

Meeting Materials

Meeting Minutes

August 12, 2019

Certified Professional Guardianship Board

Monday, August 12, 2019

Teleconference

8:00 am – 9:00 am

DRAFT Meeting Minutes

Members Present

Judge Rachelle Anderson
Ms. Rita Forster
Ms. Amanda Froh
Mr. William Jaback
Ms. Victoria Kesala
Commissioner Diana Kiesel
Judge Robert Lewis
Dr. K. Penney Sanders
Ms. Susan Starrfield
Ms. Amanda Witthauer

Members Absent

Ms. Rosslyn Bethmann
Judge Grant Blinn
Dr. Rachel Wrenn

Staff

Ms. Stacey Johnson
Ms. Kathy Bowman
Mr. Christopher Fournier
Ms. Carla Montejo
Ms. Kim Rood
Ms. Eileen Schock

Online Guests – see list on last page.

1. Meeting Called to Order

Judge Rachelle Anderson called the August 12, 2019 Teleconference to order at 8:02 am.

2. Welcome, Roll Call and Approval of Minutes

Roll was taken and Board members were welcomed. Hearing no suggested changes or corrections, a motion was made and seconded to approve the minutes of the Certified Professional Guardianship Board meeting held on June 10, 2019 as written. The motion passed.

Motion: *A motion was made and seconded to approve the June 10, 2019 CPGB meeting minutes as written. The motion passed. No abstentions.*

3. Chair's Report

Judge Anderson reported that suggestions for Section 128 and Article 7 of the Uniform Guardianship Act have been discussed with Washington Association of Professional Guardians (WAPG). No other feedback has been received, and the changes proposed are significant. Next steps for how this information should be disseminated were discussed. Judge Anderson will reach out to Tom Parker, lobbyist for the Superior Court Judges Association. Judge Lewis offered to assist as needed.

Mr. Jaback is completing his final term with the Board in September, 2019. A replacement for his CPG position has not yet been found. Mr. Jaback and Dr. Sanders offered to reach out to WAPG for their recommendation.

4. Grievance Status Update

Staff presented an update on the current number of grievances, reporting 41 cases have been resolved in this reporting period. A number of guardians who have outstanding grievances are working on completing steps to Voluntarily Surrender their certificates.

5. Education Committee Recommendations

Bill Jaback reported the Education Committee is aware of CPGs who are preparing to retire and that fewer than hoped for numbers of applicants have been approved for the upcoming UW Certification program. With the goal of helping CPGs to comply with regulations for continuing education and to reduce perceived barriers, the Education Committee has recommended changes to Continuing Education Regulations 200:

- Regulation 203.2: “A credit shall be awarded for each hour actually spent by an active guardian or an inactive guardian who is planning to become active within the next 12 months in attendance at an approved education activity, provided that any pre-recorded audio/visual course, including online webinars, is less than five years old”.
- The current language in Regulation 204.6 will be stricken in its entirety.

A motion was made and seconded to approve the changes to Regulations 203.2 and 204.6 as proposed by the Education Committee. All were in favor and there were no abstentions. The motion passed.

- Regulation 201.12: A change was proposed to add flexibility for adding Emerging Issues credits to timely include statutory changes.
- Regulation 205.6: A change was proposed to allow staff and the Education Committee to approve online training offered by organizations such as National Guardianship Association (NGA), on an annual basis, allowing a broader selection of on-demand courses for CPGs.

A motion was made and seconded to post for public comment changes to Regulation 201.12 and 205.6 as proposed by the Education Committee. All were in favor and there were no abstentions. The motion passed.

6. Executive Session – Closed to Public

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

Applications:

On behalf of the Applications Committee, Victoria Kesela made the following motions. Members of the Application Committee abstained.

Motion: A motion was made and seconded to deny Michael LaVergne’s application for certification based on lack of transferrable skills. Motion passed.

Motion: A motion was made and seconded to deny Drew Lievens application for certification based on lack of transferrable skills. Motion passed.

Motion: A motion was made and seconded to conditionally approve Sarah Elliott's application for certification upon completion of the UW Certification Program, with transferrable skills in social services. Motion passed.

Motion: A motion was made and seconded to approve Melissa McDermott's application for certification, transferrable skills in financial and social services. Motion passed.

Motion: A motion was made and seconded to conditionally approved Chrysa Caufield's application for certification upon completion of the UW Certification Program, with transferrable skills in healthcare and financial services. Motion passed.

Motion: A motion was made and seconded to approve Annie Halstead's application for certification, with transferrable skills in healthcare. Motion passed.

Motion: A motion was made and seconded to conditionally approved Holland Nelson's application for certification upon completion of the UW Certification Program, with transferrable skills in financial and social services. Motion passed.

Motion: A motion was made and seconded to approve Penny Robinson's application for certification, transferrable skills in social services. Motion passed.

Motion: A motion was made and seconded to conditionally approve Karen Thomlinson's application for certification upon completion of the UW Certification Program, with transferrable skills in financial and social services. Motion passed.

Motion: A motion was made and seconded to conditionally approve Barbara Ahlborn's application for certification upon completion of the UW Certification Program, with transferrable skills in financial services. Motion passed.

Motion: A motion was made and seconded to conditionally approve Michael Letts' application for certification upon completion of the UW Certification Program, with transferrable skills in financial and social services. Motion passed.

8. **Wrap Up/Adjourn**

The next Certified Professional Guardianship Board Meeting will be held in person at the SeaTac office on Monday, October 14, 2019. As there was no other business to discuss, the meeting was adjourned at 8:58 am.

Recap of Motions August 12, 2019

Motion Summary		Status
Motion:	<i>A motion was made and seconded to approve the June 10, 2019 CPGB meeting minutes as written. The motion passed. No abstentions.</i>	Passed
Motion:	<i>A motion was made and seconded to post for public comment changes to Regulation 201.12 and 205.6 as proposed by the Education Committee. All were in favor and there were no abstentions.</i>	Passed
Motion:	<i>A motion was made and seconded to deny Michael LaVergne's application for certification based on lack of transferrable skills. Motion passed.</i>	Passed
Motion:	<i>A motion was made and seconded to deny Drew Lievens application for certification based on lack of transferrable skills. Motion passed.</i>	Passed
Motion:	<i>A motion was made and seconded to conditionally approve Sarah Elliott's application for certification upon completion of the UW Certification Program, with transferrable skills in social services. Motion passed.</i>	Passed
Motion:	<i>A motion was made and seconded to approve Melissa McDermott's application for certification, transferrable skills in financial and social services. Motion passed.</i>	Passed
Motion:	<i>A motion was made and seconded to conditionally approved Chrysa Caufield's application for certification upon completion of the UW Certification Program, with transferrable skills in healthcare and financial services. Motion passed.</i>	Passed
Motion:	<i>A motion was made and seconded to approve Annie Halstead's application for certification, with transferrable skills in healthcare. Motion passed.</i>	Passed
Motion:	<i>A motion was made and seconded to conditionally approved Holland Nelson's application for certification upon completion of the UW Certification Program, with transferrable skills in financial and social services. Motion passed.</i>	Passed
Motion:	<i>A motion was made and seconded to approve Penny Robinson's application for certification, transferrable skills in social services. Motion passed.</i>	Passed

Motion Summary		Status
Motion:	<i>A motion was made and seconded to conditionally approve Karen Thomlinson's application for certification upon completion of the UW Certification Program, with transferrable skills in financial and social services. Motion passed.</i>	Passed
Motion:	<i>A motion was made and seconded to conditionally approve Barbara Ahlborn's application for certification upon completion of the UW Certification Program, with transferrable skills in financial services. Motion passed.</i>	Passed
Motion:	<i>A motion was made and seconded to conditionally approve Michael Letts' application for certification upon completion of the UW Certification Program, with transferrable skills in financial and social services. Motion passed.</i>	Passed

Draft

Grievance Status Update

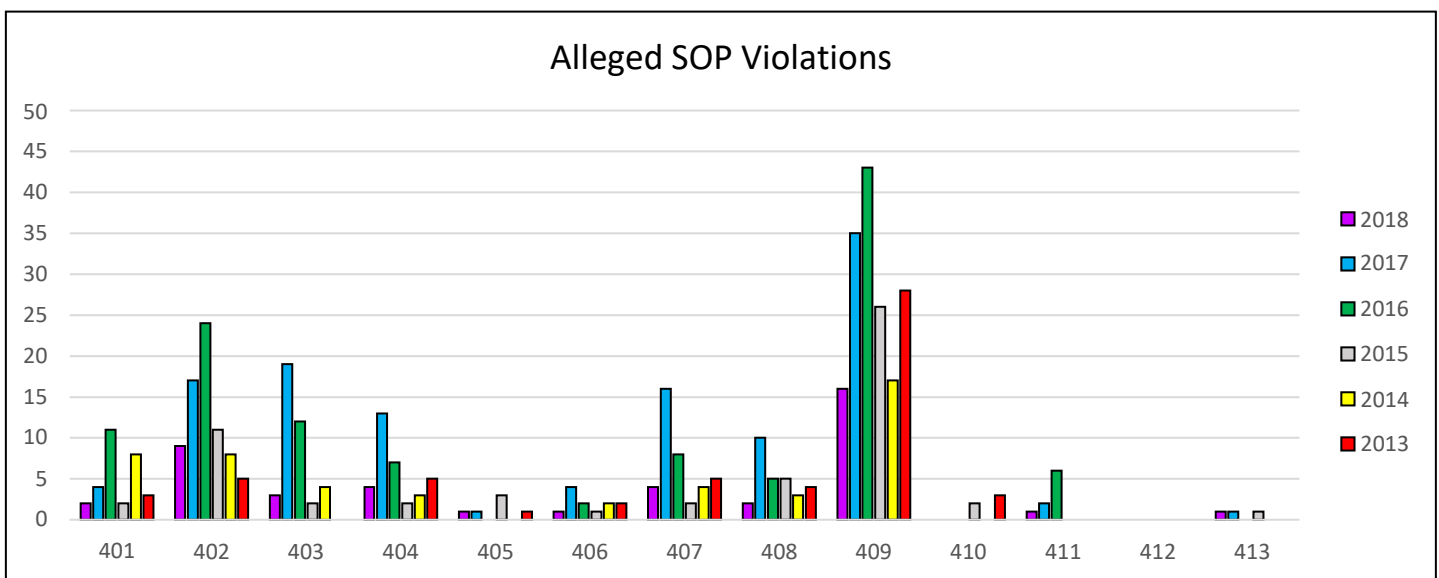
Certified Professional Guardians Grievance Status

August 28, 2019

Grievance Status by Year Received	2019	2018	2017	2016	2015	2014	2013	Total
Grievances Requiring Investigation – 07/31/2019	23	31	20	14	1	1	0	90
New Grievances:	6							6
Voluntary Surrender Pending:	1	2	3	3		1		8
ARD Pending:								
Complaint/Hearing Pending:								
Grievances Resolved This Reporting Period:	3	4	5	4	1	1	0	18
Grievances Requiring Investigation – 08/28/19	25	25	13	7	0	0	0	70

Grievance Resolutions:	2019	2018	2017	2016	2015	2014	2013	Total
Dismissal – No Jurisdiction	1							1
Dismissal – No Actionable Conduct	2	4	4	4	1	1		16
Dismissal – Insufficient Grievance								
Mediated – Dismissed								
Advisory Letter 507.1				1				1
ARD - Admonishment								
ARD - Reprimand								
ARD - Suspension								
Terminated – CPG Death								
Terminated – Voluntary Surrender								
Terminated – Administrative Decertification								
Terminated – Decertification								
Total Resolved Grievances – 08/28/19	3	4	4	5	1	1		18

Grievance Resolutions	2019	2018	2017	2016	2015	2014	2013	Total
Total Grievances <u>Received To Date</u> 07/31/19	42	85	104	104	65	64	57	521
Dismissal – No Jurisdiction	9	22	29	20	13	17	13	123
Dismissal – No Actionable Conduct	5	31	48	50	29	22	24	209
Dismissal – Insufficient Grievance	1	3	1	2		2	1	10
Mediated – Dismissed					1			1
Advisory Letter 507.1	1			1			1	3
ARD - Admonishment					1			1
ARD – Reprimand			1	4	4		3	12
ARD - Suspension								
Termination – CPG Death					2			2
Termination – Administrative Decertification			1	2	13	11	3	30
Termination – Voluntary Surrender			6	13	2	11	9	41
Termination – Decertification							3	3
Total Grievances <u>Resolved To Date:</u> 08/28/19	16	56	86	92	65	63	57	435



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

Pending Grievances Involving Guardians with Multiple
Grievances August 28, 2019

ID	Year Cert.	Open	Year(s) Grievances Received	Status
A	2015	2	2018 (1), 2019 (1)	
B	2002	6	2014 (1), 2016 (1), 2017 (2), 2018 (2)	Voluntary Surrender in Work
C	2014	2	2017 (1), 2019 (1)	
D	2010	2	2017 (1), 2018 (1)	
E	2005	2	2016 (1), 2017 (1)	
F	2010	2	2017 (1), 2019 (1)	
G	2004	3	2017 (1), 2018 (2)	
H	2014	2	2016 (1), 2019 (1)	Voluntary Surrender in Work
I	2001	3	2018 (3)	
J	2001	4	2017 (1), 2018 (1), 2019 (2)	
K	2017	2	2018 (2)	
L	2007	2	2019 (2)	
M	2009	4	2018 (3), 2019 (1)	
N	2001	3	2016 (1), 2018 (1), 2019 (1)	
O	2001	2	2018 (1), 2019 (1)	
P	2011	4	2017 (1), 2018 (2), 2019 (1)	
Q	2013	3	2018 (3)	
R	2009	2	2017 (1), 2019 (1)	
S	2001	3	2016 (1), 2018 (1), 2019 (1)	
T	2001	3	2016 (2), 2017 (1)	
U	2009	4	2016 (1), 2017 (1), 2018 (1), 2019 (1)	
	Total	61		

Of 78 currently open grievances, 61 concern 21 Agencies or CPGs with 2 or more open grievances.