



Certified Professional Guardian Board Meeting
Monday, August 12, 2013 (8:00 a.m. – 9:00 a.m.)
Telephone Conference

Meeting Minutes

Members Present

Commissioner Rachelle Anderson
Ms. Robin Balsam
Mr. Gary Beagle
Ms. Rosslyn Bethmann
Dr. Barbara Cochrane
Mr. Andrew Heinz
Mr. Bill Jaback
Judge Sally Olsen
Ms. Emily Rogers
Ms. Carol Sloan
Judge Robert Swisher, Vice-Chair

Members Absent

Judge James Lawler, Chair

Staff

Ms. Shirley Bondon
Ms. Kim Rood

1. Call to Order

Judge Swisher called the meeting to order at 8:04 a.m.

2. Board Business

Approval of Minutes

Judge Swisher asked for changes or corrections to the June 10, 2013 proposed minutes. There were no changes or corrections.

Motion: *A motion was made and seconded to approve minutes from the June 10, 2013 meeting. The motion passed.*

3. Executive Session (Closed to Public)

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

Applications Committee

Individual Applications

Motion: *A motion was made and seconded to conditionally approve April Coberly's application. The motion passed.*

Motion: *A motion was made and seconded to conditionally approve Wendy Davis' application. The motion passed. Judge Olsen abstained from voting.*

Motion: *A motion was made and seconded to conditionally approve Heather Lonczak's application. The motion passed.*

Motion: *A motion was made and seconded to deny Len James Van De Wege's application. The motion passed.*

Motion: *A motion was made and seconded to deny Tammy Watkins' application. The motion passed.*

Motion: *A motion was made and seconded to deny Terry Williams' application. The motion passed.*

Motion: *A motion was made and seconded to conditionally approve Joy Susan Brown's application. The motion passed.*

Motion: *A motion was made and seconded to approve Jeannie Jones' application. The motion passed.*

Motion: *A motion was made and seconded to deny Terry Stein's application. The motion passed. Commissioner Anderson abstained from voting.*

Petersen Complaint

The brief submitted to the Supreme Court in the Lori Petersen matter was included in the Executive Session materials. Judge Swisher asked that the brief be included in the public minutes (See Attachment).

5. Correspondence

- Donnelly letter. The stakeholders meeting scheduled to be held August 21, 2013, 9:00 a.m. to 4:00 p.m. at the John L. O'Brien (JLOB) building has been cancelled.

6. Standards of Practice and Regulations

SOP 404.3 – Meaningful Visits The SOP was approved during the June 10, 2013 Board meeting, but after a staff review, it was determined that the SOP only dealt with sole practitioner certified professional guardians, and did not specify who would within a certified professional guardian agency would visit. Per the Chair's direction, staff revised the approved SOP and asked board members to review. Several members objected to the language "designated guardian", so that language was removed. In the future, Board members asked that proposed standards of practice and regulations not be discussed during teleconferences, but should be reserved for in-person meetings only.

Motion: *A motion was made and seconded for reconsideration of SOP 404.3. The motion passed. Ms. Balsam and Mr. Heinz abstained from voting.*

The version of the SOP approved June 10, 2013 and the version submitted for reconsideration are provided below.

SOP 404.3 as approved during the June 10, 2013 meeting.

404.3 A certified professional guardian of the person must personally make the initial in-person visit and then must personally visit every three months, unless otherwise approved by the court. For other meaningful in-person visits, a certified professional guardian or certified professional guardian agency may delegate the responsibility for in-person visits with a client to: (a) a non-certified professional guardian employee of the certified professional guardian or agency, (b) an independent

contractor or (c) any individual who has been specifically approved by the court. In all cases, before the delegation, a certified professional guardian with final decision making authority on the case must document the suitability of the delegation, having considered: (a) the needs of the client, and (b) the education, training and experience of the delegate. The documentation shall be: dated and signed by the certified professional guardian and maintained in the guardian's client file.

SOP 404.3 as proposed for reconsideration (revisions are in “red”).

404.3 A certified professional guardian of the person, sole practitioner or agency, must ensure that the initial in-person visit and then one visit every three months is made by a certified professional guardian, unless otherwise approved by the court. For other meaningful in-person visits, a certified professional guardian, sole practitioner or agency, may delegate the responsibility for in-person visits with a client to: (a) a non-guardian employee of the certified professional guardian, sole practitioner or agency, (b) an independent contractor or (c) any individual who has been specifically approved by the court. In all cases, before the delegation, a certified professional guardian with final decision making authority on the case must document the suitability of the delegation, having considered: (a) the needs of the client, and (b) the education, training and experience of the delegate. The documentation shall be: dated and signed by the certified professional guardian and maintained in the guardian's client file.

7. Adjourn

Meeting Adjourned at 8:57 a.m.

Addendum, Thursday, August 14, 2013

Gary Beagle, Chair of the Education Committee, requested an email vote to approve the Education Committee's recommendation to grant Ester Mihet an extension until October 31, 2013 to complete continuing education requirements for the 2012 – 2013 reporting period and to reinstate her certification. The vote was conducted by e-mail and was approved.

Recap of Motions from August 12th, 2013 Meeting

Motion Summary	Status
Motion: <i>A motion was made and seconded to approve minutes from the June 10, 2013 meeting. The motion passed.</i>	Passed
Motion: <i>A motion was made and seconded to conditionally approve April Coberly's application. The motion passed.</i>	Passed

Motion Summary	Status
Motion: <i>A motion was made and seconded to conditionally approve Wendy Davis' application. The motion passed.</i>	Passed
Motion: <i>A motion was made and seconded to conditionally approve Heather Lonczak's application. The motion passed.</i>	Passed
Motion: <i>A motion was made and seconded to deny Len James Van De Wege's application. The motion passed.</i>	Passed
Motion: <i>A motion was made and seconded to deny Tammy Watkins' application. The motion passed.</i>	Passed
Motion: <i>A motion was made and seconded to deny Terry Williams' application. The motion passed.</i>	Passed
Motion: <i>A motion was made and seconded to conditionally approve Joy Susan Brown's application. The motion passed.</i>	Passed
Motion: <i>A motion was made and seconded to approve Jeannie Jones' application. The motion passed.</i>	Passed
Motion: <i>A motion was made and seconded to deny Terry Stein's application. The motion passed. Commissioner Anderson abstained from voting.</i>	Passed
Motion: <i>A motion was made and seconded for reconsideration of SOP 404.3. The motion passed. Ms. Balsam and Mr. Heinz abstained from voting.</i>	Passed
Action Item Summary	
<p>The following proposed Standards of Practice and Regulations will be set over for the October 14th, 2013 Board Meeting.</p> <ul style="list-style-type: none"> • SOP 404.3 – Meaningful Visits • SOP 401.6 – Standby Guardian • SOP 413 – Responsibilities of Certified Professional Guardian Agencies • Regulation 500, Part I – Disciplinary Regulation 	In Process