



**Certified Professional Guardianship Board**  
Monday, August 10, 2020  
Zoom Video Conference  
8:00 a.m. – 9:00 a.m.

**Meeting Minutes**

**Members Present:**

Judge Rachelle Anderson  
Ms. Rosslyn Bethmann  
Ms. Rita Forster  
Ms. Amanda Froh  
Commissioner Diana Kiesel  
Judge Robert Lewis  
Ms. Lisa Malpass  
Dr. K. Penney Sanders  
Mr. Dan Smerken  
Ms. Susie Starrfield  
Ms. Amanda Witthauer<sup>1</sup>

**Guests: See list on last page**

**Members Absent:**

Judge Grant Blinn  
Dr. Rachel Wrenn

**Staff Present:**

Ms. Stacey Johnson  
Ms. Kathy Bowman  
Mr. Christopher Fournier  
Ms. Jennifer Holderman  
Ms. Thai Kien  
Ms. Kay King  
Mr. Ramsey Radwan  
Ms. Kim Rood  
Ms. Eileen Schock

**1. Meeting Called to Order**

Judge Rachelle Anderson called the August 10, 2020 Certified Professional Guardianship Board meeting to order at 8:05 am.

**2. Welcome, Roll Call and Approval of Minutes**

Roll was called by Judge Anderson and all present were welcomed.

Motion: Hearing no suggested additions or corrections, a motion was made and seconded to approve the minutes of the June 8, 2020 Board meeting as written. The motion passed.

**3. Chair's Report**

Judge Anderson gave a brief report regarding feedback received from two recently held stakeholder engagement sessions concerning updating and revising Board regulations subsequent to the passage of the Uniform Guardianship, Conservatorship and Other Protective Arrangements Act (UGA).

**4. Grievance Report**

Staff provided an update on grievances concerning the actions of Certified Professional Guardians received during the months of June and July 2020. A total of 15 grievances were received during these two months, and eight grievances have been closed. Fifty (50) open grievances currently require investigation, and 35 of those grievances involve 11 CPGs or CPG Agencies. Judge Anderson commented that the backlog of open or pending grievances has been stressful, and while the UGA has an eye to speed up the process, the Standards of Practice Committee has worked very hard to resolve the backlog. A member of the Board

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<sup>1</sup> Ms. Witthauer joined the meeting at 8:15 a.m.

asked how many grievances remained open from 2017 and 2018. Staff answered that investigations of any remaining grievances received prior to 2019 are complete and final steps are underway to close these cases.

## 5. Executive Session (Closed to Public)

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

On behalf of the Applications Committee, Judge Robert Lewis presented the following applications for Certified Professional Guardian. Members of the Applications Committee abstained.

Motion: A motion was made and seconded to conditionally approve Sean Allan's application for certification, conditioned upon FBI and WSP background checks, with transferrable skills in social services. The motion passed.

Motion: A motion was made and seconded to approve Cynthia Dodge's application for certification, with transferrable skills in financial. The motion passed.

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

Motion: A motion was made and seconded to conditionally approve Kathleen Richardson's application for certification, conditioned upon WSP and FBI background checks, with transferrable skills in social services. The motion passed.

Motion: A motion was made and seconded to conditionally approve Paul Stevick's application for certification, conditioned upon WSP and FBI background checks and upon successful completion of CPGB required training, with transferrable skills in financial. The motion passed.

Motion: A motion was made and seconded to table Lowest Jefferson's application for certification until the next CPGB meeting in order to request additional information from applicant regarding work and volunteer history. The motion passed.

Motion: On behalf of the Education Committee, Rosslyn Bethmann made a motion that the Board post for public comment proposed regulation changes to Education Regulation 202 as recommended by the Education Committee. The motion was seconded and passed. Members of the Education Committee abstained.

## 7. Wrap Up/Adjourn

Hearing no other business to discuss, Judge Anderson adjourned the August 10, 2020 Certified Professional Guardianship Board meeting at 9:07 a.m. The next Board meeting will take place via Zoom Video Conference on September 14, 2020 at 8:00 a.m.

### Summary of Motions

MOTION	STATUS
A motion was made and seconded to approve the minutes of the June 8, 2020 Board meeting as written.	Passed

A motion was made and seconded to conditionally approve Sean Allan's application for certification, conditioned upon FBI and WSP background checks, with transferrable skills in social services. The motion passed.	Passed
A motion was made and seconded to approve Cynthia Dodge's application for certification, with transferrable skills in financial. The motion passed.	Passed
A motion was made and seconded to approve Teresa Keough's application for certification, with transferrable skills in legal. The motion passed.	Passed
A motion was made and seconded to conditionally approve Kathleen Richardson's application for certification, conditioned upon WSP and FBI background checks, with transferrable skills in social services. The motion passed.	Passed
A motion was made and seconded to conditionally approve Paul Stevick's application for certification, conditioned upon WSP and FBI background checks and upon successful completion of CPGB required training, with transferrable skills in financial. The motion passed.	Passed
A motion was made and seconded to table Lowest Jefferson's application for certification until the next CPGB meeting in order to request additional information from applicant regarding work and volunteer history. The motion passed.	Passed
On behalf of the Education Committee, Rosslyn Bethmann made a motion that the Board post for public comment proposed regulation changes to Education Regulation 202 as recommended by the Education Committee. The motion was seconded and passed. Members of the Education Committee abstained.	Passed

**Guests:**

Deborah Jameson  
 Glenda Vollar  
 Mindi Blanchard  
 Puget Sound Guardians  
 Tomiko Suhara