms. Emily Rogers  
Ms. Carol Sloan

#### Members Absent

Mr. Andrew Heinz  
Mr. Gerald Tarutis

#### Staff

Ms. Shirley Bondon  
Ms. Carla Montejo  
Ms. Sally Rees  
Ms. Kim Rood

#### 1. Call to Order

Judge James Lawler called the meeting to order at 8:05 a.m. Judge Lawler welcomed Board members and members of the public to the meeting.

#### 2. Board Business

##### Approval of Minutes

Judge Lawler asked for changes or corrections to the April 14, 2014 telephone conference proposed minutes.

**Motion:** *A motion was made and seconded to approve the minutes from the April 14, 2014 meeting. Mr. Jaback asked that the minutes include more detail regarding the discussion that occurred about a letter from Bridge Builders, Inc. and the compensation of guardians. Mr. Jaback agreed to provide an addendum to the minutes that includes the details he thought necessary. The motion passed.*

Staff indicated to the Chair that they were aware that an unidentified individual was circulating his or her personal notes to stakeholders regarding the informal discussion that occurred at a scheduled board meeting, May 12, 2014, where the Board conducted no business because there wasn't a quorum. The heading of the personal notes reads "CPGB Meeting, May 12, 2014, Unofficial Board Minutes." Judge Lawler cautioned everyone that the Board could not vouch for the accuracy or completeness of the document.

##### First Draft of Stakeholder Communications Plan

Judge Lawler asked staff to present the first draft of the Stakeholder Communications Plan.

Staff asked Board members to review the Stakeholder Communications Plan, paying special attention to Table 1, which list stakeholders, stakeholder types, involvement types and communication media. Please send proposed revisions to staff. Four communication methods are contemplated – board meetings, email (listserv), web postings and small group stakeholder meetings.

When the Board is considering a rule, regulation or policy proposal or revision, information will be mailed to the contact person for each stakeholder group and to individuals requesting written input. When comments are received they will be posted on the web for public review.

If a stakeholder group wants to discuss a proposal with a Board member, the group can contact the Board member or the Administrative Office of the Courts (AOC) and request a meeting. Likewise, any Board member may choose to hold a meeting with stakeholders. Stakeholder groups and individual Board members will be responsible for all meeting arrangements.

There was discussion regarding how Board members should present themselves and what they should say when meeting with stakeholders. Two views were discussed - Board members do not speak for the Board and thus they share their personal views during stakeholder meetings or Board members should be careful to present the Board's view regarding issues discussed and not their personal view. The Board agreed that this topic required additional conversation and clarity.

The Communications Plan is fluid and procedures will evolve and be fine-tuned as the process evolves. In some instances, the process will extend the comment period. Generally, stakeholder involvement will occur before a rule or regulation is drafted, but proposed rules and regulations that have been drafted will proceed as drafted. Staff clarified that a consultant is an individual and an advisor is an organization.

**Motion:** *A motion was made and seconded to approve the Communications Plan and send the first request for comment, which will address the question of whether a certified professional guardian agency should be owned by certified professional guardians only. The motion passed.*

### **3. Executive Session**

### **4. Reconvene and Vote on Executive Session Discussion Applications Committee<sup>1</sup>**

Mr. Jaback presented three applications on behalf of the Applications Committee.

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<sup>1</sup> *Members of the Applications Committee abstained from voting.*

**Motion:** A motion was made to conditionally approve the application of Julie Gardiner subject to her completion of the UW mandatory training. The motion did not pass. Application denied.

**Motion:** A motion was made and seconded to conditionally approve the application of Barbara Schreck subject to her completion of the UW Guardianship Certificate Program. The motion passed.

**Motion:** A motion was made and seconded to approve the application of Terri Stein. The motion passes.

## 5. Correspondence

Judge Lawler called everyone's attention to a letter from Bridge Builders, Ltd.

## 6. Adjourn

Meeting adjourned at 8:45 a.m. The next scheduled meeting is June 9, 2014 at the SeaTac Office Center, 18000 International Blvd., SeaTac, WA 9:00 a.m. to 3:00 p.m.

### Recap of Motions from May 23, 2014 Meeting

Motion Summary	Status
<p><b>Motion:</b> A motion was made and seconded to approve the minutes from the April 14, 2014 meeting. Mr. Jaback asked that the minutes include more detail regarding the discussion that occurred about a letter from Bridge Builders, Inc. and the compensation of guardians. Mr. Jaback agreed to provide an addendum to the minutes that includes the details he thought necessary. The motion passed.</p>	Passed
<p><b>Motion:</b> A motion was made and seconded to approve the Communications Plan and send the first request for comment, which will address the question of whether a certified professional guardian agency should be owned by certified professional guardians only. The motion passed.</p>	Passed
<p><b>Motion:</b> A motion was made to conditionally approve the application of Julie Gardiner subject to her completion of the UW Guardianship Certificate Program. The motion failed. Her application for certification was denied.</p>	Failed
<p><b>Motion:</b> A motion was made and seconded to conditionally approve the application of Barbara Schreck subject to her completion of the UW mandatory training. The motion passed. Her application for certification was approved.</p>	Passed

<b>Motion:</b> <i>A motion was made and seconded to approve the application of Terri Stein. The motion passed. Her application for certification was approved.</i>	Passed
<b>Action Items</b>	<b>Status</b>
<i>Staff will send the Communications Plan and the first request for comment using the process outlined in the plan to stakeholders.</i>	In Process