



**STATE OF WISCONSIN**  
Department of Safety and Professional Services  
1400 E Washington Ave.  
Madison WI 53703

Mail to:  
PO Box 8935  
Madison WI 53708-8935

Email: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
Web: <http://dsps.wi.gov>

**Governor Scott Walker      Secretary Dave Ross**

Voice: 608-266-2112 • FAX: 608-267-3816 • TTY: 608-267-2416

**PSYCHOLOGY EXAMINING BOARD MEETING  
Room 121A, 1400 E. Washington Avenue, Madison WI  
Contact: Dan Williams (608) 266-2112  
FEBRUARY 8, 2012**

*Notice: The following agenda describes the issues that the Board 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 Board. For Board Information, please contact via Email at [DSPSBoards@wisconsin.gov](mailto:DSPSBoards@wisconsin.gov) or via phone at (877) 617-1565 (Toll Free For Callers Outside of Madison, WI; for local calls, dial (608) 266-2112*

**8:15 A.M.**

**APPLICATION REVIEW COMMITTEE, RM 121B**

**CONVENE TO CLOSED SESSION** to consider discipline (s. 19.85(1)(b), Stats., and to consider individual histories (s. 19.85(1)(f), Stats.

- Review of Applications for approval recommendation to the Full Board. The Committee consists of two (2) board members and Department staff.

**ADJOURNMENT**

**8:30 A.M.**

**PSYCHOLOGY BOARD SCREENING PANEL, RM 121A**

1. Call Open Session to Order.
2. Convene to Closed Session to consider discipline (s. 19.85(1)(b), Stats., and to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.
  - a. Screen complaints received from the public against credential holders. The panel consists of one (1) board member and Department staff.
3. Reconvene to Open Session.
4. Vote on items considered or deliberated upon in Closed Session.
5. Adjournment

**9:00 A.M.**

**MEETING OF THE PSYCHOLOGY EXAMINING BOARD, ROOM 121A**

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

- A. **Approval of Agenda (1-4)**
- B. **Approval of Meeting Minutes of December 7, 2011 (5-14)**
- C. **Board Appointments for 2012 (15-16)**

- D. Secretary Matters
- E. **Administrative Matters**
  - 1) Annual Policy Review – Board Member Guidebook **(17-48)**
- F. **Discussion and Review of Application Forms for Psychology Licensure**
- G. **Board Discussion and Possible Action Regarding Streamlining of the Licensure Process**
  - 1) Discussion Regarding the Oral Interview Process for Reciprocity Applicants
- H. **Discussion: What Are the Boundaries for Issues to Which the Board Will Respond or What are the Boundaries of the Board’s Mission?**
  - 1) Board Review and Discussion as to the Board’s Draft Boundary Statement
- I. **Review of the Psychology Examining Board Related Pages of the Department Website Including Frequently Asked Question (FAQ) Pages**
- J. Items Received After Printing of the Agenda:
  - 1) Presentations of Petition(s) for Summary Suspension
  - 2) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
  - 3) Presentation of Proposed Final Decision and Order(s)
  - 4) Informational Item(s)
  - 5) DOE Matters
  - 6) Status of Statute and Administrative Rule Matters
  - 7) Education and Examination Matters
  - 8) Credentialing Matters
  - 9) Practice Questions/Issues
  - 10) Legislation/Administrative Rule Matters
  - 11) Liaison Report(s)
  - 12) Speaking Engagement(s), Travel, or Public Relation Request(s)
- K. Informational Items
- L. Other Board Business
- M. Public Comments

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; consider closing disciplinary investigation with administrative warning s.19.85(1)(b), Stats. 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.)**

- N. **Review of Additional Information Requested of Applicants for Licensure:**
  - 1) Additional Information Submitted for Review in the Application of Lindsey Duca, Psy. D **(49-62)**
  - 2) Additional Information Submitted for Review in the Application of Elizabeth Frei, Ph. D **(63-78)**
  - 3) Additional Information Submitted for Review in the Application of Ana Garcia, Ph. D **(79-84)**
  - 4) Additional Information Submitted for Review in the Application of Sheila Gissibl, Psy. D **(85-90)**
  - 5) Additional Information Submitted for Review in the Application of Angela Lowery, Ph. D **(91-98)**

- 6) Additional Information Submitted for Review in the Application of Amanda Messina, Psy. D **(99-102)**

**O. Oral Interview of Applicants for Licensure – Final Approval for Licensure:**

- 1) Lindsey Duca, Psy.D
- 2) Elizabeth Frei, Ph.D
- 3) Ana Garcia, Ph.D
- 4) Sheila Gissibl, Psy.D
- 5) Valerie Gonsalves, Ph.D
- 6) Angela Lowery, Ph.D
- 7) Amanda Messina, Psy.D
- 8) Parrish Paul, Ph.D
- 9) Stephanie Raszkievicz, Ph.D
- 10) Jeffrey Willems, Ph.D

**P. Review of Applications for Licensure:**

- 1) Review of Application for Licensure Submitted by Patrick Finn, Psy.D **(103-146)**
- 2) Review of Application for Licensure Submitted by Shauna Fuller, Ph.D **(147-180)**
- 3) Review of Application for Licensure Submitted by Pamela Kaczmarek, Psy.D **(181-212)**
- 4) Review of Application for Licensure Submitted by Athena Lickel, Ph.D **(213-272)**
- 5) Review of Application for Licensure Submitted by Duane Majeres **(273-322)**
- 6) Review of Application for Licensure Submitted by David Marx, Psy.D **(323-358)**
- 7) Review of Application for Licensure Submitted by Kristin Miles, Psy.D **(359-402)**
- 8) Review of Application for Licensure Submitted by Manbeena Sekhon, Ph.D **(403-442)**
- 9) Review of Application for Licensure Submitted by Uliana Skibicky, Ph.D **(443-494)**

**Q. Deliberation of Proposed Stipulation(s), Final Decision(s) and Order(s):**

- 1) Jeffrey A. Adamczak, Psy. D (10 PSY 011) **(495-502)**

**R. Deliberation of Administrative Warning(s):**

- 1) 09 PSY 069 **(503-508)**

**S. Deliberation of Items Received After Printing of the Agenda:**

- 1) Application Issues and/or Reviews
- 2) Professional Assistance Procedure (PAP)
- 3) Monitoring Matters
- 4) Proposed Stipulations, Final Decisions and Orders
- 5) Administrative Warnings
- 6) Orders Fixing Costs/Matters Related to Costs
- 7) Proposed Final Decisions and Orders
- 8) Petitions for Summary Suspension
- 9) Petitions for Re-hearings
- 10) Case Closings
- 11) Education or Examination Matters
- 12) Review Additional Information Requested of Applicants for Licensure
- 13) Oral Interviews of Applicants for Licensure – Final Approval for Licensure
- 14) Review of Applications for Licensure
- 15) Supervision Reviews
- 16) Credential Issues
- 17) Appearances from Requests Received or Renewed
- 18) Motions

T. Consulting with Legal Counsel

U. **Division of Enforcement:**

- 1) Case Status Report
- 2) Case Closings

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

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

DOE – Signatures for Orders

V. Other Board Business

**ADJOURNMENT**

**PSYCHOLOGY EXAMINING BOARD  
MEETING MINUTES  
DECEMBER 7, 2011**

**PRESENT:** Bruce Erdmann, Ph.D.; Teresa Rose (via phone connected at 9:11 a.m., disconnected at 11:10 a.m., and reconnected upon conclusion of the oral examinations); Daniel Schroeder, Ph.D.; Melissa Westendorf, J.D., Ph.D.

**STAFF:** Dan Williams, Executive Director; Colleen Baird, Legal Counsel; Kimberly Wood, Bureau Assistant; and other Department Staff

**GUESTS:** Sarah Bowen, Wisconsin Psychological Association (WPA)

**CALL TO ORDER**

Bruce Erdmann, Ph.D., Chair, called the meeting to order at 9:12 a.m. A quorum of four (4) members was present.

Dr. Erdmann, Ph.D. welcomed Dr. Schroeder, Ph.D. to the Board. Introductions were exchanged.

**APPROVAL OF AGENDA**

**Amendments to the Agenda:**

- Item “C” (open session) **REMOVE** the item titled: “Presentation of Proposed Final Order of Dismissal in the Matter of Disciplinary Proceedings Against Randi Erickson, Psy.D., Respondent – Division of Hearings and Appeals (DHA) Case # SPS-10-0100 – Division of Enforcement (DOE) Case # 05 PSY 003, 05 PSY 010, 05 PSY 027, 07 PSY 004, 08 PSY 004 and 09 PSY 017”

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Daniel Schroeder, Ph.D., to approve the agenda as amended. Motion carried unanimously.

**APPROVAL OF MEETING MINUTES OF OCTOBER 5, 2011**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Daniel Schroeder, Ph.D., to approve the minutes of October 5, 2011 as published. Motion carried unanimously.

## **BOARD ASSIGNMENTS RESULTING FROM BOARD MEMBER RESIGNATION**

Bruce Erdmann, Ph.D., made the following Board appointments to fill assignments that were vacated upon the resignation of Erica Serlin, Ph.D.

- **Screening Panel:** Rebecca Anderson, Ph.D., Melissa Westendorf, J.D., Ph.D.
  - Daniel Schroeder, Ph.D. will replace Melissa Westendorf, J.D., Ph.D. on the Application Review Committee.
- **Practice Questions:** Melissa Westendorf, J.D., Ph.D., Bruce Erdmann, Ph.D.
- **Professional Assistance Procedure (PAP) Liaison:** Rebecca Anderson, Ph.D.

## **DISCUSSION AND REVIEW OF APPLICATION FORMS FOR PSYCHOLOGY LICENSURE**

Bruce Erdmann, Ph.D., requested that the Board review the revised application forms for psychology licensure, and the comments that were collected from the public regarding the proposed form changes, before the next meeting. The Board will consider approval of the revised application forms at a future meeting.

Sarah Bowen, WPA, provided information to the Board regarding the research of a WPA intern in terms of analysis of the licensure forms utilized by different jurisdictions.

## **BOARD DISCUSSION AND POSSIBLE ACTION REGARDING STREAMLINING OF THE LICENSURE PROCESS**

### **Discussion Regarding the Oral Interview Process for Reciprocity Applicants**

The Board discussed its oral interview process, specifically with respect to reciprocal applicants. The Board acknowledged that in order to discontinue oral interviews of reciprocal applicants, Wisconsin's reciprocity agreement with the Association of State and Provincial Psychology Boards (ASPPB) would need to be withdrawn.

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Daniel Schroeder, Ph.D., that in the Board's consideration of withdrawal from the ASPPB reciprocity agreement that Colleen Baird be directed to research what steps the Board would need to take to discontinue the oral interviews and to withdrawal from this agreement including possible amendments to the administrative code. Motion carried unanimously.

## **DISCUSSION: WHAT ARE THE BOUNDARIES FOR ISSUES TO WHICH THE BOARD WILL RESPOND OR WHAT ARE THE BOUNDARIES OF THE BOARD'S MISSION?**

### **Board Review and Discussion as to the Board's Draft Boundary Statement**

The Board deferred this topic to its next agenda as Dr. Rebecca Anderson, Ph.D., was not present at today's meeting to address her efforts in drafting a boundary statement.

**REPORT OF THE ASSOCIATION OF STATE AND PROVINCIAL PSYCHOLOGY  
BOARDS (ASPPB) 51<sup>ST</sup> ANNUAL MEETING OF DELEGATES  
OCTOBER 19 – 23, 2011 – CHICAGO, IL  
BRUCE ERDMANN, PH.D.**

Bruce Erdmann, Ph.D., reported to the Board regarding his experience at the 51<sup>st</sup> ASPPB Annual Meeting of Delegates. Sarah Bowen, provided comments to the Board during this report.

**BOARD REVIEW OF CORRESPONDENCE FROM JANET PIPPIN, ASSOCIATION  
OF STATE AND PROVINCIAL PSYCHOLOGY BOARDS (ASPPB)**

The Board reviewed e-mail correspondence from Janet Pippin, ASPPB.

**SPEAKING ENGAGEMENT(S), TRAVEL, OR PUBLIC RELATION REQUEST(S)**

Bruce Erdmann, Ph.D., suggested that once the new application forms for psychology licensure are final that the Board should identify a member to present on its behalf to the Board at a Wisconsin Psychological Association convention.

**OTHER BOARD BUSINESS**

Melissa Westendorf, J.D., Ph.D., distributed a document that she drafted which outlines categories for the Board's scope of practice frequently asked questions and requested that the members of the Board look at these categories for discussion at the next meeting and for consideration of other questions that should be included herein.

**MOTION:** Daniel Schroeder, Ph.D. moved, seconded by Teresa Rose, to authorize posting of the FAQ questions by category. Motion carried unanimously.

The Board discussed its desire to commend Erica Serlin, Ph.D. for her years of service and dedication to the Board.

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Teresa Rose, for the Chair to draft a letter thanking Erica Serlin, Ph.D. for her service. Motion carried unanimously.

The Board addressed a suggestion of Sarah Bowen to hold a meeting of the Board in conjunction with a meeting of the WPA.

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Daniel Schroeder, Ph.D., to direct Colleen Baird to research the ability of the Board to hold a meeting in conjunction with the WPA, to identify the ability to offer continuing education credits for this meeting, and to research other aspects applicable to this meeting proposal. Motion carried unanimously.

## PUBLIC COMMENTS

Sarah Bowen, WPA, provided comments to the Board regarding the organizations proposal for creation of provisional psychology licensure in Wisconsin, the Board's request for assistance in modernization of statute and voiced concerns relating to 2011 Senate Bill 280.

### CLOSED SESSION

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Daniel Schroeder, Ph.D., to convene to closed session pursuant to Wisconsin State statutes 19.85(1)(a)(b)(f) and (g), for the purpose of conducting oral interviews, reviewing monitoring requests, requests to extend practice, application reviews, consulting with Legal Counsel and Division of Enforcement case status reports. Roll Call Vote: Bruce Erdmann, Ph.D.-yes; Teresa Rose-yes; Daniel Schroeder, Ph.D.-yes; and Melissa Westendorf, J.D., Ph.D. Motion carried unanimously.

The Board convened into Closed Session at 10:30 a.m.

### RECONVENE INTO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

**MOTION:** Daniel Schroeder, Ph.D. moved, seconded by Teresa Rose, to reconvene into open session. Motion carried unanimously.

The Board reconvened into Open Session at 3:44 p.m.

### VOTE ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Teresa Rose, to reaffirm all motions made in closed session. Motion carried unanimously.

### DELIBERATION OF PROPOSED FINAL ORDER OF DISMISSAL

**Randi Erickson, Psy.D., Respondent – Division of Hearings and Appeals (DHA) Case #SPS-10-0100 – Division of Enforcement (DOE) Case # 05 PSY 003, 05 PSY 010, 05 PSY 027, 07 PSY 004, 08 PSY 004 and 09 PSY 017**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Teresa Rose, to adopt the Final Order of Dismissal in the matter concerning Randi Erickson, Psy.D., Respondent – Division of Hearings and Appeals (DHA) Case #SPS-10-0100 – Division of Enforcement (DOE) Case # 05 PSY 003, 05 PSY 010, 05 PSY 027, 07 PSY 004, 08 PSY 004 and 09 PSY 017. Motion carried unanimously.

**REVIEW OF ADDITIONAL INFORMATION REQUESTED OF APPLICANTS FOR  
LICENSURE**

**ASAL AZIZI, PSY.D.**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Teresa Rose, to accept the additional information submitted by Asal Azizi, Psy.D. Motion carried unanimously.

**STEVEN BENISH, PH.D.**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Teresa Rose, to accept the additional information submitted by Steven Benish, Ph.D. Motion carried unanimously.

**JENNIFER BROOKS, PH.D.**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Teresa Rose, to accept the additional information submitted by Jennifer Brooks, Ph.D. Motion carried unanimously.

**LAURA CLARK, PSY.D.**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Teresa Rose, to accept the additional information submitted by Laura Clark, Psy.D. Motion carried unanimously.

**DEBORAH CONTRERAS-TADYCH, PH.D.**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Teresa Rose, to accept the additional information submitted by Deborah Contreras-Tadych, Ph.D. Motion carried unanimously.

**WALTER DRYMALSKI, PH.D.**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Teresa Rose, to accept the additional information submitted by Walter Drymalski, Ph.D. Motion carried unanimously.

**CHRISTINA ENGEN, PH.D.**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Teresa Rose, to accept the additional information submitted by Christina Engen, Ph.D.. Motion carried unanimously.

**KATHERINE FLYNN, PSY.D.**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Teresa Rose, to accept the additional information submitted by Katherine Flynn, Psy.D. Motion carried. Abstained: Bruce Erdmann, Ph.D.

**JOE HATCHER, PH.D.**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Teresa Rose, to accept the additional information submitted by Joe Hatcher, Ph.D. Motion carried. Abstained: Bruce Erdmann, Ph.D.

**KARA LEISER, PH.D.**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Teresa Rose, to accept the additional information submitted by Kara Leiser, Ph.D. Motion carried unanimously.

**JESSICA PIERZINA, PSY.D.**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Teresa Rose, to accept the additional information submitted by Jessica Pierzina, Psy.D. Motion carried unanimously.

**DEIRDRE RADOSEVICH, PH.D.**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Teresa Rose, to accept the additional information submitted by Deirdre Radosevich, Ph.D. Motion carried unanimously.

**ORAL INTERVIEW OF APPLICANTS FOR LICENSURE  
FINAL APPROVAL FOR LICENSURE**

**MOTION:** Daniel Schroeder, Ph.D. moved, seconded by Teresa Rose, to grant licensure to practice psychology to Asal Azizi, Psy.D.; Steven Benish, Ph.D.; Laura Bernacky, Psy.D.; Jennifer Brooks, Ph.D.; Laura Clark, Psy.D.; Deborah Contreras-Tadych, Ph.D.; Walter Drymalski, Ph.D.; Christina Engen, Ph.D.; Kara Leiser, Ph.D.; Abbey Kruper, Psy.D.; Sally McLaren, Ph.D.; Jessica Pierzina, Psy.D.; Deirdre Radosevich, Ph.D.; Eben Schwartz, Ph.D.. Motion carried unanimously.

**MOTION:** Daniel Schroeder, Ph.D. moved, seconded by Teresa Rose, to grant licensure to practice psychology to Katherine Flynn, Psy.D.; and Joe Hatcher, Ph.D. Motion carried. Abstained: Bruce Erdmann, Ph.D.

## REVIEW OF APPLICATIONS FOR LICENSURE

### JENNIFER BROOKS, PH.D.

**MOTION:** Teresa Rose moved, seconded by Daniel Schroeder, Ph.D., to retroactively admit to Ethics, Jurisprudence Exam and Oral Interview Jennifer Brooks, Ph.D. Motion carried unanimously.

### LINDSEY DUCA, PSY.D.

**MOTION:** Teresa Rose moved, seconded by Daniel Schroeder, Ph.D., to admit to Ethics, Jurisprudence Exam and Oral Interview Lindsey Duca, Psy.D., and to request further clarification in the following areas: Marital/Conjoint Therapy, Substance Abuse/Addictions and a request to delete neuropsychology from form # 2553 (NIP) as a specialty area, with a reminder of the requirement to limit practice to those areas in which competence is established by adequate education, training, and experience. Motion carried unanimously.

### ANA GARCIA, PH.D.

**MOTION:** Teresa Rose moved, seconded by Daniel Schroeder, Ph.D., to admit to Ethics, Jurisprudence Exam and Oral Interview Ana Garcia, Ph.D., and to request further clarification in the following areas: Children, Adolescents, Geriatric and a request to delete forensic psychology from form # 2553 (NIP) as a specialty area, with a reminder of the requirement to limit practice to those areas in which competence is established by adequate education, training, and experience. Motion carried. Abstained: Bruce Erdmann, Ph.D.

### SHEILA GISSIBL, PSY.D.

**MOTION:** Teresa Rose moved, seconded by Daniel Schroeder, Ph.D., to admit to Ethics, Jurisprudence Exam and Oral Interview Sheila Gissibl, Psy.D., and to request further clarification in the following areas: Consultation, Children, Geriatric, Behavioral Medicine, Family Therapy, Marital Conjoint Therapy, with a reminder of the requirement to limit practice to those areas in which competence is established by adequate education, training, and experience. Motion carried unanimously.

**VALERIE GONSALVES, PH.D.**

**MOTION:** Teresa Rose moved, seconded by Daniel Schroeder, Ph.D., to admit to Ethics, Jurisprudence Exam and Oral Interview Valerie Gonsalves, Ph.D., with a request to send a letter indicating that the Board will waive the 40 hour continuing education requirement for the previous two (2) years, but requires Ms. Gonsalves to complete the 40 hour continuing education requirements for the 2011-2013 biennium, and issues the reminder of the requirement to limit practice to those areas in which competence is established by adequate education, training, and experience. Motion carried unanimously.

**ANGELA LOWERY, PH.D.**

**MOTION:** Teresa Rose moved, seconded by Daniel Schroeder, Ph.D., to admit to Ethics, Jurisprudence Exam and Oral Interview Angela Lowery, Ph.D., and to request further clarification in the following areas: Evaluation, Psychological Assessment, Consultation, with a reminder of the requirement to limit practice to those areas in which competence is established by adequate education, training, and experience. Motion carried unanimously.

**AMANDA MESSINA, PSY.D.**

**MOTION:** Teresa Rose moved, seconded by Daniel Schroeder, Ph.D., to admit to Ethics, Jurisprudence Exam and Oral Interview Amanda Messina, Psy.D., and to request further clarification in the following areas: Geriatric, Behavioral Medicine, Eating Disorders, Marital/Conjoint Therapy, Supervision, Substance Abuse/Addictions, with a reminder of the requirement to limit practice to those areas in which competence is established by adequate education, training, and experience. Motion carried unanimously.

**PARRISH PAUL, PH.D.**

**MOTION:** Teresa Rose moved, seconded by Daniel Schroeder, Ph.D., to admit to Ethics, Jurisprudence Exam and Oral Interview Parrish Paul, Ph.D. Motion carried unanimously.

**STEPHANIE RASZKIEWICZ, PH.D.**

**MOTION:** Teresa Rose moved, seconded by Daniel Schroeder, Ph.D., to admit to Ethics, Jurisprudence Exam and Oral Interview Stephanie Raszkievicz, Ph.D. Motion carried. Abstained: Melissa Westendorf, J.D., Ph.D.

**JEFFREY WILLEMS, PH.D.**

**MOTION:** Teresa Rose moved, seconded by Daniel Schroeder, Ph.D., to admit to Ethics, Jurisprudence Exam and Oral Interview Jeffrey Willems, Ph.D. Motion carried unanimously.

**EBEN SCHWARTZ, PH.D.**

**MOTION:** Teresa Rose moved, seconded by Daniel Schroeder, Ph.D., to retroactively admit to Ethics, Jurisprudence Exam and Oral Interview Eben Schwartz, Ph.D. Motion carried unanimously.

**DIVISION OF ENFORCEMENT**

**Case Status Report**

The Board reviewed a report detailing its pending enforcement cases.

**Case Closings**

**05 PSY 003, 05 PSY 010, 05 PSY 027, 07 PSY 004, 08 PSY 004**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Teresa Rose, to close case #'s 05 PSY 003, 05 PSY 010, 05 PSY 027, 07 PSY 004, and 08 PSY 004 for insufficient evidence. Motion carried unanimously.

**11 PSY 031**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Daniel Schroeder, Ph.D., to close case # 11 PSY 031 for no violation. Motion carried unanimously.

**10 PSY 022**

**MOTION:** Melissa Westendorf, J.D., Ph.D. moved, seconded by Teresa Rose, to close case # 10 PSY 022 for no violation. Motion carried unanimously.

**OTHER BOARD BUSINESS**

The Board reviewed an e-mail from former Board member, Erica Serlin, Ph.D. expressing gratitude for her time on the Board.

**ADJOURNMENT**

**MOTION:** Daniel Schroeder, Ph.D. moved, seconded by Teresa Rose, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 3:46 p.m.

Page intentionally left blank

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

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Kimberly Wood, Bureau Assistant</b>		2) Date When Request Submitted: <b>1/24/2012</b>  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:  Psychology Examining Board			
4) Meeting Date:  <b>2/8/2012</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Board Appointments for 2012</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 <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:  <b><u>Board Appointments for 2012:</u></b> Please see the Section's 2011 appointments in the attached document. The Section Chair should appoint members of the Board to the positions the he or she deems appropriate.			
11) Authorization			
<i>Kimberly Wood</i>		<b>1/24/2012</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 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.			

**PSYCHOLOGY EXAMINING BOARD  
2012 BOARD APPOINTMENTS  
(Updated 1/18/2012)**

**Screening Panel:** Rebecca Anderson, Ph.D., Melissa Westendorf, J.D., Ph.D. \*\*

**Application Review Sub-Committee:** Daniel Schroeder, Ph.D., Bruce Erdmann, Ph.D. \*\*

**DOE Monitoring Liaison:** Rebecca Anderson, Ph.D.

**Credentialing Liaison:** Melissa Westendorf, J.D., Ph.D., Bruce Erdmann, Ph.D.

**Continuing Education Liaison:** Melissa Westendorf, J.D., Ph.D.

**Practice Question Liaison:** Melissa Westendorf, J.D., Ph.D., Bruce Erdmann, Ph.D. \*\*

**Professional Assistance Procedure (PAP) Liaison:** Rebecca Anderson, Ph.D. \*\*

**\*\* Denotes items updated at the December 2011 meeting.**

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  <b>Kimberly Wood, Bureau Assistant</b>		<b>2) Date When Request Submitted:</b> <b>1/24/2012</b>  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>	
<b>3) Name of Board, Committee, Council, Sections:</b>  Psychology Examining Board			
<b>4) Meeting Date:</b>  <b>2/8/2012</b>	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b>  Administrative Matters: 1) Annual Policy Review – Board Member Guidebook	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	<b>8) Is an appearance before the Board being scheduled? If yes, who is appearing?</b>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>  N/A	
<b>10) Describe the issue and action that should be addressed:</b>  Please review the Board Member Guidebook, sign the acknowledgement page to indicate your understanding of this document and submit your completed signature page to your Executive Director by March 8, 2012. Your completed signature page can be delivered in person at the upcoming meeting or after the meeting, you may mail, fax or scan and e-mail this information:  <div style="text-align: center;">                     Department of Safety and Professional Services                      Dan Williams, Executive Director                      1400 E. Washington Ave                      Madison, WI 53703                      E-mail: <a href="mailto:Dan1.Williams@Wisconsin.gov">Dan1.Williams@Wisconsin.gov</a>                      Fax: 608-267-3816                 </div>			
<b>11) Authorization</b>			
<i>Kimberly Wood</i>		<b>1/24/2012</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	
<b>Directions for including supporting documents:</b> 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.			

# **Department of Safety and Professional Services**



## **Division of Board Services Board Member Guidebook**

# **Division of Board Services**

# **Board Member**

# **Guidebook**

## **Table of Contents**

- Department Information
- Division of Board Services
- Powers and Responsibilities
- Agenda and Meetings
- Expenses and Travel
- Forms and Memos

# Department Information

# The Department of Safety and Professional Services

## History:

The 2011-13 biennial budget, 2011 Wisconsin Act 32 created the Department of Safety and Professional Services (DSPS) by combining the Department of Regulation and Licensing (DRL) and the Divisions of Safety and Buildings and Environmental and Regulatory Services from the Department of Commerce.

Chapter 75, Laws of 1967, created DRL and attached to it 14 separate examining boards that had been independent agencies. The 1967 reorganization also transferred to the department some direct licensing and registration functions not handled by boards, including those for private detectives and detective agencies, charitable organizations, and professional fund-raisers and solicitors.

DRL's responsibilities changed significantly since its creation. Initially, it performed routine housekeeping functions for the examining boards, which continued to function as independent agencies. Subsequently, a series of laws required the department to assume various substantive administrative functions previously performed by the boards and to provide direct regulation of several professions.

The DSPS Division of Safety and Buildings traces its roots to 1911 when the Legislature created the Industrial Commission in Chapter 485 to set standards for a safe place of employment. This "safe place" statute was extended in Chapter 588, Laws of 1913, to include public buildings, defined as "any structure used in whole or in part as a place of resort, assemblage, lodging, trade, traffic, occupancy, or use by the public, or by three or more tenants." The commission adopted its first building code in 1914. Programs added over the years include plumbing, heating, ventilation, air conditioning, energy conservation, private on-site waste treatment systems, accessibility for people with disabilities, and electrical inspection and certification. These responsibilities and the job of administering various other laws relating to the promotion of safety in public and private buildings, including enforcing building codes, and the licensure of occupations such as electricians and plumbers, were ultimately assumed by the Department of Commerce.

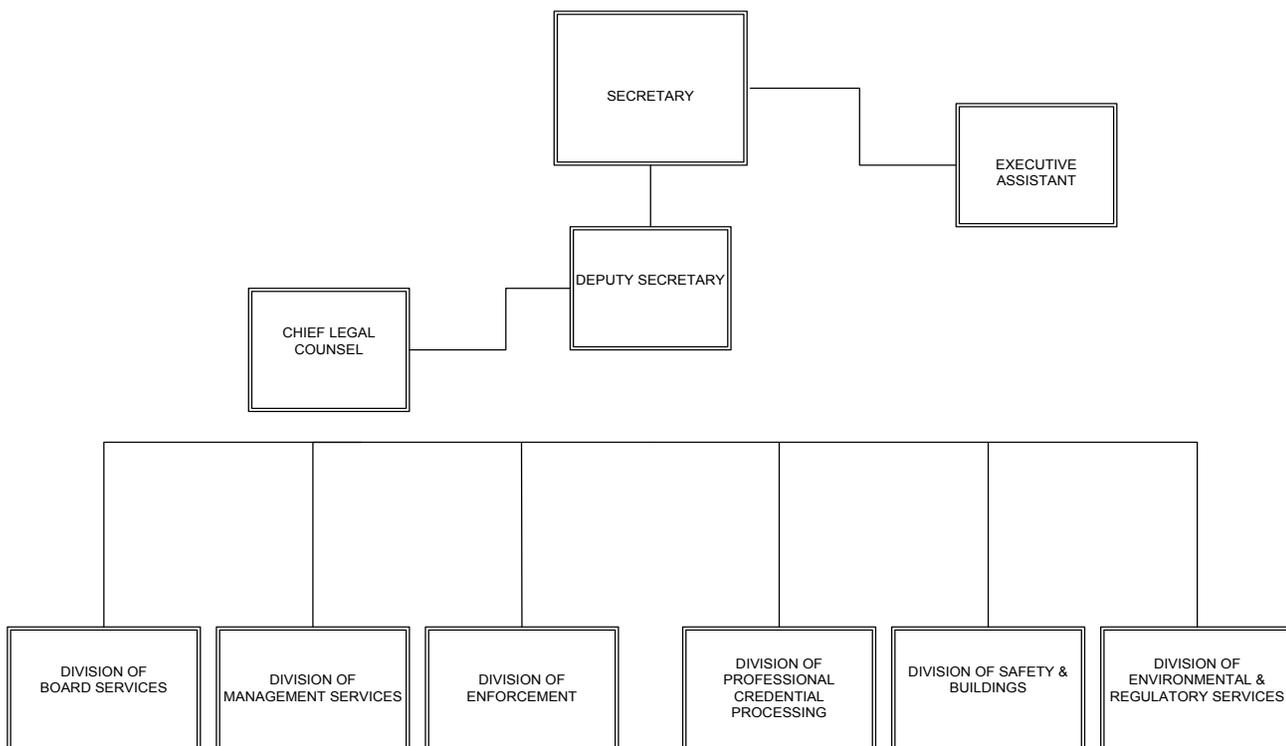
The DSPS Division of Environmental and Regulatory Services was created by 1995 Wisconsin Act 27 which transferred the PECFA program and the safety and buildings functions from the Department of Industry, Labor and Human Relations to the Department of Commerce.

# The Department of Safety and Professional Services

## Quick Facts

- Responsible for ensuring the safe and competent practice of licensed professionals in Wisconsin. The department also administers and enforces laws to assure safe and sanitary conditions in public and private buildings and regulates petroleum products and petroleum storage tank systems.
- Provides policy coordination and centralized administrative services for more than 70 boards, sections, councils, advisory committees, and direct licensing professions.
- Oversees the regulation of 200 types of credentials and specialty permits in more than 60 professional fields.
- Issues over 27,500 new credentials and renews more than 430,000 credential holders each biennium.
- Organized into six divisions and two offices:
  - Office of the Secretary
  - Division of Board Services
  - Division of Enforcement
  - Division of Environmental and Regulatory Services
  - Division of Management Services
  - Division of Professional Credential Processing
    - Office of Education and Examinations
  - Division of Safety and Buildings
- 379.6 full-time employees.
- Receives more than 2,500 consumer complaints per year.
- Verifies about 7,000 Wisconsin licenses per year to other states.

# The Department of Safety and Professional Services Organizational Structure



# **Division of Board Services**

## **Mission of DSPS and the Boards**

To protect the health, safety and well-being of the citizens of Wisconsin by ensuring the safe and competent practice of licensed professionals at the least cost to the state.

To ensure the availability of safe and competent professional services by:

- fairly administering education, experience and examination requirements;
- establishing professional practice standards;
- ensuring compliance by enforcing occupational licensing laws.

## **Division of Board Services-Board Staff**

17 staff in Board Services

1 Division Administrator

1 Program Assistant Supervisor

4 Executive Directors

4 Legal Counsel

4 Bureau Assistants

1 Adv-Paralegals

2 Paralegal

- There are approximately 300 board, council and committee members.
- A Bureau Director, Legal Counsel, and Bureau Assistant are assigned to each profession.
- The Division averages approximately 15 board, council and committee meetings each month.
- There are about 185 meetings scheduled each year.
- Provide the coordination and facilitation of a number of professional and administrative services to all of the regulatory boards, councils and committees.
- Provide administrative support.
- Coordinate and manage the business of each board, council or committee.
- Assist in facilitating the meetings.
- Provide professional services (analysis, evaluation and research).
- Coordinate drafting and implementation of laws, rules and policies.
- Coordinate board member travel and reimbursement processing.



**STATE OF WISCONSIN**  
 Department of Safety and Professional Services

1400 E Washington Ave  
 PO Box 8935  
 Madison WI 53708-8935

**Governor Scott Walker      Secretary Dave Ross**

Email: [dps@wisconsin.gov](mailto:dps@wisconsin.gov)  
 Web: [www.dps.wi.gov](http://www.dps.wi.gov)

Voice: 608-266-2112 • FAX: 608-267-3816 • TTY: 608-267-2416

**DIVISION OF BOARD SERVICES**  
**BOARD ASSIGNMENTS**

<b>Tom Ryan, Executive Director</b> <b>Sandy Nowack, Legal Counsel</b> <b>Karen Rude-Evans, Bureau Asst</b> <b>Shawn Leatherwood, Adv</b> <b>Paralegal</b>	<b>Denise Aviles, Executive Director</b> <b>Yolanda McGowan, Legal Counsel</b> <b>Michelle Solem, Bureau Asst</b> <b>Kris Anderson, Paralegal</b>	<b>Dan Williams, Executive Director</b> <b>Colleen Baird, Legal Counsel</b> <b>Kimberly Wood, Bureau Asst</b> <b>Sharon Henes, Paralegal</b>	<b>Berni Mattsson*, Executive Director</b> <b>Lydia Thompson, Legal Counsel</b> <b>David Carlson, Bureau Asst.</b> <b>Kris Anderson/Sharon Henes,</b> <b>Paralegal</b>
<ul style="list-style-type: none"> <li>▪ Medical Examining Board               <ul style="list-style-type: none"> <li>▫ Athletic Trainers Affiliated Credentialing Board</li> <li>▫ Council on Physician Assistants</li> <li>▫ Dietitians Affiliated Credentialing Board</li> <li>▫ Occupational Therapists Affiliated Credentialing Board</li> <li>▫ Perfusionists Examining Council</li> <li>▫ Podiatry Affiliated Credentialing Board</li> <li>▫ Respiratory Care Practitioners Examining Council</li> <li>▫ Massage Therapy &amp; Bodywork Therapy Affiliated Credentialing Board</li> </ul> </li> <li>▪ Nursing Home Ad. Ex Bd                (Colleen Baird – Legal Counsel)</li> <li>▪ Physical Therapy Ex. Bd</li> <li>▪ Radiography Ex. Bd</li> <li>▪ Veterinary Ex. Bd</li> </ul>	<ul style="list-style-type: none"> <li>▪ Accounting Examining Bd</li> <li>▪ Architects, Landscape Architects, Professional Engineers, Designers &amp; Land Surveyors Examining Board               <ul style="list-style-type: none"> <li>▫ Architects Section</li> <li>▫ Designers Section</li> <li>▫ Engineers Section</li> <li>▫ Landscape Architects Section</li> <li>▫ Land Surveyors Section</li> </ul> </li> <li>▪ Barbering &amp; Cosmetology Examining Board</li> <li>▪ Chiropractic Examining Bd</li> <li>▪ Crematory Authority Council</li> <li>▪ Funeral Directors Ex. Bd</li> <li>▪ Real Estate Board               <ul style="list-style-type: none"> <li>▫ RE Contractual Forms Advisory Committee</li> <li>▫ RE Curriculum &amp; Examination Council</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Controlled Substances Board</b></li> <li>▪ Geologists, Hydrologists &amp; Soil Scientists Examining Bd.               <ul style="list-style-type: none"> <li>▫ Geologists Section</li> <li>▫ Hydrologists Section</li> <li>▫ Soil Scientists Section</li> </ul> </li> <li>▪ Marriage &amp; Family Therapy, Professional Counseling, and Social Work Examining Bd.               <ul style="list-style-type: none"> <li>▫ Marriage &amp; Family Therapist Section</li> <li>▫ Professional Counselor Section</li> <li>▫ Social Worker Section</li> </ul> </li> <li>▪ Nursing, Board of               <ul style="list-style-type: none"> <li>▫ Examining Council on Licensed Practical Nurses</li> <li>▫ Examining Council on Registered Nurses</li> </ul> </li> <li>▪ Pharmacy Examining Board                (Lydia Thompson – Legal Counsel)</li> <li>▪ Psychology Examining Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Auctioneer Board</li> <li>▪ Cemetery Board</li> <li>▪ Dentistry Examining Board</li> <li>▪ Hearing &amp; Speech Examining Board               <ul style="list-style-type: none"> <li>▫ Council on Speech-Language Pathology &amp; Audiology                    (Colleen Baird – Legal Counsel)</li> </ul> </li> <li>▪ Optometry Ex. Board</li> <li>▪ Real Estate Appr. Board*               <ul style="list-style-type: none"> <li>▫ REA App Adv Com</li> </ul> </li> <li>▪ Sign Language Interp. Council</li> </ul>
<p><b>Direct Licensing:</b></p> <ul style="list-style-type: none"> <li>▪ Boxing</li> <li>▪ Home Inspectors</li> <li>▪ Interior Designers</li> <li>▪ Peddlers</li> <li>▪ Charitable Organizations</li> <li>▪ Professional Fund Raisers</li> </ul>	<p><b>Direct Licensing:</b></p> <ul style="list-style-type: none"> <li>▪ Athletic Agents Adv. Com.</li> <li>▪ Private Detectives</li> <li>▪ Private Security Persons               <ul style="list-style-type: none"> <li>▫ Firearms Permits</li> <li>▫ Firearms Certifiers</li> </ul> </li> </ul>	<p><b>Direct Licensing:</b></p> <ul style="list-style-type: none"> <li>▪ Behavioral Analysts</li> <li>▪ Sanitarians</li> <li>▪ Substance Abuse Counselors</li> </ul>	<p><b>Direct Licensing:</b></p> <ul style="list-style-type: none"> <li>▪ Acupuncture</li> <li>▪ Licensed Midwives Advisory Committee</li> <li>▪ Music, Art &amp; Dance Therapy</li> <li>▪ Professional Employer Organizations</li> </ul> <p><b>Where indicated by the following, the Bureau Assistants differ from the staff listing:</b></p> <ul style="list-style-type: none"> <li>• Lydia – Green</li> <li>• Sandy - Purple</li> <li>• Colleen - Orange</li> <li>• Karen – Red</li> <li>• Michelle - Yellow</li> <li>• Kim – Blue</li> </ul> <p>*Berni Mattsson also provides support to the Boards and Councils associated with the Division of Safety &amp; Buildings.</p>

# **Powers and Responsibilities**

## Powers of Regulatory Bodies

- **Examining Boards**

**Authority:**

- Set standards of professional competence and conduct for the professions.
- Prepare, conduct and administer examinations.
- Grant and deny credentials (licenses).
- Impose discipline.

**Appointed By:** Governor with Senate confirmation.

**Reimbursement:** Per Diem: \$25  
Expenses: Actual and necessary expenses incurred in the performance of Examining Board duties.

- **Affiliated Credentialing Boards**

Bodies that are attached to an Examining Board to regulate professions that do not practice independently of the profession regulated by the Examining Board or that practice in collaboration with the profession regulated by the Examining Board.

**Authority:** With the advice of the examining board to which it is attached, sets standards of professional competence and conduct for the profession under the Affiliated Credentialing Board's supervision, reviews the qualifications of prospective new practitioners, grants credentials, and takes disciplinary action against credential holders.

**Appointed By:** Governor with Senate confirmation.

**Reimbursement:** Per Diem: \$25  
Expenses: Actual and necessary expenses incurred in the performance of Board duties.

- **Examining Councils and Councils**

**Authority:** Serve an Examining Board in an advisory capacity to:

- Formulate rules to be promulgated by the Examining Board or department for the regulation of the specific profession.

**Appointed By:** Some Councils have members appointed by the Governor and others have members appointed by an Examining Board. Senate confirmation is not required. The Governor has the authority to appoint all public members.

**Reimbursement:** Per Diem: No compensation  
Expenses: Actual and necessary expenses incurred in the performance of Council duties.

- **Auctioneer and Real Estate Appraisers Boards**

**Authority:** Advisory in all matters, except:

- Screening complaints.
- Imposing discipline.

**Appointed By:** Governor with Senate confirmation.

**Reimbursement:** Per Diem: \$25  
Expenses: Actual and necessary expenses incurred in the performance of Examining Board duties.

- **Direct Licensing Advisory Committees and Screening Panel;**

- No examining board.
- The Secretary of the Department directly regulates the profession or occupation.
- The Secretary has authority to appoint committee and panel members.
- Committee and panel members serve at the discretion and pleasure of the Secretary.
- The Committee or panel members make recommendations and advise the Secretary on issues relating to the specific profession

**Appointed By:** Department Secretary

**Reimbursement:** Per Diem: No compensation

Expenses: Actual and necessary expenses incurred in the

### **Responsibilities of a Board Member**

- You are a public official who is dedicated to public service. You are willing to sacrifice your time and tolerate inconvenience, frustration, and scheduling conflicts to be available for board service.
- You have major responsibilities to the public and credential holders.
- You ARE NOT an advocate for private interest or professional groups.
- You must represent the highest standards of ethical and professional conduct.
- You must strive to avoid any relationship, activity or position that may influence, directly or indirectly, the performance of your official duties as a board member.
- You cannot serve as spokesperson for the board unless properly designated by the board.
- You must make public (and recuse yourself from) any conflict of interest that exists to ensure the integrity of the board and all of its decisions.
- You must comply with the rules of confidentiality, at all times, in dealings outside the board meeting.

### **Importance of Public Members**

- You are the voice of the public.
- You expand the range of perspectives available for higher quality and more creative board action.
- You balance decisions that might otherwise favor one faction of the regulated group over another.
- You make the governing board more responsive to the public it affects.
- You reduce the potential for board decisions to be professionally biased.
- You lend credibility to board accessibility and decisions.
- Public Member Concerns:
  - Being intimidated by professional members' experience in the field.
  - May impede board activity if technical issues are not understood.
  - Afraid to ask questions for fear of slowing down the meeting.
  - Professional members not treating public members as Board peers.

## **Responsibilities of the Board Chair**

- Recognize board members are entitled to speak or propose motions.
- Restate the motion after it has been seconded, then open for discussion.
- Close discussion and put motions to a vote. Restate the motion exactly as it was made or amended before calling for the question.
- Announce the result of the vote immediately. A tie vote defeats a motion requiring a majority of those voting. The chair may vote to make or break a tie.
- Avoid entering into any controversy or interfering with legitimate motions.
- Maintain order and proper procedure by making necessary rulings promptly and clearly.
- Expedite board business in every way compatible with the rights of the board members. You can allow brief remarks on motions, advise board members how to take action (proper motion or form of motion), or order proposed routing action without a formal vote (“If there is no objection, the minutes will stand approved as read. Hearing no objection, so ordered”).
- Protect the board from frivolous motions whose purpose is to obstruct the board’s business. You can refuse to entertain such motions. Never adopt such a course, however, merely to expedite business.
- Guard the board’s time by having board members vote to adopt an agenda at the beginning of the meeting. Follow the agenda faithfully. Do not permit unauthorized interruptions by spectators.

## **What Makes A Successful Board Member?**

- Recognition that the goal of the board is the protection of the public.
- Embracing role as a public servant.
- Common sense and a willingness to ask questions.
- Commitment to attendance.
- Willingness to devote time and effort to the work of the board.
- Open mindedness.
- Team player.
- Fairness.
- An orderly approach to decision making.
- Ability to set aside personal/business interests.

### **Board Members Should Avoid:**

- Obsession with a single issue.
- Self-serving by bringing own agenda to the table.
- Always taking the “contrarian” view—just for show.
- Expounding on strongly held opinions that are rarely backed by fact or research.
- Unpredictable participation or attendance.

### **Disappointments Experienced As Board Members:**

- Personal goals for improvement of the profession have not been realized.
- The public has not been served fairly.
- Lack of effort and dedication on the part of other board members.
- The “wheels” of government do not move fast enough.

### **Dealing With The Volatile World Of Meetings**

Some of the ideas are best undertaken by the Chair; however, you should feel free to help any meeting to progress. After all, why should you allow your time to be wasted?

- If a participant strays from the agenda item, call him/her back: “We should deal with that separately, but what do you feel about the issue X?”
- If there is confusion, you might ask: “Do I understand correctly that ...?”
- If you do not understand, say so: “I don’t understand that, would you explain it a little more; or, do you mean X or Y?”
- If a point is too vague ask for greater clarity: “What exactly do you have in mind?”
- If the speaker begins to ramble, wait until an inhalation of breath and jump in: “Yes, I understand that such and such, does anyone disagree?”
- If someone interrupts (someone other than the rambler), you should suggest that: “We can hear your contribution after Phoebe is finished.”
- If people chat, you might either simply state your difficulty in hearing/concentrating on the real speaker or ask them a direct question: “What do you think about that point?”
- If someone gestures disagreement with the speaker (e.g., by a grimace), then make sure they are brought into the discussion next: “What do you think Phoebe?”
- If there is an error, look for a good point first: “I see how that would work if X Y Z, but what would happen if A B C?”
- If you disagree, be *very* specific: “I disagree because .....

## Ethics For Board Members

Public officials must not engage in unethical or the appearance of unethical behavior. Board members should be cognizant of how their actions may be perceived by the public.

If you have questions about certain activities, you are encouraged to consult with the attorney from the Division of Board Services assigned to your Board.

### General Standards of Conduct For Board Members

- Board members must not act in an arbitrary or capricious manner in discharging any of their public duties. All Board member decisions whether the individual or collective ones must be based upon a reasoned consideration of facts applied to the correct law.

### Primary Duties of All Board Members

- Be knowledgeable about the statutes and rules governing the Board.
- Review and make decisions on all issues presented to the Board in compliance with the law and with the ultimate goal of protecting the public.
- Be aware that Board members are viewed as representatives of the Board when they appear at public meetings and professional gatherings. Board members should not speak for the Board unless specifically authorized to do so.
- Refer public inquiries about Board issues directly to the bureau director for your Board.
- Do not participate in discussion or vote on any matter in which the Board member has a personal or professional conflict of interest.
- Prepare for Board meetings by careful review of materials. Board members shall come to the meetings with preliminary opinions of the issues to be discussed and questions for clarification.
- As a professional member of the Board, remain current in standards of practice through reviewing professional literature and attending educational programming and through actual practice or relationships with colleagues in practice.
- As a public member of the Board, become educated regarding the practice of the profession.
- Maintain absolute confidentiality regarding disciplinary matters, examinations, examination scores and other closed-session issues. The failure to maintain confidentiality could result in loss of immunity Board members enjoy for purposes of their actions as Board members.

### Discipline

- The objectives of professional discipline include the following: (1) to promote the rehabilitation of the licensee; (2) to protect the public; and (3) to deter others from engaging in similar conduct.
- Punishment of the licensee is not an appropriate consideration.
- The statutory framework which creates the Board's authority will provide the options available for discipline.
- The goal of a regulatory board is to protect the public.

## Standards of Ethical Conduct

### ■ The Five Commandments

- Do not act in an official capacity in a matter in which you have a private interest.
- Do not use your public position for a private benefit.
- Do not solicit or accept rewards or items or services likely to influence you.
- Do not use confidential information.
- Do not use your public position to obtain unlawful benefits.

### ■ Bias/ Conflict – Watch for:

- Financial Interests (employer/ employee/ competitor)
- Professional business Interests (have you worked with them in the past)
- Other – friends, non-friends
- Personal knowledge of facts which may not be in the record

# Agendas and Meetings

## Agendas and Meetings

- New Technologies – Share Point & Live Meeting.
- Agenda packets are mailed, emailed, and/or posted on Share Point about 7 calendar days prior to meeting.
- Agendas include:
  - Approval of the Agenda and Minutes
  - Open Session Items
    - Administrative Report
    - Legislation and Administrative Rules Issues
    - Public Hearings
    - Education and Exam Issues
    - Practice Questions
    - Current Issues Affecting the Profession
  - Closed Session items
    - Stipulations
    - Administrative Warnings
    - Deliberations on Proposed Disciplinary Actions
    - Case Closings
    - Monitoring Issues
    - Credentialing Issues
    - Exam Issues
- Agendas are published for public notice every Wednesday prior to the meeting on the Department's web site
- Meetings must comply with the Open Meetings Law.
- "To-Do" lists are distributed to staff within three (3) days after a meeting.
- Minutes are prepared within five (5) days after the board meeting.
  - Once the board approves the minutes, they are published on the Department's web site.

# Expenses and Travel

## General Expense Reimbursement Guidelines

- State statutes and Code of Ethics strictly prohibit any board member, his or her family, or co-workers from benefiting personally from free flight plans, lodging, meals, or other promotions which result from travel incurred in connection with board official business and paid from state or federal funds.
- All travel-related expenses are reimbursable within the limitations established by the Department of Employment Relations and the Department of Administration.
- Any board member whose appointment has been confirmed by the Senate or who has been nominated to fill a vacant board position is eligible to receive a per diem. Council and Committee members are not eligible for a per diem.
- Any board, council or committee member whose appointment has been confirmed by the Senate or who has been nominated to fill a vacant position is eligible to receive travel expenses for each day on which he or she has actually and necessarily engaged in the performance of board duties. If you are employed by the State of Wisconsin these requirements do not apply.
- All per diem and travel expense reimbursement vouchers must be submitted to the Department **within a month of the activity** in which payment is being requested.
- Any board member who wishes to attend out-of-state regional or national meetings or conventions must have prior approval by the Board and the Department, if he or she wishes to receive reimbursement for expenses by the Department.
- Employees in travel status are expected to use good judgment when incurring travel costs. Only expenses incurred while conducting official State business will be reimbursed. Reimbursement claims must represent actual, reasonable and necessary expenses.
- Reimbursement for air travel is limited to the lowest appropriate airfare which is defined as coach fare, which provides for not more than a 2-hour window from the traveler's preferred departure or arrival time and may require one plane transfer.
- Benefits from any airline promotion program, such as frequent flier points or credit vouchers, belong to the State and should be turned over to the Department.

## **Lodging Accomodations**

- Hotel arrangements for board meetings are scheduled by the department for all board meetings at the beginning of each year.
- Lodging the night before a board meeting will be reimbursed provided the board member would have to leave home before 6:00 a.m. in order to be at the meeting site by the set meeting time.
- Maximum reimbursement rate for in-state lodging is \$70, except in Milwaukee, Waukesha and Racine counties where the rate is \$80.
- Maximum reimbursement rates for out-of-state lodging are determined by the Office of State Employment Relations. In cases where a board member stays at the conference site, the conference room rate is allowable.

## Per Diem Guidelines

### **\$25 per day**

*(Only one per diem may be claimed per calendar day.)*

Examples:

- Attend board meeting or participate in a board meeting by telephone.
- Attend a Screening Panel Session when held on a day other than a board meeting date, in person or by telephone.
- Senate confirmation hearing.
- Exam administration or test development
- Attend a legislative or other public hearing as an authorized representative of the board on matters directly related to the work of the board. Prior approval from the secretary is required for per diem payments for more than one board-authorized representative at a public hearing.
- Represents the board at a meeting of a governmental body or other organization where attendance is necessary to the performance of the board's official duties.

### **5-Hour Rule**

- \$25 for performing a cumulative minimum of 5 hours engaged in:
  - Duties as a disciplinary case screener or board advisor including reviewing cases, consulting with investigators, etc. (NOTE: You will need to document the exact times performing these duties on your per diem form.
  - Preparation of board correspondence or articles
- Hours can only be claimed in the month the duties were performed. Hours cannot carry over to other months.

### **Insufficient Basis For Approval of a Per Diem**

- Travel days to or from board meetings, conferences, and other events when there is no event business conducted.
- Reading board agendas, meeting packets, minutes or transcripts.
- Attendance at professional association meetings, conferences, seminars, exam administrator or test development if there has not been prior board authorization and approval of the Secretary's office.

## Travel and Meal Guidelines

- **Mileage rate --** 48.5 cents per mile
- **Private Airplane--** 48.5 cents per mile
- **Meals** (*Maximum amounts*)

	<u>In-State Travel</u>	<u>Out-of-State Travel</u>
Breakfast	\$8	\$10
You must leave home before 6:00 a.m.		
Lunch	\$9	\$10
You must depart before 10:30 a.m. & return after 2:30 p.m.		
Dinner	\$17	\$20
You must return home after 7:00 p.m.		

*NOTE: Alcoholic beverages may not be claimed for any meal.*

- **Telephone:** One personal call home is reimbursable up to \$5 for each night in travel status.
- **Hotel Gratuities:** Gratuities to hotel employees are reimbursable up to \$2 on dates of departure and arrival, and up to \$2 per night for a stay at a hotel/motel.
- **Porterage:** Porterage costs at airports or bus terminals will be reimbursed. The claim should not exceed \$1 per piece of luggage.
- **Taxi/Shuttle:** Receipts are required for one-way fares exceeding \$25.

### Examples of Non-reimbursable Items

This list is not all-inclusive

- Traffic citations, parking tickets and other fines
- Mileage charges incurred for personal reasons, e.g., sightseeing, side trips, etc.
- Additional charges for late checkout
- Taxi fares to and from restaurants
- Meals included in the cost of registration fees or airfare
- Flight insurance
- Cancellation charges (unless fully justified)
- Alcoholic beverages
- Spouse or family members' travel costs
- Lost/stolen cash or personal property
- Personal items, e.g., toiletries, luggage, clothing, etc.
- Repairs, towing service, etc., for personal vehicle
- Pay-for-view movies in hotel room; personal entertainment
- Child care costs and kennel costs

# Forms and Memos

# Department of Regulation & Licensing

## PER DIEM REPORT

Month January Year 2011

**INSTRUCTIONS:** Send original (white) and first copy (yellow) to Bureau Director authorized to approve. Approving Bureau Director forwards original and first copy to Deputy Secretary, Department of Regulation and Licensing. Second copy (green) to be retained by claimant. Attach travel voucher if applicable.

NAME OF EXAMINING BOARD OR COUNCIL				BOARD OR COUNCIL MEMBER'S NAME			
Board				John Doe			
Day	Specify Number of Hours	Purpose Code	Where Performed	Day	Specify Number of Hours	Purpose Code	Where Performed
1				17			
2				18			
3				19			
4				20			
5	7	A	DRL- Madison	21			
6				22			
7				23	2	G	Home
8				24			
9				25			
10				26			
11	3	B	Teleconference – Home	27			
12				28			
13				29			
14				30			
15				31			
16							

TOTAL DAYS CLAIMED 2 @ \$ 25.00 = \$50.00

<p><b>CLAIMANT'S CERTIFICATION</b>                  The undersigned certifies, in accordance with Sec. 16.53, Wis. Stats., that this account for per diem, amounting to \$25.00, is just and correct; and that this claim is for service necessarily incurred in the performance of duties required by the State, as authorized by law.</p>	<p>APPROVED:</p>
<p>Claimant's Signature _____ Date _____</p>	<p>Bureau Director _____ Date _____</p>
<p>Social Security Number _____</p>	<p>Secretary, Department of Regulation &amp; Licensing</p> <p>Date _____</p>

**Purpose Codes:**

- A. Attend **Board meetings** in person or via teleconference call.
- B. Attend **Screening Panel** meetings on days other than board meeting days (teleconference calls)
- C. Attend **Hearings**, i.e., legislative, disciplinary or informal settlement conference hearings, on days other than board meeting days.
- D. Attend **Examinations**
- E. Attend **Test Development Sessions**, i.e., test review or analysis sessions, national testing sessions, tour of test facilities, etc.)
- F. Attend Senate Confirmation Hearings
- G. Review DOE cases
- H. Review credentialing applications other than at board meeting.
- G. Other (describe in detail)



## **Department Policy**

### **Deadline For Submitting Travel Vouchers and Per Diems**

Effective: Immediately

**Board Members will only be reimbursed for travel upon a motion made by the Board, Council, or Committee designating them as a representative and upon prior approval of the department.**

#### **Policy for Submitting Board Meeting Travel Reimbursement**

All travel vouchers and per diems must be submitted to the Department after each meeting and no later than the month following the Board meeting.

#### **Policy for Submitting Out-of-State Travel Reimbursement**

All travel vouchers and per diem vouchers must be submitted no later than the month following the month in which the out-of-state travel occurred.

#### **Forms Submitted after the Deadline**

Due to the Department's budget being an annual appropriation, those vouchers that are not submitted in a timely manner become at risk of not being reimbursed.

#### **Annual Appropriation:**

The Department receives authority from the legislature to spend a set amount of money each fiscal year. None of the authorized set amount can be carried forward to the next fiscal year.

**Division of Board Services**  
**HOTEL RESERVATIONS POLICY & PROCEDURE**

Effective January 1, 2010, the Department has selected the Fairfield Inn & Suites for all future hotel reservations.

**Fairfield Inn**  
**2702 Crossroads Dr**  
**Madison, WI 53718**  
**608-661-2700**

- If the board member is not going to use the reserved hotel room, it is the responsibility of the board member to cancel the room by calling the hotel themselves.
- If the hotel room is not cancelled, the board member may be responsible to pay the bill.
- If a meeting is cancelled due to a lack of quorum or no business, it is the responsibility of the Department to cancel any room reservations.

**QUORUM CONFIRMATION POLICY**

- It is every board member's responsibility to ensure there is a quorum to conduct business at all board meetings.
- It is the responsibility of each board member to inform the executive director of any meeting dates in which they will not be able to attend.
- If Division staff does not hear from a board member, they will assume that the board member will be attending the scheduled meeting.
- A quorum check will not be conducted prior to each scheduled board meeting.
- The only time Division staff will conduct a quorum check will be if two or more board members contact the Division indicating they will not be able to attend an upcoming scheduled meeting.
- Every board member will receive a list of all approved meeting dates at the first board meeting of the New Year. Please use this as a reference to assist in planning for the year ahead.

**INCLEMENT WEATHER POLICY & PROCEDURE**

**Quorum Note:** For open session you need one more than half of the total board membership. If there is formal discipline you will need 2/3 of the total board membership.

- Teleconference and Live Meeting options should be offered in order to continue with the scheduled meeting.
- Hotel rooms for the night before should be provided for any Board member traveling more than 50 miles from Madison and the meeting starts before 10:00 a.m.
- If a Board member who has a hotel reservation already in place will not attend and/or the meeting is cancelled, the hotel room should be cancelled immediately.

## **Division of Board Services Board Member Guidebook**

This Board Member Guidebook has been prepared for your information and understanding of the policies, expectations, and practices of the Department of Safety & Professional Services and the Division of Board Services. Please read it carefully. Upon completion of your review of this guidebook, sign the statement below, and return it to the Executive Director of your Board, Committee, or Council by the due date. A copy of this acknowledgment appears at the back of the guidebook for your records.

I, \_\_\_\_\_, have received and read a copy of the Division of Board Services Board Member Guidebook which outlines the policies, expectations, and practices of the Department of Safety & Professional Services and the Division of Board Services, as well as my responsibilities as a member of an attached Board, Council, or Committee.

I have familiarized myself with the contents of this guidebook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Board Member Guidebook provided to me by the Division of Board Services. I understand this guidebook is not intended to cover every situation which may arise during my term, but is simply a general guide to the goals, policies, practices, and expectations of the Department of Safety & Professional Services.

\_\_\_\_\_  
(Member signature)

Please return by: \_\_\_\_\_  
(put date here)

## **Division of Board Services Board Member Guidebook**

This Board Member Guidebook has been prepared for your information and understanding of the policies, expectations, and practices of the Department of Safety & Professional Services and the Division of Board Services. Please read it carefully. Upon completion of your review of this guidebook, sign the statement below, and return it to the Executive Director of your Board, Committee, or Council by the due date. A copy of this acknowledgment appears at the back of the guidebook for your records.

I, \_\_\_\_\_, have received and read a copy of the Division of Board Services Board Member Guidebook which outlines the policies, expectations, and practices of the Department of Safety & Professional Services and the Division of Board Services, as well as my responsibilities as a member of an attached Board, Council, or Committee.

I have familiarized myself with the contents of this guidebook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Board Member Guidebook provided to me by the Division of Board Services. I understand this guidebook is not intended to cover every situation which may arise during my term, but is simply a general guide to the goals, policies, practices, and expectations of the Department of Safety & Professional Services.

\_\_\_\_\_  
(Member signature)

Please return by: \_\_\_\_\_  
(put date here)

Page intentionally left blank