



Certified Professional Guardianship Board

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

Teleconference

Proposed 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 13th 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

Motion Summary	Status
Motion: <i>A motion was made and seconded to approve the minutes of the June 13, 2016 meeting.</i>	<i>Passed</i>
Motion: <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>
Motion: <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>
Motion: <i>A motion was made and seconded to deny Stacy Harris' application for certification. The motion passed.</i>	<i>Passed</i>

Motion: <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>
Motion: <i>A motion was made and seconded to deny Lynette Love's application for certification. The motion passed.</i>	<i>Passed</i>
Motion: <i>A motion was made and seconded to deny Kerry Mahoney's application for certification. The motion passed.</i>	<i>Passed</i>
Motion: <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>
Motion: <i>A motion was made and seconded to deny Martina Niebur's application for certification. The motion passed.</i>	<i>Passed</i>
Motion: <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>
Motion: <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>
Motion: <i>A motion was made and seconded to approve Jacquelyn Vail's application for certification. The motion passed.</i>	<i>Passed</i>
Motion: <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>
Motion: <i>A motion was made and seconded to approve Shauna Wright's application for certification. The motion passed.</i>	<i>Passed</i>
Motion: <i>A motion was made and seconded to proceed with Grievance 2013-042. The motion passed.</i>	<i>Passed</i>
Motion: <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

Chair's Report

Certified Professional Guardianship Board 2017 Meeting Calendar

Monday, January 9, 2017	AOC SeaTac Facility	9:00 am – 3:00 pm
<i>February 2017</i>	<i>No Meeting</i>	
Monday, March 13, 2017	Teleconference	8:00 am – 9:00 am
Monday, April 10, 2017 <i>Annual Planning Meeting</i>	AOC SeaTac Facility	9:00 am – 3:00 pm
Monday, May 8, 2017	Teleconference	8:00 am – 9:00 am
Monday, June 12, 2017	AOC SeaTac Facility	9:00 am – 3:00 pm
<i>July 2017</i>	<i>No Meeting</i>	
Monday, August 14, 2017	Teleconference	8:00 am – 9:00 am
Monday, September 11, 2017	Teleconference	8:00 am – 9:00 am
Monday, October 16, 2017	AOC SeaTac Facility	9:00 am – 3:00 pm
Monday, November 13, 2017	Teleconference	8:00 am – 9:00 am
<i>December 2017</i>	<i>No Meeting</i>	

CPG Board meetings are open to the public.

For information regarding teleconference meetings, please contact Shirley Bondon at 360.705.5302 or email shirley.bondon@courts.wa.gov

CERTIFIED PROFESSIONAL GUARDIANSHIP BOARD

2016 to 2017 Standing Committees

Application/Certification Committee	
<ul style="list-style-type: none"> Review applications and issue follow up letters; and Monitor continuing reporting compliance/recertification. <p>Meets 4th Monday of every month at 8 a.m.</p>	<ul style="list-style-type: none"> Amanda Witthauer, Chair Jerry Fireman Bill Jaback Penny Sanders Barbara West
Education Committee	
<ul style="list-style-type: none"> Serve on the advisory committee of mandatory education; Review staff approval of general education courses and credits; and Recommend Judicial Conference education. <p>Meets Quarterly</p>	<ul style="list-style-type: none"> Carol Sloan, Chair Dr. Barbara Cochrane Penny Sanders
Standards of Practice Committee	
<ul style="list-style-type: none"> Supervises the grievance process; and Review Standards or Practice (SOP) and Disciplinary Regulations and make recommendations regarding revising or adding same. <p>Meets 3rd Thursday of every month at 7:30 or 8 a.m.</p>	<ul style="list-style-type: none"> Comm. Rachele Anderson, Chair Jerry Fireman Judge Gayle Harthcock Bill Jaback
Regulations/Ethics/Appeals Committee	
<ul style="list-style-type: none"> Coordinate proposed regulation changes for consistency among all regulations; Make recommendations to the Board concerning regulations; Receive, review and respond to requests for ethical opinions; Draft ethical opinions; and Hear Appeals (Application) <p>Meets 3rd Friday of every month at 8 a.m.</p>	<ul style="list-style-type: none"> Dr. Barbara Cochrane, Chair Rosslyn Bethmann Comm. Diana Kiesel Amanda Whitthauer

Updated 8/11/16

Grievance Status Report

CERTIFIED PROFESSIONAL GUARDIAN GRIEVANCES

31-Aug-16

Grievances (Investigations)	2016	2015	2014	2013	Total
Open, Needing Investigation July 31, 2016	30	33	27	3	93
Resolved w/o ARD or Hearing	4	2		1	7
Resolved w ARD					
Resolved w Hearing					
Reopened Grievances					
New Grievances (opened since late report)	10				10
Open Needing Investigation July 31, 2016	36	31	27	2	96
Closed	4	2	0	1	7

Year Received (Resolutions)	2016	2015	2014	2013	Total
Dismissal - Administrative					
Dismissal - No actionable conduct	1	2		1	4
Dismissal - No jurisdiction	2				2
Dismissal - Insufficient					
Admonishment					
Reprimand					
Suspension					
Decertification					
Conflicts Review Committee Decision	1				1
Closed since last Report	4	2	0	1	7

Summary Current Activity	2016	2015	2014	2013	Total
Opened since last report	10				10
Closed w/o ARD/Hearing	4	2	0	1	7
Closed w ARD					
Closed w Hearing					

Pending Grievances Involving Guardians with Multiple Grievances

CPG ID	Grievances	Year(s) Grievances Received	Status
A	4	2012 (1), 2013 (1), 2015 (2)	Complaint prepared
B	3	2014 (2), 2015 (1)	
C	3	2015 (1), 2016 (2)	CPG agreed to Voluntary Surrender
D	18	2013 (2), 2014 (4), 2015 (8), 2016 (1)	
E	9	2014 (4), 2015 (5)	CPG agreed to Voluntary Surrender
F	2	2015 (2)	
G	2	2014 (2)	CPG agreed to Voluntary Surrender
H	7	2013 (2), 2015 (2), 2016 (3)	CPG has signed Voluntary Surrender
I	2	2014 (2)	
J	2	2015 (2)	
L	3	2016 (3)	
M	3	2015 (2), 2016 (1)	
N	2	2014 (1), 2016 (1)	
O	2	2015 (1), 2016 (1)	
P	2	2014 (1), 2016 (1)	
Q	2	2015 (1), 2016 (1)	
R	2	2016 (2)	
S	3	2014 (1), 2016 (2)	
T	2	2016 (2)	
U	2	2015 (1), 2016 (1)	

Total 75

Year	Grievance by Year
2012	1
2013	5
2014	20
2015	28
2016	21