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**VIRTUAL/TELECONFERENCE**  
**MARRIAGE AND FAMILY THERAPY SECTION**  
**MARRIAGE AND FAMILY THERAPY, PROFESSIONAL COUNSELING, AND**  
**SOCIAL WORK EXAMINING BOARD**  
**Virtual, 4822 Madison Yards Way, Madison**  
**Contact: Brad Wojciechowski (608) 266-2112**  
**September 14, 2021**

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

**AGENDA**

**1:00 P.M.**

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

**A. Adoption of Agenda (1-3)**

**B. Approval of Minutes of April 21, 2021 (4)**

***(Added Via Notice) Introductions, Announcements and Recognition***

***1) Introduction: Christopher Webster, MFT Member (Succeeds: Yee) 7/1/2023***

**C. Reminders: Conflicts of Interest, Scheduling Concerns**

**D. Administrative Matters – Discussion and Consideration**

- 1) Department, Staff and Board Updates
- 2) Election of Officers and Appointment of Liaisons and Alternates **(5-6)**
- 3) Board Member – Term Expiration Dates

**E. Administrative Rule Matters – Discussion and Consideration (7)**

- 1) MPSW 3, 11, and 17 Relating to Application Requirements for Credentials
- 2) Pending or Possible Rulemaking Projects

**F. Wisconsin Association of Marriage and Family Therapists (WAMFT)/Association of Marital and Family Therapy Regulatory Boards (AMFTRB) Matters – Discussion and Consideration**

**G. COVID-19 – Discussion and Consideration**

**H. Discussion and Consideration of Items Added After Preparation of Agenda**

- 1) Introductions, Announcements and Recognition
- 2) Administrative Matters
- 3) Election of Officers
- 4) Appointment of Liaisons and Alternates
- 5) Delegation of Authorities
- 6) Education and Examination Matters
- 7) Credentialing Matters

- 8) Practice Matters
- 9) Administrative Rule Matters
- 10) Legislative and Policy Matters
- 11) Liaison Reports
- 12) Board Liaison Training and Appointment of Mentors
- 13) Informational Items
- 14) Division of Legal Services and Compliance (DLSC) Matters
- 15) Presentations of Petitions for Summary Suspension
- 16) Petitions for Designation of Hearing Examiner
- 17) Presentation of Stipulations, Final Decisions and Orders
- 18) Presentation of Proposed Final Decisions and Orders
- 19) Presentation of Interim Orders
- 20) Petitions for Re-Hearing
- 21) Petitions for Assessments
- 22) Petitions to Vacate Orders
- 23) Requests for Disciplinary Proceeding Presentations
- 24) Motions
- 25) Petitions
- 26) Appearances from Requests Received or Renewed
- 27) Speaking Engagements, Travel, or Public Relation Requests, and Reports

I. 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.).**

**J. Deliberation on Division of Legal Services and Compliance Matters**

- 1) **Proposed Stipulations, Final Decisions and Orders**
  - a. 19 MFT 003 – E.M.K. (8-11)

K. Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) DLSC Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner
- 8) Proposed Stipulations, Final Decisions and Orders
- 9) Proposed Interim Orders
- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Board Liaison Training
- 16) Petitions for Assessments and Evaluations
- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases

- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

L. Consulting with Legal Counsel

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

M. Vote on Items Considered or Deliberated Upon in Closed Session if Voting is Appropriate

N. Open Session Items Noticed Above Not Completed in the Initial Open Session

**ADJOURNMENT**

**NEXT MEETING: OCTOBER 12, 2021**

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MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Requests for interpreters for the deaf or hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE  
MARRIAGE AND FAMILY THERAPY SECTION  
MEETING MINUTES  
APRIL 21, 2021**

**PRESENT:** Bridget Ellingboe, Lindsey Marsh, Lisa Yee

**STAFF:** Christine Poleski, Executive Director; Jon Derenne, Legal Counsel; Kevyn Radcliffe, Administrative Rules Coordinator; Kimberly Wood, Program Assistant Supervisor-Adv. and other DSPS Staff

**CALL TO ORDER**

Lisa Yee, Chairperson, called the meeting to order at 9:00 a.m. A quorum was confirmed with three (3) members present.

**ADOPTION OF THE AGENDA**

**MOTION:** Lindsey Marsh moved, seconded by Bridget Ellingboe, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF JANUARY 26, 2021**

**MOTION:** Bridget Ellingboe moved, seconded by Lindsey Marsh, to approve the Minutes of January 26, 2021 as published. Motion carried unanimously.

**COVID-19**

**MOTION:** Bridget Ellingboe moved, seconded by Lindsey Marsh, to express the support and encouragement of the Section for its licensees to receive a COVID-19 vaccine as soon as they are eligible to do so, and the vaccine is available to them. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Lindsey Marsh moved, seconded by Bridget Ellingboe, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:19 a.m.

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Katlin Schwartz – Bureau Assistant		<b>2) Date when request submitted:</b> 9/2/2021 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
<b>3) Name of Board, Committee, Council, Sections:</b> Marriage and Family Therapists Section			
<b>4) Meeting Date:</b> 9/14/2021	<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> Admin Matters: Elections of Officers and Appointment of Liaisons and Alternates	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</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> The Board should conduct elections of officers to fill the Chairperson vacancy resulting from the departure of Lisa Yee, and any other officer elections as required.  The Chairperson should then review and appoint/reappoint Liaisons and Alternates as appropriate.			
<b>11) Authorization</b>			
Katlin Schwartz		9/2/2021	
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 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.			

# MARRIAGE AND FAMILY THERAPIST SECTION

## 2021 Elections and Liaison Appointments

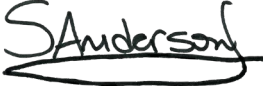
ELECTION RESULTS	
Chairperson	Vacant <del>Lisa Yee</del> ( <i>Resigned 4/26/21</i> )
Vice Chairperson	Lindsey Marsh
Secretary	Bridget Ellingboe

### Appointment of Liaisons: Screening Panel

LIAISON APPOINTMENTS	
Credentialing Liaison(s)	Bridget Ellingboe, <del>Lisa Yee</del> ( <i>Resigned 4/26/21</i> )
Education & Continuing Education Liaison(s)	Lindsey Marsh
Monitoring Liaison(s)	Bridget Ellingboe <i>Alternate: Lindsey Marsh</i>
Professional Assistance Procedure (PAP) Liaison(s)	Bridget Ellingboe
Legislative Liaison(s)	Bridget Ellingboe
Travel Liaison(s)	Bridget Ellingboe
WAMFT Liaison(s)	<del>Lisa Yee</del> ( <i>Resigned 4/26/21</i> )
AMFTRB Liaison(s)	<del>Lisa Yee</del> ( <i>Resigned 4/26/21</i> )
SCREENING PANEL APPOINTMENTS	
Screening Panel	<del>Lisa Yee</del> ( <i>Resigned 4/26/21</i> ), Lindsey Marsh <i>Alternate: Bridget Ellingboe</i>

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Sofia Anderson, Administrative Rules Coordinator		<b>2) Date when request submitted:</b> 08/24/2021 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
<b>3) Name of Board, Committee, Council, Sections:</b> Marriage and Family Therapy Section – MPSW Board			
<b>4) Meeting Date:</b> September 14, 2021	<b>5) Attachments:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Administrative Rule Matters – Discussion and Consideration  1. MPSW 3, 11, and 17 relating to application requirements for credentials.  2. Pending or Possible Rulemaking Projects.	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>	
<b>10) Describe the issue and action that should be addressed:</b> Update on status of MPSW 3, 11, and 17 relating to application requirements for credentials.			
<b>11) Authorization</b>  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   <hr/>                 Signature of person making this request             </div> <div style="text-align: center;">                 8/24/2021  <hr/>                 Date             </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 60%;"> <hr/>                 Supervisor (if required)             </div> <div style="width: 35%;"> <hr/>                 Date             </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 70%;"> <hr/>                 Executive Director signature (indicates approval to add post agenda deadline item to agenda)             </div> <div style="width: 25%;"> <hr/>                 Date             </div> </div>			
<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 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.			