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## **TELECONFERENCE**

### **MARRIAGE AND FAMILY THERAPIST SECTION**

#### **MARRIAGE AND FAMILY THERAPY, PROFESSIONAL COUNSELING AND SOCIAL WORK EXAMINING BOARD**

**Room 121A, 1400 E. Washington Avenue, Madison WI**

**Contact: Dan Williams (608) 266-2112**

**January 27, 2014**

*The following agenda describes the issues that the Section plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a description of the actions of the Section.*

### **AGENDA**

**9:00 A.M.**

#### **OPEN SESSION - CALL TO ORDER – ROLL CALL**

- A. Adoption of Agenda (1-4)**
- B. Approval of Minutes of December 2, 2013 (5-6)**
- C. Administrative Matters – Discussion and Consideration**
  - 1) Staff Updates
  - 2) Election of Officers **(7-8)**
  - 3) Appointment and Delegation of Liaisons **(9-10)**
- D. Formulation of a guiding statement for Peter Fabian to use on the Substance Use Disorder task force - Discussion and Consideration (11-12)**
- E. Reciprocity - Discussion and Consideration (13-14)**
- F. Section Goals for 2014**

G. Items Received After Preparation of the Agenda:

- 1) Introductions, Announcements and Recognition
- 2) Presentation(s) of Petition(s) for Summary Suspension
- 3) Presentation(s) of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 4) Presentation of Proposed Final Decision and Order(s)
- 5) Informational Item(s)
- 6) Division of Legal Services and Compliance (DLSC) Matters
- 7) Education and Examination Matters
- 8) Credentialing Matters
- 9) Approval(s) for Psychometric Testing
- 10) Class 1 Hearing(s)
- 11) Practice Question(s)/Issues
- 12) Legislation/Administrative Rule Matters
- 13) Liaison Report(s) (Coalition Report/WAMFT Report)
- 14) Speaking Engagement(s), Travel, or Public Relation Request(s)

H. Public Comments

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).**

I. **Case Closing**

- 1) Cases
- 2) Case Status Report **(15-16)**

J. Review of Application(s) for Licensure

- K. Deliberation of Items Received After Preparation of the Agenda:
- 1) Deliberation on Class 1 Hearings
  - 2) Application Issues and/or Reviews
  - 3) Professional Assistance Procedure (PAP)
  - 4) Monitoring Matters
  - 5) Proposed Stipulation(s), Final Decision(s) and Order(s)
  - 6) Administrative Warnings
  - 7) Review of Administrative Warning
  - 8) Order(s) Fixing Cost(s)/Matters Related to Costs
  - 9) Division of Legal Services and Compliance (DLSC) Matters
  - 10) Proposed Final Decisions and Orders
  - 11) Petitions for Summary Suspension
  - 12) Petitions for Re-hearing(s)
  - 13) Education and Examination Matters
  - 14) Credentialing Matters
  - 15) Appearance(s) from Request(s) Received or Renewed
  - 16) Motions
  - 17) Consulting with Legal Counsel

**RECONVENE INTO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

**Voting on Items Considered or Deliberated in Closed Session, If Voting is Appropriate**

**ADJOURNMENT**

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**MARRIAGE AND FAMILY THERAPY SECTION  
MEETING MINUTES  
DECEMBER 2, 2013**

**PRESENT:** Arlie Albrecht (via GoTo Meeting), Peter Fabian (via GoTo Meeting), Alice Hanson-Drew (via GoTo Meeting), Linda Pellmann (via GoTo Meeting)

**STAFF:** Dan Williams, Executive Director; Matthew Guidry, Bureau Assistant; and other Department Staff

**CALL TO ORDER**

Arlie Albrecht, Chair, called the meeting to order at 12:48 p.m. A quorum of four (4) members was confirmed.

**APPROVAL OF AGENDA**

**MOTION:** Alice Hanson-Drew moved, seconded by Linda Pellmann, to approve the December 2, 2013 agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF JULY 22, 2013**

**MOTION:** Linda Pellmann moved, seconded by Peter Fabian, to approve the July 22, 2013 minutes as published. Motion carried unanimously.

**LEGISLATION/ADMINISTRATIVE RULE MATTERS**

**MOTION:** Peter Fabian moved, seconded by Linda Pellmann, per the request of the Joint Board to designate specific Continuing Education Hours for Marriage and Family Therapists, the Marriage and Family Therapy Section determined to not specify a designated fifteen (15) Continuing Education Hours of the required thirty (30). Motion carried unanimously

**MOTION:** Linda Pellmann moved, seconded by Alice Hanson-Drew, to amend MPSW 19.02(2) to have a second sentence that reads, if the credential holder holds multiple MPSW credentials the person would not be required to take more than four (4) Continuing Education Hours in ethics. Motion carried unanimously.

**RIGHT THE RULES**

**MOTION:** Linda Pellmann moved, seconded by Alice Hanson-Drew, to delegate Peter Fabian to draft and send a letter to the Family Law Committee indicating that the Section will work towards reciprocity based on experience, education and/or examination. Motion carried unanimously.

### **CLOSED SESSION**

**MOTION:** Linda Pellmann moved, seconded by Alice Hanson-Drew, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). Arlie Albrecht read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Arlie Albrecht-yes; Peter Fabian-yes; Linda Pellmann-yes; and Alice Hanson-Drew-yes. Motion carried unanimously.

The Board convened into Closed Session at 1:45p.m.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Linda Pellmann moved, seconded by Alice Hanson-Drew, to reconvene into open session. Motion carried unanimously.

The Board reconvened into Open Session at 2:26 p.m.

### **VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION**

**MOTION:** Peter Fabian moved, seconded by Linda Pellmann, to affirm all motions made in closed session. Motion carried unanimously.

### **STIPULATIONS AND FINAL DECISION AND ORDERS**

**MOTION:** Alice Hanson-Drew moved, seconded by Peter Fabian, to accept the Findings of Fact, Conclusions of Law, Stipulation and Order in the matter of disciplinary proceedings against Craig Edwards (13 MFT 005). Motion carried unanimously.

### **ADJOURNMENT**

**MOTION:** Alice Hanson-Drew moved, seconded by Linda Pellmann, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 2:27 p.m.

Please note the following information is from the February 25, 2013 Marriage and Family Therapists Section of MPSW Joint Board Meeting Minutes, and may have since been revised

<b>2013 OFFICER ELECTION RESULTS</b>	
Board Chair	Arlie Albrecht
Vice Chair	Alice Hanson Drew
Secretary	Peter Fabian

<b>2013 LIAISON APPOINTMENTS</b>	
WAMFT Report	Linda Pellmann
DLSC Liaison (PAP)	Arlie Albrecht
DLSC Liaison (Monitoring)	Arlie Albrecht
Credentialing Liaison	Arlie Albrecht, Linda Pellmann Alternates: Peter Fabian, Alice Hanson Drew
Continuing Education Liaison	Peter Fabian
Newsletter Liaison	Lillian Nolan
Travel Liaison	Arlie Albrecht

<b>2013 SCREENING PANEL APPOINTMENTS</b>	
January – December 2013	Peter Fabian, Alice Hanson-Drew

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**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  Ashley Horton  Department Monitor Division of Legal Services and Compliance		2) Date When Request Submitted:  December 20, 2013  Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections:			
4) Meeting Date:	5) Attachments:  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  Monitoring: Appointment of Monitoring Liaison and Delegated Authority Motion	
7) Place Item in:  <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled?  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:  1. Appointment of 2014 Monitoring Liaison  2. Delegated Authority Motion:  <i>“_____ moved, seconded by _____ to adopt/reject the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today’s agenda packet.”</i>			
11) <span style="float: right;">Authorization</span>  <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">  </div> <div style="width: 30%; text-align: center;">           December 20, 2013         </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Signature of person making this request</div> <div style="width: 20%; text-align: center;">Date</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Supervisor (if required)</div> <div style="width: 20%; text-align: center;">Date</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)</div> <div style="width: 20%; text-align: center;">Date</div> </div>			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

## **Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor**

The Monitoring Liaison is a board designee who works with department monitors to enforce the Board's orders as explained below.

### **Current Authorities Delegated to the Monitoring Liaison**

The Liaison may take the following actions on behalf of the Board:

1. Grant a temporary reduction in random drug screen frequency upon Respondent's request if he/she is unemployed and is otherwise compliant with Board order. The Department Monitor will draft an order and sign on behalf of the Liaison. The temporary reduction will be in effect until Respondent secures employment in the profession.
2. Grant a stay of suspension if Respondent is eligible per the Board order. The Department Monitor will draft an order and sign on behalf of the Liaison.
3. Remove the stay of suspension if there are repeated violations or a substantial violation of the Board order. The Department Monitor will draft an order and sign on behalf of the Liaison.
4. Grant or deny approval when Respondent proposes continuing/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. unless the order specifically requires full-Board approval. The Department Monitor will notify Respondent of the Liaison's decision.
5. Grant a maximum 90-day extension, if warranted and requested in writing by Respondent, to complete Board-ordered CE, pay proceeding costs, and/or pay forfeitures upon Respondent's request.

### **Current Authorities Delegated to the Department Monitor**

The Department Monitor may take the following actions on behalf of the Board, draft an order and sign:

1. Grant full reinstatement of licensure if CE is the sole condition of the limitation and Respondent has submitted the required proof of completion for approved courses.
2. Suspend the license if Respondent has not completed Board-ordered CE and/or paid costs and forfeitures within the time specified by the Board order. The Department Monitor may remove the suspension and issue an order when proof completion and/or payment have been received.

### **Clarification**

1. In conjunction with removal of any stay of suspension, the Liaison may prohibit Respondent from seeking reinstatement of the stay for a specified period of time. (This is consistent with current practice.)

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Dan Williams</b>		2) Date When Request Submitted:  Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
3) Name of Board, Committee, Council, Sections:  <b>MPSW Joint Board – Marriage and Family Therapist Section</b>			
4) Meeting Date:  <b>1/27/14</b>	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Formulation of a guiding statement for Peter Fabian his use on the Substance Use Disorder task force - Discussion and Consideration</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing?  <input type="checkbox"/> Yes by <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:  N/A	
10) Describe the issue and action that should be addressed:  Same as title			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Executive Assistant prior to the start of a meeting.			

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**State of Wisconsin  
Department of Safety & Professional Services**

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3) Name of Board, Committee, Council, Sections:  <b>MPSW Joint Board – Marriage and Family Therapist Section</b>			
4) Meeting Date:  <b>12/2/13</b>	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Reciprocity – Discussion and Consideration</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing?  <input type="checkbox"/> Yes by <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:  N/A	
10) Describe the issue and action that should be addressed:  Same as title			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)			
Date			
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