

**PROFESSIONAL COUNSELORS SECTION  
MEETING MINUTES  
April 28, 2014**

**PRESENT:** Charles Lindsey, Leslie Mirkin, Allison Gordon

**STAFF:** Dan Williams, Executive Director; Sharon Henes, Rules Coordinator; Matt Guidry, Bureau Assistant; and Gretchen Mrozinski, Legal Counsel

**CALL TO ORDER**

Charles Lindsey called the meeting to order at 9:02 a.m. A quorum of three (3) members was confirmed.

**APPROVAL OF AGENDA**

**Add Item** under “J.20 Speaking Engagement: NBCC Annual Meeting”

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to approve the agenda as amended. Motion carried unanimously.

**MINUTES**

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, to approve the minutes of December 2, 2013 as published. Motion carried unanimously.

**OFFICER ELECTIONS AND APPOINTMENT OF LIAISONS**

**ELECTION OF OFFICERS**

**CHAIR**

**NOMINATION:** Leslie Mirkin nominated Charles Lindsey for the Office of Chair. Nomination carried by unanimous consent.

Executive Director Dan Williams called for other nominations three (3) times.

Charles Lindsey was elected as Chair.

**VICE CHAIR**

**NOMINATION:** Leslie Mirkin nominated Allison Gordon for the Office of Vice Chair. Nomination carried by unanimous consent.

Executive Director Dan Williams called for other nominations three (3) times.

Allison Gordon was elected as Vice Chair.

**SECRETARY**

**NOMINATION:** Leslie Mirkin nominated Leslie Mirkin for the Office of Secretary. Nomination carried by unanimous consent.

Executive Director Dan Williams called for other nominations three (3) times.

Leslie Mirkin was elected as Secretary.

<b>OFFICER ELECTION RESULTS</b>	
Board Chair	Charles Lindsey
Vice Chair	Allison Gordon
Secretary	Leslie Mirkin

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to acknowledge the election results listed above. Motion carried unanimously.

*Charles Lindsey assumes the role of Chair of the meeting.*

*Allison Gordon assumes the role of Vice Chair of the meeting.*

*Leslie Mirkin assumes the role of Secretary of the meeting*

### **APPOINTMENT OF LIAISONS AND COMMITTEE MEMBERS**

The Chair appoints the following members to:

<b>2014 LIAISON APPOINTMENTS</b>	
Credentialing Liaison(s)	Leslie Mirkin , Allison Gordon , Charles Lindsey
DLSC Monitoring and Professional Assistance Procedure (PAP) Liaison(s)	Allison Gordon
Education and Examination Liaison	Charles Lindsey
Screening Panel	Allison Gordon (Alternative: Charles Lindsey)

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to acknowledge the appointments made by the Chair to the 2014 Liaisons and Screening Panel as noted in the above. Motion carried unanimously.

### **DELEGATION MOTIONS**

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, that the Section delegates authority to the Chair to sign documents on behalf of the Section. In order to carry out duties of the Section, the Chair has the ability to delegate this signature authority to the Section's Executive Director for purposes of facilitating the completion of assignments during or between meetings. Motion carried unanimously.

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

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, to adopt the “Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor” document. Motion carried unanimously.

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, to delegate authority to the Credentialing Liaison(s) to address all issues related to credentialing matter. Motion carried unanimously

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, to delegate authority to the Education and Examination Liaison(s) to address all issues related to continuing education and examinations. Motion carried unanimously.

#### **DSPS FORM #2464**

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to request DSPS staff to update Form #2464 and notify the Section upon posting of the new form to the DSPS website. Motion carried unanimously.

#### **LEGISLATIVE AND ADMINISTRATIVE RULE MATTERS**

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to authorize the Chair to draft and send a letter informing stakeholders to the changing educational requirements for licensure effective September 1, 2018. Motion carried unanimously.

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to have the Section review MPSW section 10, 11, 12, 14 and to individually report feed back to DSPS Staff by July 1, 2014 with the Goal to review those sections for possible revision. Motion carried unanimously.

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

**MOTION:** Leslie Mirkin moved, seconded by Charles Lindsey, to designate Allison Gordon and Charles Lindsey to attend the 2014 State Licensure Board Conference by NBCC on August 7 to 8, 2014 at the O.Henry Hotel in Greensboro, NC. Motion carried unanimously.

#### **CLOSED SESSION**

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, 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.). Charles Lindsey read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Allison Gordon -yes; Leslie Mirkin -yes; Charles Lindsey -yes. Motion carried unanimously.

The Board convened into Closed Session at 11:16 a.m.

#### **RECONVENE TO OPEN SESSION**

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to reconvene into open session. Motion carried unanimously.

The Board reconvened into Open Session at 2:27 p.m.

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

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, to affirm all motions made in closed session. Motion carried unanimously.

### **DIVISION OF LEGAL SERVICES AND COMPLIANCE**

#### **STIPULATIONS, FINAL DECISIONS AND ORDERS**

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, to delegate the authority to act on the Proposed Stipulations and Final Decision and Order in the matter of Case#12CPC004 (M.A.W.) and 12CPC076 (R.S.) to Michael Berndt Chief Legal Counsel of the Department because of a lack of quorum due to a conflict of interest of one of the Section members. Motion carried unanimously.

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against 13CPC019 (J.B.B.). Motion carried unanimously.

#### **ADMINISTRATIVE ORDERS**

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to issue an Administrative Warning in the matter of DLSC case number 13CPC024 (M.K.S.). Motion carried unanimously.

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to issue an Administrative Warning in the matter of DLSC case number 13CPC018 (G.B.B.). Motion carried unanimously.

#### **CASE CLOSING**

##### **13CPC021, (A.D.S.)**

**MOTION:** Allison Gordon moved, seconded by Leslie Mirkin, to close DLSC case number 13CPC021, (A.D.S.), for prosecutorial discretion (P7). Motion carried unanimously.

#### **APPLICATION REVIEW**

#### **ADJOURNMENT**

**MOTION:** Leslie Mirkin moved, seconded by Allison Gordon, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 2:28 p.m.