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## SOCIAL WORKER SECTION

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

Room 121A 1400 E. Washington Avenue, Madison

Contact: Dan Williams – 608-266-2112

January 27, 2016

*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 and deliberations of the Section.*

**9:00 A.M.**

### AGENDA

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

- A. **Adoption of the Agenda (1-3)**
- B. **Approval of Minutes from December 22, 2015 (4)**
- C. **Administrative Matters**
  - 1) Staff Updates
  - 2) Board Member – Term Expiration Date
    - a. Nicholas Smiar – 07/01/2014
    - b. Elizabeth Krueger – 07/01/2016
    - c. Jennifer Anderson-Meger – 07/01/2017
    - d. Gregory Winkler – 07/01/2019 (*Re-appointed, not yet confirmed*)
  - 3) Election of Officers **(5-8)**
  - 4) Appointment of Liaisons and Delegation of Authority
    - a. Monitoring Liaison and Department Monitor **(9-10)**
    - b. Credentialing Liaison
- D. **Legislative and Administrative Rule Matters – Discussion and Consideration**
  - 1) Senate Bill 568/Assembly Bill 726 Relating to Renaming, Changing Membership and Eliminating Certain Professional Licensure Boards **(11)**
  - 2) Update on Legislation and Pending or Possible Rulemaking Projects
- E. **Interstate Mobility of Licensure/Certification, Current Reciprocity Policy and Procedure – Discussion and Consideration (12)**
- F. Discussion and Consideration of Items Received After Preparation of the Agenda:
  - 1) Introductions, Announcements and Recognition
  - 2) Division of Legal Services and Compliance Matters
  - 3) Presentations of Petition(s) for Summary Suspension
  - 4) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
  - 5) Presentation of Proposed Final Decision and Order(s)

- 6) Education and Examination Matters
- 7) Credentialing Matters
- 8) Practice Questions/Issues
- 9) Legislation/Administrative Rule Matters
- 10) Liaison/Committee Report(s)
- 11) Informational Item(s)
- 12) Speaking Engagement(s), Travel, or Public Relation Request(s)
- 13) Consulting with Legal Counsel

G. 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.).**

H. **Deliberation on Credentialing Matters**

- 1) **APPPEARANCE: Kerry Marley – Application Review (13)**

I. **Deliberation of Division of Legal Services and Compliance (DLSC) Matters**

- 1) **Proposed Stipulations, Final Decisions and Orders**
  - a. 14 SOC 010 (L.C.Y.) **(14-21)**
  - b. 15 SOC 001 (F.J.D.) **(22-28)**
  - c. 15 SOC 040 (S.A.W.) **(29-34)**
  - d. 15 SOC 043 (P.L.D.) **(35-41)**
- 2) **Case Closures**

J. **Deliberation on Order Fixing Costs in the Matter of Disciplinary Proceedings Against:**

- 1) Ellen Pederson-Lewis, L.C.S.W., Respondent (ORDER0004095)(DHA Case # SPS-14-0087)(DLSC Case # 12 SOC 080) **(42-44)**
- 2) Denise Wolodko, Respondent (ORDER0004389)(DHA Case # SPS-15-0005)(DLSC Case # 14 SOC 268) **(45-50)**

K. Consult with Legal Counsel

L. Deliberation of Items Received After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) DLSC Matters
- 4) Monitoring Cases
- 5) Professional Assistance Program Cases
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner
- 8) Proposed Stipulations, Final Decisions and Order
- 9) Administrative Warnings
- 10) Proposed Final Decisions and Orders
- 11) Matters Relating to Costs
- 12) Case Status Report
- 13) Case Closures
- 14) Application Matters, including reviews
- 15) Motions

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

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

**ADJOURNMENT**

The Next Scheduled Meeting is April 20, 2016

**SOCIAL WORKER SECTION  
TELECONFERENCE/VIRTUAL MEETING MINUTES  
DECEMBER 22, 2015**

**PRESENT:** Jennifer Anderson-Meger, Nicholas Smiar, Gregory Winkler

**EXCUSED:** Elizabeth Krueger

**STAFF:** Dan Williams, Executive Director; Nilajah Hardin, Bureau Assistant; Amber Cardenas, Legal Counsel; Sharon Henes, Administrative Rules Coordinator; and other DSPS Staff

**CALL TO ORDER**

Nicholas Smiar, Chair, called the meeting to order at 1:01 p.m. A quorum of three (3) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Jennifer Anderson-Meger moved, seconded by Gregory Winkler, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES FROM NOVEMBER 17, 2015**

**MOTION:** Gregory Winkler moved, seconded by Jennifer Anderson-Meger, to approve the minutes of November 17, 2015 as published. Motion carried unanimously.

**LEGISLATIVE AND ADMINISTRATIVE RULE MATTERS**

**MPSW 5 Relating to Examination**

**MOTION:** Jennifer Anderson-Meger moved, seconded by Gregory Winkler, the Social Work Section rejects the proposed changes to MPSW 5 Relating to Examination. Motion carried unanimously.

**MOTION:** Gregory Winkler moved, seconded by Jennifer Anderson-Meger, to request a written opinion stating the rationale for the recommended changes to MPSW 1.05 and MPSW 5 relating to Examination from DSPS Chief Legal Counsel. Motion carried unanimously.

**ADJOURNMENT**

Nicholas Smiar adjourned the meeting at 1:33 p.m.

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

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Nilajah Hardin, Bureau Assistant</b>		2) Date When Request Submitted:  <b>01/14/16</b>	
		Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections:  <b>Social Worker Section</b>			
4) Meeting Date:  <b>01/27/16</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? <b>Administrative Matters – Discussion and Consideration Election of Officers Appointment of Liaisons and Delegation of Authority</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	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:  <b>N/A</b>	
10) Describe the issue and action that should be addressed:  <b>The Section shall Elect Officers and have the Chair appoint Liaisons. The Section shall also delegate authority as necessary.</b>			
11) Authorization			
<i>Nilajah D. Hardin</i>		<b>01/14/16</b>	
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 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.			

*From March 2015*

<b>2015 OFFICER ELECTION RESULTS</b>	
<b>Section Chair</b>	Nicholas Smiar
<b>Vice Chair</b>	Jennifer Anderson-Meger
<b>Secretary</b>	Gregory Winkler

**Appointment of Liaisons**

The Chair Appoints the Following Members to:

<b>2015 LIAISON APPOINTMENTS</b>	
<b>DLSC Liaison Including Professional Assistance Procedure (PAP) and Monitoring</b>	Elizabeth Krueger, ( <i>Alternate:</i> Nicholas Smiar)
<b>Credentialing Liaison</b>	Nicholas Smiar, Jennifer Anderson-Meger, Elizabeth Krueger, Gregory Winkler
<b>Exams, Education and ASWB Liaison</b>	Nicholas Smiar
<b>Continuing Education Liaison</b>	Nicolas Smiar

<b>2015 SCREENING PANEL APPOINTMENT</b>	
<b>January – December 2015</b>	Nicholas Smiar, Jennifer Anderson-Meger ( <i>Alternate:</i> Elizabeth Krueger)

## **Delegation of Authority**

**MOTION:** Jennifer Anderson-Meger moved, seconded by Elizabeth Krueger, that the Board delegates authority to the Chair to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair has the ability to delegate this signature authority to the Board's Executive Director for purposes of facilitating the completion of assignments during or between meetings. Motion carried unanimously.

**MOTION:** Elizabeth Krueger moved, seconded by Jennifer Anderson-Meger, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department where knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

**MOTION:** Jennifer Anderson-Meger moved, seconded by Elizabeth Krueger that Board Counsel or another Department attorney is formally authorized to serve as the Board's designee for purposes of Wis. Admin. Code SPS § 1.08(1). Motion carried unanimously

**MOTION:** Elizabeth Krueger moved, seconded by Jennifer Anderson-Meger, to delegate credentialing authority to DSPS for those submitted applications that meet the criteria of Rule and Statute and thereby would not need further Section or Section liaison review. Motion carried unanimously.

### ***Monitoring Liaison***

**MOTION:** Jennifer Anderson-Meger moved, seconded by Elizabeth Krueger, to adopt the "Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor" document. Motion carried unanimously.

### ***Credentialing Liaison***

**MOTION:** Elizabeth Krueger moved, seconded by Jennifer Anderson-Meger, to delegate authority to the Credentialing Liaison(s) to address all issues related to credentialing matters. Motion carried unanimously.

*Exams, Education, and Association of Social Work Boards (ASWB) Liaison*

**MOTION:** Jennifer Anderson-Meger moved, seconded by Elizabeth Krueger, to delegate authority to the Exams, Education and ASWB Liaison to address all issues related to exam, education, and ASWB matters. Motion carried unanimously.

*Continuing Education Liaison*

**MOTION:** Elizabeth Krueger moved, seconded by Jennifer Anderson-Meger, to delegate authority to the Continuing Education (CE) Liaison to address all issues related to CE matters. Motion carried unanimously.

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

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Kelley Sankbeil</b>  Monitoring Supervisor Division of Legal Services and Compliance		2) Date When Request Submitted:  January 9, 2016  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: Social Workers Section			
4) Meeting Date:  January 27, 2016	5) Attachments:  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  Delegation of Authority to Monitoring Liaison and Department Monitor	
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:  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)  Authorization  <div style="display: flex; justify-content: space-between;"> <span>Signature of person making this request</span> <span>January 9, 2016</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Supervisor (if required)</span> <span>Date</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</span> <span>Date</span> </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 (“Liaison”) is a Board/Section designee who works with department monitors to enforce Board/Section orders as explained below.

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

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

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/Section order. The temporary reduction will be in effect until Respondent secures employment in the profession. The Department Monitor (“Monitor”) will draft an order and sign on behalf of the Liaison.
2. Grant a stay of suspension if Respondent is eligible per the Board/Section order. The 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/Section order. 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. The 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/Section approval.
5. Grant a maximum of one 90-day extension, if warranted and requested in writing by Respondent, to complete Board/Section-ordered continuing education.
6. Grant a maximum of one extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by Respondent.
7. Grant full reinstatement of licensure if Respondent has fully complied with all terms of the order without deviation. The Monitor will draft an order and obtain the signature or written authorization from the Liaison.
- 8. Grant or deny a request to appear before the Board/Section in closed session.**

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

The Monitor may take the following actions on behalf of the Board/Section, 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/Section-ordered CE and/or paid costs and forfeitures within the time specified by the Board/Section order. The Monitor may remove the suspension and issue an order when proof completion and/or payment have been received.

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

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Sharon Henes</b> <b>Administrative Rules Coordinator</b>		2) Date When Request Submitted:  <b>19 January 2016</b> Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections:  <b>Social Worker Section</b>			
4) Meeting Date:  <b>27 January 2016</b>	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? <b>Legislation and Rule Matters – Discussion and Consideration</b> <b>1. SB 568/AB 726 Relating to Renaming, Changing Membership and Eliminating Certain Professional Licensure Boards</b> <b>2. Update on Pending Legislation and Pending and Possible Rulemaking Projects</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?  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:			
11) Authorization			
<p style="font-size: 1.2em; font-family: cursive;"><i>Sharon Henes</i></p>			
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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**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Nick Smiar</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 – Social Worker Section</b>			
4) Meeting Date:  <b>January 27, 2016</b>	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Interstate mobility of licensure/certification, current reciprocity policy and procedure. 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:  See title.			
11) <b>Authorization</b>			
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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