

Meeting Minutes

January 8, 2024



Certified Professional Guardianship and Conservatorship Board

Monday, January 8, 2024

Zoom Meeting

9:00a.m. – 11:30 a.m.

MEETING MINUTES

Members Present

Judge Robert Lewis, Chair
Judge Grant Blinn
Commissioner Soloman Kim
Ms. Lynda Clark
Ms. Melanie Maxwell¹
Ms. Kristina Hammond²
Ms. Camille Minogue³
Mr. Dan Smerken
Ms. Susie Starrfield
Dr. Anita Souza

Staff Present

Ms. Stacey Johnson
Ms. Kathy Bowman
Ms. Thai Kien
Ms. Kay King
Mr. Samar Malik
Ms. Maureen Roberts
Ms. Rhonda Scott
Ms. Sherri White

Members Absent

Judge Cadine Ferguson-Brown
Dr. K. Penney Sanders
Mr. William Reeves

Guests – See last page

1. Meeting Called to Order

Judge Robert Lewis called the January 8, 2024 Certified Professional Guardianship and Conservatorship Board meeting to order at 9:00 a.m.

2. Welcome, Roll Call & Approval of Minutes

Judge Lewis welcomed all present.

Motion: It was moved and seconded to approve the December 11, 2023 minutes as written.
The motion passed.

3. Chair's Report

Judge Lewis welcomed Camille Minogue, the new Washington State Bar Association (WSBA) representative, to the Board. Several members will be moving on from the Board in September, and committee roles will need to be redistributed. Judge Lewis hopes to have this done by March. The Board will need a new chair in October 2024.

4. Public Comment Period

Deborah Jameson addressed the request by the WSBA Ethics Committee.

¹ Ms. Maxwell joined at 9:52 a.m.

² Ms. Hammond left at 10:20 a.m.

³ Ms. Minogue left at 9:45 a.m.

5. Grievance Report

Ms. Scott presented the December grievance report. A total of twenty-four (24) grievances were unresolved at the time of the report. Currently, there are two hundred forty-nine (249) active CPGCs.

6. Education Committee

On behalf of the Education Committee, Dr. Souza presented the Board survey results. Ms. Johnson and Ms. King described the onboarding and orientation process provided to Board members. Committees explained that training currently consists of shadowing.

7. WSBA Committee on Professional Ethics

Judge Lewis described an ethical question from the Washington State Bar Association regarding a CPGC serving in two roles, and how to separate the duties. Discussion around appearance of conflict of interest. Discussion around closely acquainted communities.

Break

8. Executive Session (Closed to Public)

9. Reconvene (Open to Public)

10. Vote on Executive Session Discussion

On behalf of the Appeals Committee, Dr. Anita Souza presented the following application appeals for Board action:

Motion: It was moved and seconded to affirm the denial of Heather Chase's application for certification. The motion passed.

Motion: It was moved and seconded to affirm the denial Royce Zick's application for certification. The motion passed.

On behalf of the Standards of Practice Committee, Judge Blinn presented the following grievances for Board action.

Motion: It was moved and seconded to dismiss grievance 2023-066 as incomplete. The motion passed.

Motion: It was moved and seconded to forward grievance 2023-067 to Superior Court. The motion passed.

Motion: It was moved and seconded to forward grievance 2023-068 to Superior Court. The motion passed.

Motion: It was moved and seconded to forward grievance 2023-069 to Superior Court. The motion passed.

Motion: It was moved and seconded to dismiss grievance 2024-001 based on previous court findings in connection with grievance 2023-032. The motion passed.

Motion: It was moved and seconded to investigate grievance 2023-020 following court review. The motion passed.

Motion: It was moved and seconded to investigate grievance 2023-025 following court review. The motion passed.

Motion: It was moved and seconded to dismiss grievance 2023-032 following court review. The motion passed.

Motion: It was moved and seconded to investigate grievance 2023-045 following court review. The motion passed.

Motion: It was moved and seconded to dismiss grievance 2023-053 following court review. The motion passed.

11. Wrap Up/Adjourn

Judge Lewis asked if members of the Board would prefer that longer meetings happen in-person or virtually. The April Board meeting will be in-person with the expectation that most Board members will attend in-person.

With no other business to discuss, Judge Lewis adjourned the January 8, 2024 CPGC Board meeting at 10:43 a.m. The next Board meeting will take place via Zoom on February 12, 2024 beginning at 7:30 a.m.

Recap of Motions:

MOTION SUMMARY		STATUS
Motion:	It was moved and seconded to approve the December 11, 2023 minutes.	Passed
Motion:	It was moved and seconded to affirm the denial of Heather Chase's application for certification.	Passed
Motion:	It was moved and seconded to affirm the denial Royce Zick's application for certification.	Passed
Motion:	It was moved and seconded to dismiss grievance 2023-066 as incomplete.	Passed
Motion:	It was moved and seconded to forward grievance 2023-067 to Superior Court.	Passed
Motion:	It was moved and seconded to forward grievance 2023-068 to Superior Court.	Passed
Motion:	It was moved and seconded to forward grievance 2023-069 to Superior Court.	Passed
Motion:	It was moved and seconded to dismiss grievance 2024-001 based on previous court findings.	Passed
Motion:	It was moved and seconded to investigate grievance 2023-020 following court review.	Passed
Motion:	It was moved and seconded to investigate grievance 2023-025 following court review.	Passed
Motion:	It was moved and seconded to dismiss grievance 2023-032 following court review.	Passed
Motion:	It was moved and seconded to investigate grievance 2023-045 following court review.	Passed
Motion:	It was moved and seconded to dismiss grievance 2023-053 following court review.	Passed

Guests:

Samantha Hellwig, AAG
Christopher Stanley
Katlyn Balsam
Kecia Hedgeman
Deborah Jameson

Brenda Morales
Chris Neil
Heather Sutor
Sarah Tremblay
Glenda Voller

Standing Committee Assignments

CERTIFIED PROFESSIONAL GUARDIANSHIP & CONSERVATOR BOARD

2024 Standing Committees
March 1, 2024 – September 30, 2024

Application/Certification Committee	
<ul style="list-style-type: none"> • Review applications and issue follow up letters; and • Monitor continuing reporting compliance/recertification. <p>Meets 4th Monday of every month at 8:00 a.m.</p>	<ul style="list-style-type: none"> • Susan Starrfield, Chair • Lynda Clark • Judge Ferguson-Brown • Camille Minogue • Dr. Anita Souza • Sherri White, Staff
Education Committee	
<ul style="list-style-type: none"> • Serve on the advisory committee of mandatory education; • Review staff approval of general education courses and credits; and • Recommend Judicial Conference education. <p>Meets 3rd Tuesday of every month at 9:00 a.m.</p>	<ul style="list-style-type: none"> • Kristina Hammond, Chair • Lynda Clark • Dr. Penney Sanders • Dan Smerken • Dr. Anita Souza • Sherri White, Staff
Standards of Practice Committee	
<ul style="list-style-type: none"> • Supervises the grievance process; and • Review Standards or Practice (SOP) and Disciplinary Regulations and make recommendations regarding revising or adding same. <p>Meets monthly on Thursday prior to Board mtg. at 8 a.m.</p>	<ul style="list-style-type: none"> • Judge Blinn, Co-Chair • Dr. Penney Sanders, Co-Chair • Commissioner Soloman Kim • Melanie Maxwell • Will Reeves • Rhonda Scott, Staff
Regulations/Ethics	
<ul style="list-style-type: none"> • Coordinate proposed regulation changes for consistency among all regulations; • Make recommendations to the Board concerning regulations; • Receive, review and respond to requests for ethical opinions; • Draft ethical opinions <p>Meets 4th Tuesday of every month at 8:00 a.m.</p>	<ul style="list-style-type: none"> • Dan Smerken, Chair • Judge Cadine Ferguson-Brown • Will Reeves • Camille Minogue • Kay King, Staff
Appeals Committee	
<ul style="list-style-type: none"> • Hear Appeals (Application) 	<ul style="list-style-type: none"> • Will Reeves, Chair • Dr. Anita Souza • Kristina Hammond • Sherri White, Staff

Updated 01/09/2024

Grievance Report
January, 2024

**Certified Professional Guardian and Conservator
Grievance Status
January 2024**

New Grievances Received in January 2024:	8
Grievances Dismissed by Board on January 8, 2024:	4
Grievances Forwarded to Superior Court on January 8, 2024:	3
Grievances Set for Investigation on January 8, 2024:	3

Grievances (UGA)	2022	2023	2024
Total Grievances Received	75	69	8
Dismissed: No Jurisdiction, Insufficient Grievance	30	22	1
Forwarded to Superior Court	39	44	0
Dismissed Following Court Review	39	26	0
Dismissed Following Investigation	5	1	0
Open Pending CRC Review	0	1	0
Open Pending Investigation	1	4	0

Please note that the numbers reported in this section will not necessarily be equal to the total number of grievances received; this is due to the timing of when new grievances are received and in process of review by the Board.

Active CPGCs: 251

Grievances Pre-UGA

Pre-UGA Grievance Status	2021
Grievances Resolved this Month:	0
Total Grievances Requiring Investigation:	1

Resolution of Pre-UGA Grievances	2021
Total Grievances Received by Year	95
Dismissal No Jurisdiction	9
Dismissal No Actionable Conduct	70
Dismissal Insufficient Grievance	7
Dismissal Administrative	1
Advisory Letter	3
Termination – Administrative Decertification	4
Total 2021 Grievances Resolved:	94

Guardians/Conservators or Agencies with Multiple Grievances January 2023

ID	Year Certified	2024	2023	2022	2021	Total OPEN
A	2012	1	2	0	0	3
B	2016	0	3	0	0	3
C	2017	1	2	0	0	3
D	2022	0	3	0	0	3
E	2007	0	3	0	0	3
						15

At the time of this report, 15 of the 29 unresolved grievances involved 5 Certified Professional Guardians/Conservators or Agencies with 2 or more grievances.