

Meeting Materials

Meeting Minutes

Certified Professional Guardianship Board

Monday, September 10, 2018

Teleconference

8:00 am – 9:00 am

Proposed Meeting Minutes

Members Present

Judge James Lawler, Chair
Commissioner Rachelle Anderson
Judge Gayle Harthcock
Dr. Barbara Cochran
Ms. Rita Forster
Mr. William Jaback
Ms. Victoria Kesala
Commissioner Diana Kiesel
Dr. K. Penney Sanders
Ms. Amanda Witthauer

Members Absent

Ms. Barbara West
Ms. Rosslyn Bethmann

Staff

Ms. Stacey Johnson
Ms. Carla Montejo
Ms. Kim Rood
Ms. Eileen Schock

Online Guests – see list on last page.

1. Meeting Called to Order

With a quorum of board members present telephonically, Judge James Lawler called the meeting to order at 8:02 am.

2. Welcome, Roll Call and Approval of Minutes

Roll was taken. Judge Lawler asked for a motion to approve the minutes of the August 13th 2018 CPG Board meeting. A motion was made and seconded to approve the minutes as presented. The motion passed. Judge Harthcock abstained.

Motion: *A motion was made and seconded to approve the August 13, 2018 minutes as presented. The motion passed. Judge Harthcock abstained from voting.*

3. Chair's Report

The Chair identified the departing Board members, which included the Board Chair, Judge Lawler; Judge Harthcock; Mr. Jerry Fireman and Ms. Barbara West. The Board acknowledged and thanked the departing members for their commitment and service.

4. Grievance Status Update

Carla Montejo gave an update on the status of open grievances, reviewed the grievance reports provided in the meeting materials and answered questions from the Board.

5. Fee Schedule for New Guardians

Stacey Johnson reported that the proposed fee schedule for new guardians (fees for newly certified guardians to be pro-rated on a monthly basis) was circulated to guardians for comment. No CPG comments were received. A motion was made and seconded to approve the proposed fee schedule for newly certified guardians. The motion passed.

Motion: *A motion was made and seconded to approve the proposed fee schedule for newly certified guardians. The motion passed.*

The Board directed staff to circulate the fee schedule for new guardians to Certified Professional Guardians.

6. New Emerging Issues Category – Results of Voting by Email

Carla Montejo reported the results of the vote taken by the Board (via email) to approve an upcoming training by Jennifer Holderman focusing on HB 1402 as an Emerging Issues Continuing Education Unit (CEU). All who were present voted to approve this as an Emerging Issue. The Board approved the training as an Emerging Issues CEU.

7. Executive Session (Closed to Public)

8. Reconvene and Vote on Executive Session Discussion (Open to Public)

On behalf of the Applications Committee, Victoria Kesala presented the following applications for Certified Professional Guardian Certification. The three members of the Applications Committee abstained. Judge Lawler, Judge Harthcock and Dr. Cochrane exited the meeting prior to the vote.

Motion: *A motion was made and seconded to approve Channa Copeland's application for certification, with transferable skills in social services. The motion passed.*

Motion: *A motion was made and seconded to conditionally approve Jaime Huff's application for certification, with transferrable skills in legal. The motion passed.*

Motion: *A motion was made and seconded to approve Andrea Jones' application for certification, with transferable skills in social services. The motion passed.*

Motion: *A motion was made and seconded to approve Chris Medley's application for certification, with transferrable skills in social services and financial. The motion passed.*

Motion: *A motion was made and seconded to approve Sarah Tremblay's application for certification, with transferrable skills in health care and social services. The motion passed.*

9. Wrap Up and Adjourn

The meeting was adjourned at 9:03 am.

The next CPG Board meeting is an in-person meeting at the Sea-Tac Office Facility on Monday, October 15th at 9:00 am.

Recap of Motions from August 13, 2018 Meeting

Motion: *A motion was made and seconded to approve the August 13, 2018 minutes as presented. The motion passed. Judge Harthcock abstained from voting.*

Motion: *A motion was made and seconded to approve the proposed fee schedule for newly certified guardians. The motion passed.*

Motion: *A motion was made and seconded to approve Channa Copeland's application for certification, with transferable skills in social services. The motion passed.*

Motion: *A motion was made and seconded to conditionally approved (conditioned upon successful completion of the UW Certification Program) Jaime Huff's application for certification, with transferrable skills in legal. The motion passed.*

Motion: *A motion was made and seconded to approve Andrea Jones' application for certification, with transferable skills in social services. The motion passed.*

Motion: *A motion was made and seconded to approve Chris Medley's application for certification, with transferrable skills in social services and financial. The motion passed.*

Motion: *A motion was made and seconded to approve Sarah Tremblay's application for certification, with transferrable skills in health care and social services. The motion passed.*

Online Guests:

Andrea Jones
Holly Surface
Karen Mount
Caroline Wood, DSHS
Karen Newland
Tom Goldsmith
Judge Robert Lewis
Coya Eubank-Kirby

2019 Proposed Board Meeting Calendar

Certified Professional Guardianship Board 2019 Meeting Calendar

Monday, January 14, 2019	AOC SeaTac Facility	9:00 am – 3:00 pm
<i>February 2019</i>	<i>No Meeting</i>	
Monday, March 11, 2019	Teleconference	8:00 am – 9:00 am
Monday, April 8, 2019 <i>Annual Planning Meeting</i>	AOC SeaTac Facility	9:00 am – 3:00 pm
Monday, May 13, 2019	Teleconference	8:00 am – 9:00 am
Monday, June 10, 2019	AOC SeaTac Facility	9:00 am – 3:00 pm
<i>July 2019</i>	<i>No Meeting</i>	
Monday, August 12, 2019	Teleconference	8:00 am – 9:00 am
Monday, September 9, 2019	Teleconference	8:00 am – 9:00 am
Monday, October 14, 2019	AOC SeaTac Facility	9:00 am – 3:00 pm
Monday, November 18, 2019	Teleconference	8:00 am – 9:00 am
<i>December 2019</i>	<i>No Meeting</i>	

CPG Board in-person meetings are open to the public.

For information regarding teleconference meetings, please contact Kim Rood at 360.705.5314 or email kim.rood@courts.wa.gov

Confidentiality Agreement



2018-2019 CERTIFIED PROFESSIONAL GUARDIANSHIP BOARD CONFIDENTIALITY AGREEMENT

As a member of the Certified Professional Guardianship Board, I understand that I may participate in confidential discussions and have access to confidential information and records in files and databases such as application files and disciplinary records. By signing this statement, I affirm my understanding of my responsibilities to maintain confidentiality and agree to the following:

1. I understand that court case files and automated databases contain confidential, as well as public, information.
2. I understand that I may access, read or handle confidential records to the extent required in, and for the purpose of performing my assigned duties as a member of the Certified Professional Guardianship Board.
3. I agree not to divulge, publish, or otherwise make known to unauthorized persons or to the public any confidential information obtained in the course of my term as a Board member.
 - a. I may divulge confidential information to Board members, AOC staff, Board counsel, Board disciplinary counsel and hearing officers as necessary to perform my Board member duties.
 - b. I may divulge confidential information to others only if specifically authorized to do so by statute, court rule, judicial policy, or court order.
 - c. Maintaining confidentiality includes not discussing confidential information outside of the general Board, executive and committee meetings.
 - d. After I am no longer a member of the Board, I may not divulge confidential information obtained during the course of my service on the Board.
4. I agree to consult the Board chair or staff of the Administrative Office of the Courts on any questions I may have concerning whether particular information may be disclosed.
5. I understand that a breach of confidentiality may be grounds for disciplinary or legal action.
6. I agree to notify my supervisor immediately should I become aware of an actual breach of confidentiality or a situation which could potentially result in a breach, whether this be on my part or on the part of another person.

Signature

Date

Printed Name

_____ is authorized access to confidential information.

Authorizing Signature

Date

Printed Name

Grievance Update

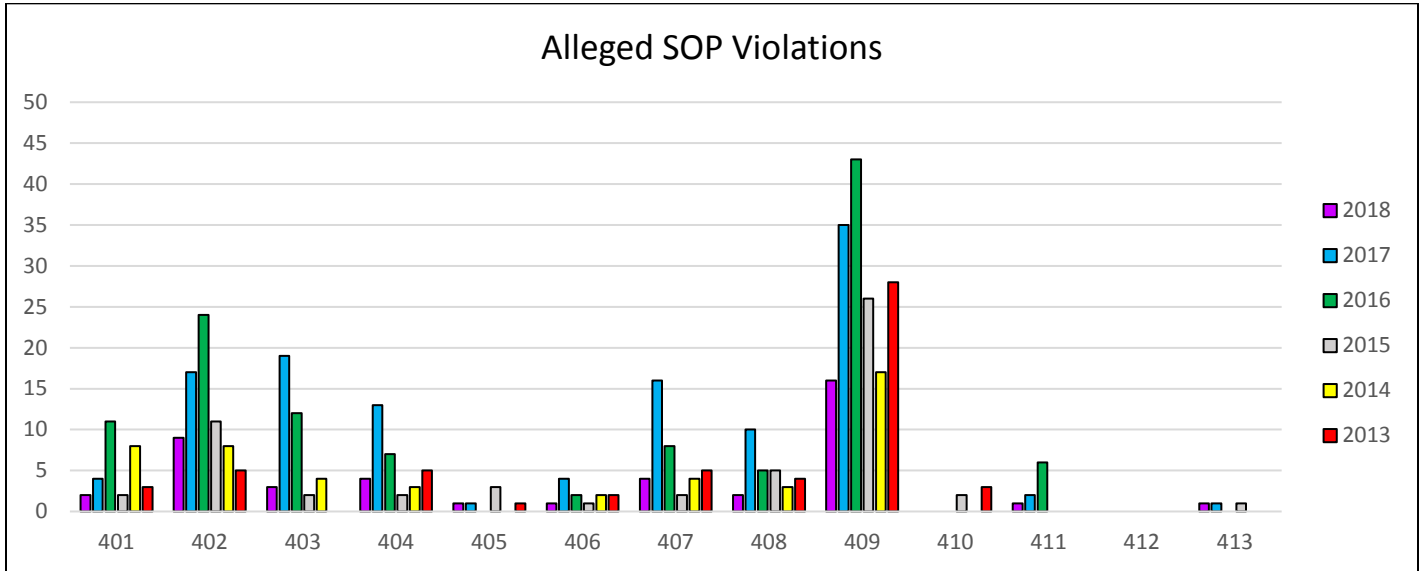
Certified Professional Guardians Grievance Status

September 30, 2018

Grievance Status by Year Received	2018	2017	2016	2015	2014	2013	2012	Total
Grievances Requiring Investigation – 8/31/2018	42	59	38	13	7	2		161
New Grievances:	7							7
Voluntary Surrender Pending:		2	1		1			4
ARD Pending:		1	3					4
Complaint/Hearing Pending:				2		1	1	4
Grievances Resolved This Reporting Period:	[1]	[2]						[3]
Grievances Requiring Investigation – 9/30/2018	48	57	38	13	7	2		165

Grievance Resolutions:	2018	2017	2016	2015	2014	2013	2012	Total
Dismissal – No Jurisdiction	1							1
Dismissal – No Actionable Conduct		2						2
Dismissal – Insufficient Grievance								
Mediated – Dismissed								
ARD – No Sanction								
ARD - Admonishment								
ARD - Reprimand								
ARD - Suspension								
Terminated – CPG Death								
Terminated – Voluntary Surrender								
Terminated – Administrative Decertification								
Terminated – Decertification								
Total Resolved Grievances: 9/30/2018	1	2						3

Grievance Resolutions	2018	2017	2016	2015	2014	2013	Total
Total Grievances Received 2013 – 2018: 09/30/2018	70	104	104	65	64	57	464
Dismissal – No Jurisdiction	18	28	20	13	17	13	109
Dismissal – No Actionable Conduct	2	11	25	16	16	22	92
Dismissal – Insufficient Grievance			1		2	1	4
Mediated – Dismissed				1			1
ARD – No Sanction						1	1
ARD - Admonishment				1			1
ARD – Reprimand			1	2		1	4
ARD - Suspension							
Termination – CPG Death				2			2
Termination – Administrative Decertification		1	2	13	11	3	30
Termination – Voluntary Surrender		4	12	2	10	10	38
Termination – Decertification						3	3
Total Grievances Resolved 2013 – 2018: 09/30/2018	20	44	61	50	56	54	285



400 Standards of Practice Regulations

- 401 Guardian’s Duty to Court
- 402 Guardian’s Relationship to Family and Friends of Incapacitated Person and to Other Professionals
- 403 Self-Determination of Incapacitated Person
- 404 Contact with the Incapacitated Person
- 405 General Decision Standards
- 406 Conflicts of Interest
- 407 Residential Decisions
- 408 Medical Decisions
- 409 Financial Management
- 410 Guardian Fees and Expenses
- 411 Changes of Circumstances/Limitation/Termination
- 412 Sale or Purchase of Guardianship Practice
- 413 Responsibilities of Certified Public Guardian Agencies

CPG ID	Year Certified	Open Cases	Year(s) Grievances Received	Status
A	2015	10	2016 (3), 2017 (4), 2018 (3)	
B	2011	2	2015 (1), 2018 (1)	
C	2011	5	2014 (1), 2016 (2), 2017 (1), 2018 (1)	
D	2002	5	2014 (1), 2016 (1), 2017 (2), 2018 (1)	
E	2007	6	2015 (1), 2016 (2), 2017 (2), 2018 (1)	
F	2015	3	2016 (1), 2017 (2)	
G	2014	2	2017 (2)	
H	2010	2	2017 (1), 2018 (1)	
I	2015	2	2018 (2)	
J	2010	4	2016 (1), 2017 (2), 2018 (1)	
K	2005	6	2014 (2), 2015 (1), 2016 (1), 2017 (1), 2018 (1)	
L	2004	5	2015 (1), 2016 (1), 2017 (2), 2018 (1)	
M	2001	2	2018 (2)	
N	2001	6	2012 (1), 2013 (1), 2015 (2), 2017 (1), 2018 (1)	4 Cases = Hearing Status
O	2012	6	2016 (2), 2017 (4)	
P	2014	12	2015 (1), 2017 (3), 2018 (8)	
Q	2017	3	2018 (3)	
R	2010	6	2016 (3), 2017 (3)	4 Cases = ARD in Process
S	2011	4	2016 (1), 2017 (1), 2018 (2)	
T	2003	3	2015 (1), 2016 (2)	
U	2010	3	2014 (1), 2015 (1), 2017 (1)	
V	2009	2	2018 (3)	
W	2003	2	2016 (2)	
X	2001	11	2015 (1) 2016 (7), 2017 (1), 2018 (2)	
Y	2011	7	2015 (1), 2016 (1), 2017 (3), 2018 (2)	
Z	2001	4	2014 (1), 2016 (1), 2017 (2)	Voluntary Surrender In Process
AA	2013	3	2018 (3)	
AB	2007	2	2016 (2)	
AC	2014	2	2016 (1), 2017 (1)	
AD	2001	2	2016 (1), 2018 (1)	
AE	2001	3	2016 (2), 2017 (1)	
AF	2009	3	2016 (1), 2017 (1), 2018 (1)	
AG	2010	3	2015 (1), 2016 (1), 2017 (1)	
	Total	141		

Of 161 currently open grievances; 135 concern 33 Agencies/CPGs with 2 or more open grievances.

	Year Certified	# of Guardians
Before UW Certificate Program 56	2001	6
	2002	1
	2003	2
	2004	1
	2005	1
	2006	
	2007	2
	2008	
	Total	13
UW Certificate Program 79		
	2009	2
	2010	5
	2011	4
	2012	1
	2013	2
	2014	3
	2015	3
	2016	
2017	1	
	Total	20

Year	Grievance by Year
2013	1
2014	6
2015	13
2016	40
2017	42
2018	36