



---

**VIRTUAL/TELECONFERENCE  
SOCIAL WORKER SECTION  
MARRIAGE AND FAMILY THERAPY, PROFESSIONAL COUNSELING, AND  
SOCIAL WORK EXAMINING BOARD  
Virtual, 4822 Madison Yards Way, Madison  
Contact: Christine Poleski (608) 266-2112  
January 27, 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**

**12:30 P.M.**

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

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of October 13, 2020 (4-7)**
- C. Conflicts of Interest
- D. Introductions, Appointments and Recognition – Discussion and Consideration**
- E. Administrative Matters – Discussion and Consideration**
  - 1) Department, Staff and Board Updates
  - 2) Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities **(8-19)**
  - 3) Board Member – Term Expiration Date
    - a. Adell, Cynthia – 7/1/2023
    - b. Coates, Candace – 7/1/2023
    - c. Krueger, Elizabeth – 7/1/2020
    - d. Sanyaolu, Abike – 7/1/2024
    - e. Unzueta Saiz, Nancy – 7/1/2022
- F. NASW Question Regarding Out-of-State Licensees – Discussion and Consideration**
- G. COVID-19 – Discussion and Consideration**
- H. Administrative Rule Matters – Discussion and Consideration
  - 1) Pending and Possible Rulemaking Projects
- I. 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) Approval(s) for Psychometric Testing
- 9) Practice Matters
- 10) Administrative Rule Matters
- 11) Legislative and Policy Matters
- 12) Liaison Reports
- 13) Board Liaison Training and Appointment of Mentors
- 14) Informational Items
- 15) Division of Legal Services and Compliance (DLSC) Matters
- 16) Presentations of Petitions for Summary Suspension
- 17) Petitions for Designation of Hearing Examiner
- 18) Presentation of Stipulations, Final Decisions and Orders
- 19) Presentation of Proposed Final Decisions and Orders
- 20) Presentation of Interim Orders
- 21) Petitions for Re-Hearing
- 22) Petitions for Assessments
- 23) Petitions to Vacate Orders
- 24) Requests for Disciplinary Proceeding Presentations
- 25) Motions
- 26) Petitions
- 27) Appearances from Requests Received or Renewed
- 28) Speaking Engagements, Travel, or Public Relation Requests, and Reports

J. 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.).**

**K. Deliberation on DLSC Matters**

- 1) **Case Closings**
  - a. 18 SOC 066 – A.M. **(20-26)**
  - b. 18 SOC 068 – J.S.L. **(27-30)**
  - c. 19 SOC 045 – T.L.C. **(31-33)**
- 2) **Proposed Stipulations, Final Decisions and Orders**
  - a. 17 SOC 090 – Patricia A. Aniakudo, LPC, CSAC, ICS, LCSW **(34-43)**
  - b. 19 SOC 026 – Connie R. Anderson, SW **(44-49)**
  - c. 19 SOC 032 – Erica R. Erickson, APSW **(50-56)**
  - d. 19 SOC 044 – Heidi L. Conto, LCSW **(57-63)**
  - e. 19 SOC 078 – Renee L. Genin, LCSW **(64-70)**
  - f. 20 SOC 028 – Jessica A. Katrichis, SW **(71-76)**
- 3) **Monitoring Matters**
  - a. Jessica Lorum – Review of Fitness to Practice Evaluation **(77-104)**

L. 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

M. Consulting with Legal Counsel

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

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

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

**ADJOURNMENT**

**NEXT MEETING: APRIL 20, 2021**

\*\*\*\*\*

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  
SOCIAL WORKER SECTION  
MEETING MINUTES  
OCTOBER 13, 2020**

**PRESENT:** Cynthia Adell, Candace Coates (*excused at 2:39 p.m.*), Elizabeth Krueger (*excused at 1:22 p.m.*), Abike Sanyaolu, Nancy Unzueta Saiz (*arrived at 1:17 p.m.*)

**STAFF:** Christine Poleski, Executive Director; Jameson Whitney, Legal Counsel; Jon Derenne, Rules Coordinator; Daniel Betekhtin, Bureau Assistant; Kimberly Wood, Program Assistant Supervisor-Adv.; and other DSPS Staff

**CALL TO ORDER**

Candace Coates, Chairperson, called the meeting to order at 1:13 p.m. A quorum was confirmed with three (3) members present.

**ADOPTION OF AGENDA**

**MOTION:** Cynthia Adell moved, seconded by Candace Coates, to approve the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF SEPTEMBER 15, 2020**

**MOTION:** Cynthia Adell moved, seconded by Abike Sanyaolu, to approve the Minutes of September 15, 2020 as published. Motion carried unanimously.

*(Nancy Unzueta Saiz arrived at 1:17 p.m. and Elizabeth Krueger arrived at 1:22 p.m.)*

**ADMINISTRATIVE MATTERS**

**Delegation of Authorities**

***Delegation for CIB and Predetermination Decision Making Authority to DSPS Attorneys and Paralegals***

**MOTION:** Candace Coates moved, seconded by Cynthia Adell, to delegate CIB and Predetermination decision making authority to DSPS attorneys and paralegals to review and approve applications with municipal/ordinance violations which are not substantially related to the practice of social work including the following municipal/ordinance violations:

- Loitering
- Littering
- Retail Theft (includes shoplifting and NSF checks)
- Up to two (2) Underage Drinking/Underage Possession of Alcohol
- One (1) Possession of THC
- Resisting/Obstructing an Officer
- Disorderly Conduct/Disturbing the Peace
- Trespassing

- Operating after Suspension/Revocation
- OWI 1st
- A violation that is an ordinance violation in Wisconsin, but a misdemeanor in other states.

Motion carried unanimously.

### ***Delegation for Reciprocity Review Approval Decision Making Authority to DSPS Attorneys***

#### **Reciprocity Reviews – Social Work**

**MOTION:** Cynthia Adell moved, seconded by Abike Sanyaolu, to delegate Reciprocity Review approval decision making authority to DSPS attorneys to review and approve reciprocity reviews for Social Worker reciprocity applications where the other state requires:

- A bachelor's or master's degree in social work from a program accredited by, or a preaccreditation program of, the council on social work education or a doctorate degree in social work, or program found to be equivalent by the other state's credentialing authority, and
- Passes one or more examinations approved by the Social Worker Section.

Motion carried unanimously.

#### **Reciprocity Reviews – Advanced Practice Social Work**

**MOTION:** Candace Coates moved, seconded by Cynthia Adell, to delegate Reciprocity Review approval decision making authority to DSPS attorneys to review and approve reciprocity reviews for Advanced Practice Social Worker reciprocity applications where the other state requires:

- A master's degree in social work from a program accredited by, or a preaccreditation program of, the council on social work education or a doctorate degree in social work, or program found to be equivalent by the other state's credentialing authority, and
- Passes one or more examinations approved by the Social Worker Section.

Motion carried unanimously.

#### **Reciprocity Reviews – Independent Social Work**

**MOTION:** Cynthia Adell moved, seconded by Candace Coates, to Reciprocity Review approval decision making authority to DSPS attorneys to review and approve reciprocity reviews for Independent Social Worker reciprocity applications where the other state requires:

- A master's degree in social work from a program accredited by, or a preaccreditation program of, the council on social work education or a doctorate degree in social work, or program found to be equivalent by the other state's credentialing authority,
- Has engaged in the equivalent of at least 2 years of full-time supervised social work practice approved by the social worker section, and

- Passes one of the examinations approved for WI Ind. Social Worker applicants.

Motion carried unanimously.

### **CLOSED SESSION**

**MOTION:** Candace Coates moved, seconded by Cynthia Adell, 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 investigation with administrative warning (ss. 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.). Candace Coates, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Cynthia Adell-yes; Candace Coates-yes; Elizabeth Krueger-yes; Abike Sanyaolu-yes; and Nancy Unzueta-Saiz-yes. Motion carried unanimously.

The Section convened into Closed Session at 2:18 p.m.

### **CREDENTIALING MATTERS**

#### **Application Review**

#### ***Kelly Henneman, SWTC Applicant***

**MOTION:** Candace Coates moved, seconded by Cynthia Adell, to deny the Social Work Training Certificate application of Kelly Henneman. **Reason for Denial:** Failure to meet standards under s. MPSW 3.13(1), Wis. Admin. Code. Motion carried unanimously.

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

#### **Case Closings**

#### ***20 SOC 003 – T.K.***

**MOTION:** Cynthia Adell moved, seconded by Candace Coates, to close DLSC Case Number 20 SOC 003, against T.K., for No Violation. Motion carried unanimously.

*(Candace Coates was excused at 2:39 p.m.)*

### **RECONVENE TO OPEN SESSION**

**MOTION:** Elizabeth Krueger moved, seconded by Cynthia Adell, to reconvene into open session. Motion carried unanimously.

The Section reconvened into Open Session at 2:45 p.m.

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

**MOTION:** Elizabeth Krueger moved, seconded by Cynthia Adell, to affirm all motions made and votes taken in closed session. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Elizabeth Krueger moved, seconded by Cynthia Adell, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 2:50 p.m.

DRAFT

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:  Kimberly Wood, Program Assistant Supervisor-Adv.		2) Date When Request Submitted:  12/29/2020  <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>	
3) Name of Board, Committee, Council, Sections:  Social Worker Section			
4) Meeting Date:  1/27/2021	5) Attachments:  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  Administrative Matters 1) Election of Officers 2) Appointment of Liaisons and Alternates 3) Delegation of Authorities	
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 <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:  1) The Section should conduct Election Officers: Chairperson, Vice Chairperson & Secretary 2) The newly elected Chairperson should review and appoint/reappoint Liaisons and Alternates as appropriate 3) The Board should review and then consider its existing delegated authorities and any proposals for modification of delegations. <ul style="list-style-type: none"> <li>a. Credentialing Delegations (Questions Sarah Norberg)</li> <li>b. Monitoring Delegations (Questions: Amy Mayo)</li> <li>c. Pre-Screening Delegations (Questions: Gretchen Mrozinski)</li> </ul>			
11) Authorization			
<i>Kimberly Wood</i>		12/29/2020	
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.			



## SOCIAL WORKER SECTION

### 2020 Elections and Liaison Appointments

ELECTION RESULTS	
<b>Chairperson</b>	Candace Coates
<b>Vice Chairperson</b>	<del>Kristin Koger</del>
<b>Secretary</b>	Elizabeth Krueger

LIAISON APPOINTMENTS	
<b>Credentialing Liaison(s)</b>	Candace Coates, <del>Kristin Koger</del> , Elizabeth Krueger
<b>Exams, Education and ASWB Liaison</b> <i>(Assoc. of Social Work Boards)</i>	Candace Coates <i>Alternate: <del>Kristin Koger</del></i>
<b>Continuing Education Liaison(s)</b>	Elizabeth Krueger <i>Alternate: <del>Kristin Koger</del></i>
<b>Monitoring Liaison(s)</b>	Elizabeth Krueger <i>Alternate: <del>Kristin Koger</del></i>
<b>Professional Assistance Procedure (PAP) Liaison(s)</b>	Elizabeth Krueger <i>Alternate: <del>Kristin Koger</del></i>
<b>Travel Liaison(s)</b>	Candace Coates
<b>Screening Panel</b>	<del>Kristin Koger, Elizabeth Krueger</del> , Nancy Unzueta Saiz* <i>Alternate: Candace Coates</i>

\*designated by Chair via email 11/9/2020

## Delegation of Authorities

### *Document Signature Delegations*

**MOTION:** Elizabeth Krueger moved, seconded by Kristin Koger, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to sign documents on behalf of the Section in order to carry out its duties. Motion carried unanimously.

**MOTION:** Candace Coates moved, seconded by Elizabeth Krueger, in order to carry out duties of the Section, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Section hereby delegate to the Executive Director or DPD Division Administrator, the authority to sign on behalf of a board member as necessary. Motion carried unanimously.

### *Delegated Authority for Urgent Matters*

**MOTION:** Kristin Koger moved, seconded by Candace Coates, that in order to facilitate the completion of urgent matters between meetings, the Section delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

### *Monitoring Delegations*

**MOTION:** Elizabeth Krueger moved, seconded by Kristin Koger, to adopt the “Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor” as presented in the February 12, 2020 agenda materials. Motion carried unanimously.

### *Delegation to Chief Legal Counsel Due to of Loss of Quorum **previously declined***

**MOTION:** \_\_\_\_\_ moved, seconded by \_\_\_\_\_, to delegate the review of disciplinary cases to the Department’s Chief Legal Counsel due to lack of/loss of quorum. Motion **carried unanimously**.

## *Credentialing Authority Delegations*

### **Delegation of Authority to Credentialing Liaison**

**MOTION:** Candace Coates moved, seconded by Elizabeth Krueger, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between DSPS and the Section and to act on behalf of the Section in regard to credentialing applications or questions presented to them. Motion carried unanimously.

### **Delegation of Authority to DSPS When Credentialing Criteria is Met**

**MOTION:** Candace Coates moved, seconded by Elizabeth Krueger, to delegate credentialing authority to DSPS to act upon applications that meet all credentialing statutory and regulatory requirements without Section or Section liaison review. Motion carried unanimously.

### **Delegation of Authority to DSPS for Social Worker Training Certificates**

**MOTION:** Elizabeth Krueger moved, seconded by Kristin Koger, to delegate to DSPS staff the authority to approve education under Option 1 and Option 2, in form # 2998, for Social Worker Training Certificates. Motion carried unanimously.

### ***Delegation of Authority to DSPS Staff to Approve Applications Without Further Criminal Activity***

**MOTION:** Elizabeth Krueger moved, seconded by Candace Coates, to delegate to DSPS staff the authority to address applications where a Criminal Background check had been approved for a previous Social Work Credential and has been no criminal activity since that approval. Motion carried unanimously.

### ***Delegated Authority for Application Denial Reviews***

**MOTION:** Elizabeth Krueger moved, seconded by Kristin Koger, that the Department's Attorney Supervisors, DLSC Administrator, or their designee are authorized to serve as the Section's designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential. The Section requests notifications in this regard be sent to members of the section. Motion carried unanimously.

**\*\*Denotes delegations added 10/13/2020**

***Delegation for CIB and Predetermination Decision Making Authority to DSPS Attorneys and Paralegals\*\****

**MOTION:** Candace Coates moved, seconded by Cynthia Adell, to delegate CIB and Predetermination decision making authority to DSPS attorneys and paralegals to review and approve applications with municipal/ordinance violations which are not substantially related to the practice of social work including the following municipal/ordinance violations:

- Loitering
- Littering
- Retail Theft (includes shoplifting and NSF checks)
- Up to two (2) Underage Drinking/Underage Possession of Alcohol
- One (1) Possession of THC
- Resisting/Obstructing an Officer
- Disorderly Conduct/Disturbing the Peace
- Trespassing
- Operating after Suspension/Revocation
- OWI 1st
- A violation that is an ordinance violation in Wisconsin, but a misdemeanor in other states.

Motion carried unanimously.

***Delegation for Reciprocity Review Approval Decision Making Authority to DSPS Attorneys\*\****

**Reciprocity Reviews – Social Work\*\***

**MOTION:** Cynthia Adell moved, seconded by Abike Sanyaolu, to delegate Reciprocity Review approval decision making authority to DSPS attorneys to review and approve reciprocity reviews for Social Worker reciprocity applications where the other state requires:

- A bachelor's or master's degree in social work from a program accredited by, or a preaccreditation program of, the council on social work education or a doctorate degree in social work, or program found to be equivalent by the other state's credentialing authority, and
- Passes one or more examinations approved by the Social Worker Section.

Motion carried unanimously.

**Reciprocity Reviews – Advanced Practice Social Work\*\***

**MOTION:** Candace Coates moved, seconded by Cynthia Adell, to delegate Reciprocity Review approval decision making authority to DSPS attorneys to review and approve reciprocity reviews for Advanced Practice Social Worker reciprocity applications where the other state requires:

- A master's degree in social work from a program accredited by, or a preaccreditation program of, the council on social work education or

a doctorate degree in social work, or program found to be equivalent by the other state's credentialing authority, and

- Passes one or more examinations approved by the Social Worker Section.

Motion carried unanimously.

### **Reciprocity Reviews – Independent Social Work\*\***

**MOTION:** Cynthia Adell moved, seconded by Candace Coates, to Reciprocity Review approval decision making authority to DSPS attorneys to review and approve reciprocity reviews for Independent Social Worker reciprocity applications where the other state requires:

- A master's degree in social work from a program accredited by, or a preaccreditation program of, the council on social work education or a doctorate degree in social work, or program found to be equivalent by the other state's credentialing authority,
- Has engaged in the equivalent of at least 2 years of full-time supervised social work practice approved by the social worker section, and
- Passes one of the examinations approved for WI Ind. Social Worker applicants.

Motion carried unanimously.

### ***Pre-Screening Delegation to Open Cases***

**MOTION:** Elizabeth Krueger moved, seconded by Kristin Koger, to delegate pre-screening decision making authority to the DSPS screening attorney for opening cases as outlined below:

1. OWIs of 3 or more that occurred in the last 5 years.
2. Reciprocal discipline cases.
3. Impairment and/or diversion at work that includes a positive drug/alcohol test or admission by respondent.
4. Conviction of a misdemeanor or felony that the attorney believes is substantially related and is not otherwise excluded from consideration via Wis. Stat. ch. 111.
5. No response from the respondent after intake requested a response (case would be opened for the failure to respond issue as well as the merits).

Motion carried unanimously.

### ***Pre-Screening Delegation to Close Cases **previously declined*****

**MOTION:** moved, seconded by , to delegate pre-screening decision making authority to the DSPS screening attorney for closing cases as outlined below:

1. One OWI that is non-work related and if AODA assessment completed, assessment does not indicate dependency.
2. Complaints that even if allegations are true, do not amount to a violation of law or rules.

Motion **carried unanimously**.

**Voluntary Surrenders** **No Case Advisors when first proposed**

**MOTION:** moved, seconded by , to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender pursuant to Wis. Stat. § 440.19 for a credential holder who has a pending complaint or disciplinary matter. Motion **carried unanimously**.

**Education, ~~Continuing Education~~, Examination and ASWB Liaison(s) Delegation (title adjusted)**

**MOTION:** Kristin Koger moved, seconded by Candace Coates, to delegate authority to the Examination, Education, and ASWB Liaison(s) to address all issues related to examinations, education, and ASWB matters. Motion carried unanimously.

**Continuing Education Liaison(s) Delegation (New Title)**

**MOTION:** Elizabeth Krueger moved, seconded by Kristin Koger, to delegate authority to the Continuing Education Liaison(s) to address all issues related to continuing education matters. Motion carried unanimously.

**Authorization for DSPS to Provide Board Member Contact Information to National Regulatory Related Bodies ~~previously declined~~**

**MOTION:** moved, seconded by , to authorize DSPS staff to provide national regulatory related bodies with all Section member contact information that DSPS retains on file. Motion **carried unanimously**.

**Optional Renewal Notice Insert Delegation**

**MOTION:** Elizabeth Krueger moved, seconded by Kristin Koger to designate the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to provide a brief statement or link relating to board-related business within the license renewal notice at the Section's or Section designee's request. Motion carried unanimously.

**Travel Delegation**

**MOTION:** Kristin Koger moved, seconded by Elizabeth Krueger, to delegate authority to the Travel Liaison(s) to approve any Section member travel. Motion carried unanimously.

## **PROPOSED 2021 CREDENTIALING DELEGATION MOTIONS**

### ***Delegation of Authority to Credentialing Liaison***

**MOTION:** to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Board and to act on behalf of the Board in regard to credentialing applications or questions presented to them, including the signing of documents related to applications.

### ***Delegation of Authority to DSPS When Credentialing Criteria is Met***

**MOTION:** to delegate credentialing authority to DSPS to act upon applications that meet all credentialing statutory and regulatory requirements without Section or Section liaison review.

### ***Delegation of Authority for Predetermination Reviews***

**MOTION:** to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f).

### ***Delegation of Authority for Conviction Reviews***

**MOTION:** to delegate authority to the Department Attorneys to review and approve applications with convictions which are not substantially related to the practice of social work.

*Or, alternatively,*

**MOTION:** to delegate authority to Department Paralegals to review and approve applications with [optional: up to X] municipal/ordinance violations which are not substantially related to the practice of social work.

**MOTION:** to delegate authority to Department Attorneys to review and approve applications with [optional: up to X] municipal/ordinance violations and misdemeanors [optional: each more than X years old and] which are not substantially related to the practice of social work.

### ***Delegation to DSPS When Applicant's History Has Been Previously Reviewed***

**MOTION:** to delegate authority to Department staff to approve applications where criminal background checks have been approved for a previous social work credential and there is no new conviction record.

### ***Delegation of Authority for Reciprocity Reviews***

**MOTION:** to delegate authority to the Department Attorneys to review and approve reciprocity applications for **Social Workers** where the other state requires:

- A bachelor's or master's degree in social work from a program accredited by, or a preaccreditation program of, the council on social work education or a doctorate degree in social work, or program found to be equivalent by the other state's credentialing authority, and
- Passes one or more examinations approved by the social worker section.

**MOTION:** to delegate authority to the Department Attorneys to review and approve reciprocity applications for **Advanced Practice Social Workers** where the other state requires:

- A master’s degree in social work from a program accredited by, or a preaccreditation program of, the council on social work education or a doctorate degree in social work, or program found to be equivalent by the other state’s credentialing authority, and
- Passes one or more examinations approved by the social worker section

**MOTION:** to delegate authority to the Department Attorneys to review and approve reciprocity applications for **Independent Social Workers** where the other state requires:

- A master’s degree in social work from a program accredited by, or a preaccreditation program of, the council on social work education or a doctorate degree in social work, or program found to be equivalent by the other state’s credentialing authority,
- Has engaged in the equivalent of at least 2 years of full–time supervised social work practice approved by the social worker section, and
- Passes one of the examinations approved for WI Ind. Social Worker applicants.

***Delegated Authority for Application Denial Reviews***

**MOTION:** to delegate authority to the Department’s Attorney Supervisors to serve as the Board’s designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential.



## Roles and Authorities Delegated for Monitoring

The Monitoring Liaison (“Liaison”) is a Board/Section designee who works with department monitors (“Monitor”) 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/~~disciplinary~~/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/~~disciplinary~~/~~remedial~~ 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 a maximum of one extension, if warranted and requested in writing by Respondent, to complete a Board/Section-ordered evaluation or exam.
- ~~7.8.~~ 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 of~~ written authorization from the Liaison to sign on their behalf.
- ~~8.9.~~ Grant or deny a request to appear before the Board/Section in closed session.
- ~~9.10.~~ ~~Board Monitoring~~ The Liaison may determine whether Respondent’s petition is eligible for consideration by the full Board/Section.
- ~~10.11.~~ (*Except Pharmacy and Medical*) Accept Respondent’s written request to surrender credential. If accepted by the Liaison, Monitor will consult with Board Counsel to determine if a stipulation is necessary. If a stipulation is not necessary, Monitor will draft an order and sign on behalf of the Liaison. If denied by the Liaison, the request to surrender credential will go to the full Board for review.

~~11.12.~~ *(Except Pharmacy)* Grant Respondent's petition for a reduction in drug screens per the standard schedule, below. If approved, Monitor will draft an order and sign on behalf of the Liaison. Orders that do not start at 49 screens will still follow the same standard schedule.

- a. ~~Initial Year 1:~~ 49 screens (including 1 hair test, if required by original order)
- b. ~~1st Reduction Year 2:~~ 36 screens (plus 1 hair test, if required by original order)
- c. ~~2<sup>nd</sup> Reduction Year 3:~~ 28 screens plus 1 hair test
- d. ~~Year 4: 28 screens plus 1 hair test~~
- e. ~~Year 5: 14 screens plus 1 hair test~~
- d. 3<sup>rd</sup> Reduction: 14 screens plus 1 hair test

~~12.13.~~ *(Dentistry only)* Ability to approve or deny all requests from a respondent.

~~13.14.~~ *(Except Nursing)* ~~Board Monitoring~~ The Liaison may approve or deny Respondent's request to be excused from drug and alcohol testing for work, travel, etc.

### ~~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 education ~~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 education ~~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 of completion and/or payment have been received.
3. Suspend the license (or remove stay of suspension) if Respondent fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if Respondent ceases participation in the Approved Program without Board approval. This delegated authority only pertains to respondents who must comply with drug and/or alcohol testing requirements.

### Authorities Delegated to Board Legal Counsel

Board Legal Counsel may take the following actions on behalf of the Board/Section:

1. Sign Monitoring orders that result from Board/Section meetings on behalf of the Board/Section Chair.

## SW Section Pre-screening Delegation

2020:

### *Pre-Screening Delegation to Open Cases*

**MOTION:** Elizabeth Krueger moved, seconded by Kristin Koger, to delegate pre-screening decision making authority to the DLSC screening attorney for opening cases as outlined below:

1. OWIs of 3 or more that occurred in the last 5 years.
2. Reciprocal discipline cases.
3. Impairment and/or diversion at work that includes a positive drug/alcohol test or admission by respondent.
4. Conviction of a misdemeanor or felony that the attorney believes is substantially related and is not otherwise excluded from consideration via Wis. Stat. ch. 111.
5. No response from the respondent after intake requested a response (case would be opened for the failure to respond issue as well as the merits).

Motion carried unanimously.

DLSC requests that the Social Worker Section adopt the motion it made in 2020 as well as the following:

**MOTION:** moved, seconded by, to delegate pre-screening decision making authority to the DLSC screening attorney for closing cases as outlined below:

1. One OWI that is non-work related and if AODA assessment completed, assessment does not indicate dependency.
2. Complaints that even if allegations are true, do not amount to a violation of law or rules.