

**Meeting Materials
September 14th, 2020**

Meeting Minutes August 10th, 2020



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

DRAFT 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 Witthauer¹

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

Guests: See list on last page

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

¹ 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

MOTION	STATUS
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

Grievance Status Update August, 2020

Certified Professional Guardians Grievance Status

Month-End

August 31, 2020

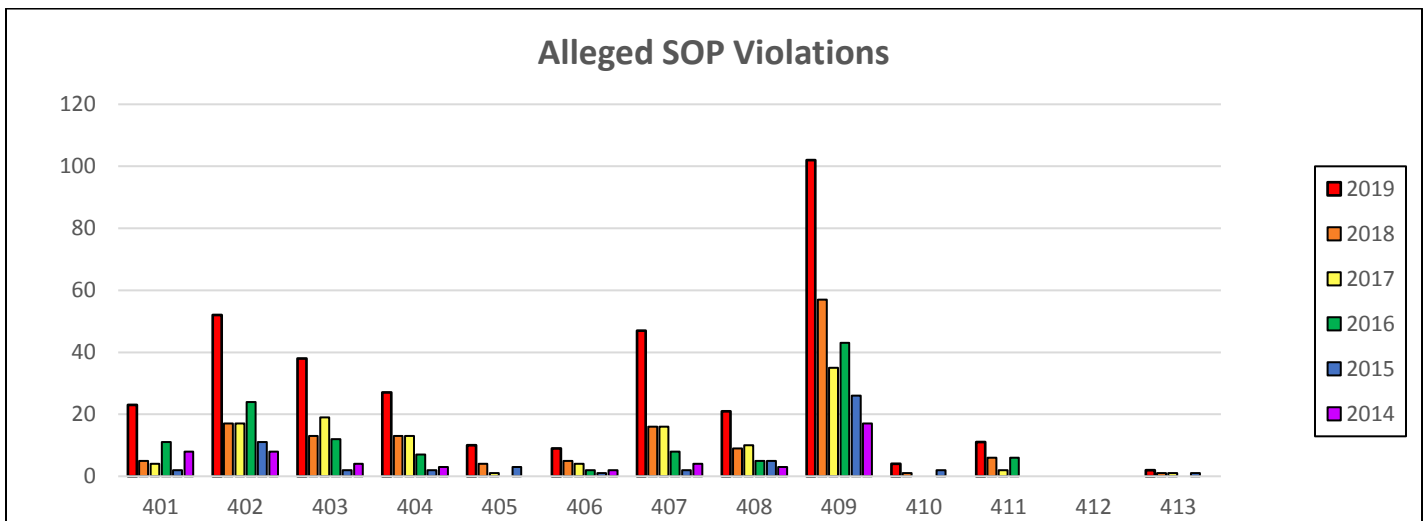
Grievance Status – August 31, 2020	2020	2019	2018	2017	2016	2015	2014	Total
New Grievances Received:	4	0	0	0	0	0	0	4
Grievances Resolved this Month:	[5]							[5]
Grievances Requiring Investigation*:	23	20	4	2	0	0	0	49

Grievances Pending*	2020	2019	2018	2017	2016	2015	2014	Total
Voluntary Surrender:								
Conflicts Review Committee:		2						2
ARD:								
Complaint/Hearing:					1			1
Administrative Decertification:								
Total Pending:		2			1			3

[*Grievances in Pending status are not counted as Grievances Requiring Investigation.]

Resolution of Grievances – August 31, 2020	2020	2019	2018	2017	2016	2015	2014	Total
Dismissal – No Jurisdiction	1							1
Dismissal – No Actionable Conduct	4							4
Dismissal – Insufficient Grievance								
Mediated – Dismissed								
Advisory Letter 507.1								
ARD - Admonishment								
ARD - Reprimand								
ARD - Suspension								
Terminated – Voluntary Surrender								
Terminated – Administrative Decertification								
Terminated – Decertification								
Total Resolved Grievances: August 31, 2020	5							5

Grievance Resolutions	2020	2019	2018	2017	2016	2015	2014	Total
Total Grievances Received	52	77	85	104	104	65	64	551
Dismissal – No Jurisdiction	15	15	22	30	20	13	17	132
Dismissal – No Actionable Conduct	13	31	50	59	55	29	22	258
Dismissal – Insufficient Grievance	1	5	3	1	2		2	14
Mediated – Dismissed						1		1
Advisory Letter 507.1		1	3	2	4			10
ARD - Admonishment						1		1
ARD – Reprimand				1	4	4		9
ARD - Suspension								
Termination – CPG Death						2		2
Termination – Administrative Decertification		3	1	1	4	13	11	35
Termination – Voluntary Surrender			2	8	15	2	12	39
Termination – Decertification								
Grievances Resolved To Date: 08.31.2020	29	55	81	102	104	65	64	501



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 31, 2020

ID	Year Cert.	Open	Year(s) Grievances Received	Status
A	2009	2	2020 (2)	
B	2010	3	2019 (1), 2020 (2)	
C	2016	2	2020 (2)	
D	2001	7	2017 (1), 2018 (1), 2019 (5)	
E	2014	4	2017 (1), 2019 (1), 2020 (2)	
F	2018	2	2019 (1), 2020 (1)	
G	2007	3	2019 (2), 2020 (1)	
H	2001	6	2018 (1), 2019 (1), 2020 (4)	
I	2001	2	2019 (1), 2020 (1)	
	TOTAL	31		

Of 49 currently open grievances requiring investigation, 31 concern 9 Agencies/CPGs with 2 or more open grievances.

	Year Guardian Certified	# of Guardians
Before UW Certificate Program	2001	3
	2002	
	2003	
	2004	
	2005	
	2006	
	2007	1
	2008	
	Total	4
UW Certificate Program	2009	1
	2010	1
	2011	
	2012	
	2013	
	2014	1
	2015	
	2016	1
	2017	
	2018	1
	Total	5