



## Certified Professional Guardianship Board

Monday, May 8, 2017

Teleconference

8:00 am – 9:00 am

### Meeting Minutes

#### Members Present

Judge James Lawler, Chair  
Ms. Rosslyn Bethmann  
Dr. Barbara Cochrane  
Mr. Jerald Fireman  
Judge Gayle Harthcock  
Mr. William Jaback  
Ms. Victoria Kesala  
Commissioner Diana Kiesel  
Dr. K. Penney Sanders  
Ms. Carol Sloan  
Ms. Barbara West  
Ms. Amanda Witthauer

#### Members Absent

Commissioner Rachelle Anderson

#### Staff

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

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

### 1. Meeting Called to Order

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

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

Judge Lawler welcomed members of the Board and the public to the teleconference. He next entertained a motion for approval of the April 10, 2017 Certified Professional Guardianship Board meeting minutes. A motion was made and seconded to approve the minutes. No additions or corrections were requested. The motion passed. Ms. West and Ms. Witthauer abstained as they did not attend the April 10, 2017 meeting.

**Motion:** *A motion was made and seconded to approve the April 10, 2017 minutes. The motion passed. Abstained: Ms. West, Ms. Witthauer.*

### 3. Updates: Grievance Status Report

Staff reported that at the end of March there were 118 open grievances. Eight of these grievances were resolved when one guardian voluntarily surrendered their certification. In April, the Board received six new grievances, bringing the total number of open grievances to 116. Of these 116 grievances, 85 involved 28 guardians. Fifteen of the guardians with multiple grievances did not complete the UW Guardianship Certificate Program. Staff is currently investigating the conduct of two CPGs with the highest number of grievances.

Staff reported that a contract with the Dispute Resolution Centers to mediate professional guardian grievances was in process.

#### **4. UW Guardianship Certificate Program Contract Renewal**

Ms. Carol Sloan, Chair of the Education Committee reported that the Education Committee met and discussed student evaluations of the UW Guardianship Certificate Program. Concerns noted by the students included the need to receive additional help when needed, better use of class time, better instruction for assignments given, and increased clarity of assignments. The Education Committee was concerned that evaluation instruments were not consistent from year to year and that students are not required to complete evaluations. The Committee wanted to know the method instructors use to encourage students to complete evaluations. Education Committee members were also concerned that students complained about errors in materials, that some students felt class time should be better organized and that instructors should more effectively guide class speakers. Student evaluations also indicated a desire for more pragmatic guardianship information. Other suggestions were to provide a glossary of terms (language is full of legalese), and increase the accessibility of instructors and the ability for students to interact with one another.

The Committee reported that it appeared that the UW Program did not timely implement the Board's 2015 recommendations, but that implementation appears to have occurred. Board members agreed to require UW to respond to the Board's new recommendations and requests within three months of signing the new contract and to report on implementation within one year. An Advisory Committee meeting has been tentatively scheduled for the first week in June, when information will be handed off to the new UW Program manager.

Staff will send the revised contract, including recommendations below, to the Board for vote by email next week<sup>1</sup>. UW will be asked to:

- Confirm planned use of consistent evaluation tools over time in all classes.
- Advise the Board as to how evaluations are carried out, including steps taken to increase their return.
- Continue to establish and enforce student ground rules for in-class presentation. Instructors should guide and monitor student discussion, and at least one month before a guest speaker is scheduled to present should provide learning objectives for the presentation and prepare each guest speaker to better meet program goals.
- Advise students as to the time commitments involved and develop in-depth factual backgrounds for case problems.

---

<sup>1</sup> An email vote was taken on May 23, 2017. All 13 Board members voted. Twelve voted to approve, and one voted to reject.

- Provide more information to students about accounting, fiscal management and feasibility, and record-keeping. Describe to the Board what steps are being taken to emphasize practical aspects of guardianship work.
- Advise the Board of steps that have or will be taken to develop a guardianship glossary.
- Notify the Board of its understanding of any problems with the Certificate Program course website organization, and any steps that have or will be taken to address it.
- Explain to the Board the group work assignments that are required, their learning outcomes, rationale for group versus individual work, and steps taken to ensure that evaluations of group work also reflect individual performance.
- Identify procedures to facilitate instructor interactions with students needing assistance. Inform students about the procedures at the beginning of each course.
- Explain to the Board what systems are in place for students to communicate with one another and what additional opportunities will be provided for students to connect.
- Implement all CPG Board recommendations promptly, with sufficient time to allow evaluation of steps taken before the end of the contract period.
- Within three months of signing the contract, provide the CPG Board with a written response to the Board's recommendations and requests.
- Six months prior to termination of the contract, provide the CPG Board resumes for all instructors, syllabus for all courses, and student evaluations of all courses.
- Within one year of signing the contract, provide the Board with a written report on implementation of the Board's recommendations.

#### **5. Executive Session (closed to public)**

#### **6. Reconvene and Vote on Executive Session Discussion (open to public)**

On behalf of the Applications Committee, Ms. Witthauer presented two applications for Board approval. Members of the Applications Committee abstained.

**Motion:** *A motion was made and seconded to conditionally approve Allison Kahn's application for certification. The motion passed.*

**Motion:** *A motion was made and seconded to deny Renata Rain's application for certification, based on lack of financial responsibility and lack of transferrable skills. The motion passed.*

#### **8. Wrap Up/Adjourn**

Judge Lawler noted the next CPG Board meeting will be held June 12 at 9:00 am at the Sea-Tac office. The meeting was adjourned at 8:33 am.

**Recap of Motions from May 8, 2017 Meeting**

<b>Motion Summary</b>	<b>Status</b>
<b>Motion:</b> <i>A motion was made and seconded to approve the minutes of the April 10, 2017 meeting. The motion passed.</i>	<i>Passed</i>
<b>Motion:</b> <i>A motion was made and seconded to conditionally approve Allison Kahn's application for certification. The motion passed.</i>	<i>Passed</i>
<b>Motion:</b> <i>A motion was made and seconded to deny Renate Rain's application for certification. The motion passed.</i>	<i>Passed</i>

Online Guest:

Tom Goldsmith