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**VIRTUAL/TELECONFERENCE  
SOCIAL WORKER SECTION  
MARRIAGE AND FAMILY THERAPY, PROFESSIONAL COUNSELING, AND  
SOCIAL WORK EXAMINING BOARD  
Virtual, 4822 Madison Yards Way, Madison  
Contact: Brad Wojciechowski (608) 266-2112  
February 11, 2022**

*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**

**9:00 A.M.**

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

- A. Adoption of Agenda (1-4)**
- B. Approval of Minutes of January 25, 2022 (5-12)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Introductions, Appointments and Recognition – Discussion and Consideration**
- E. Administrative Matters – Discussion and Consideration**
  - 1) Department, Staff and Board Updates
  - 2) Board Member – Term Expiration Date
    - a. Adell, Cynthia C. – 7/1/2023
    - b. Erickson, Terrance C. – 7/1/2025
    - c. Hansen, Shawna R. – 7/1/2022
    - d. Krueger, Elizabeth A. – 7/1/2020
    - e. Lee Yang, Sheng – 7/1/2023
- F. 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

#### **G. Public Comments**

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).**

#### **H. Credentialing Matters**

- 1) **Application Review**
  - a. Mary Fleming, Social Work Training Certificate (SWTC) Applicant **(13-44)**
  - b. Katy Paczkowski, Social Work Training Certificate (SWTC) Applicant **(45-103)**

#### **I. Deliberation on DLSC Matters**

- 1) **Administrative Warnings**
  - a. 19 SOC 083 – A.M.W. **(104-106)**
  - b. 19 SOC 085 – J.F.M. **(107-109)**
  - c. 20 SOC 019 – L.S.V. **(110-111)**
  - d. 21 SOC 024 – H.H.G. **(112-113)**
  - e. 21 SOC 034 – C.M.S. **(114-115)**
  - f. 21 SOC 055 – R.J.E. **(116-117)**
- 2) **Case Closings**
  - a. 21 SOC 003 – T.T.B **(118-121)**
  - b. 21 SOC 005 – S.K.R. **(122-132)**
- 3) **Proposed Stipulations, Final Decisions and Orders**
  - a. 19 SOC 006 – Julie A. Shoemaker, S.W. **(133-138)**
  - b. 19 SOC 042 – Amanda M. Rue, L.C.S.W. **(139-144)**
  - c. 19 SOC 056 – Ashley M. Bright, S.W. **(145-150)**
  - d. 19 SOC 058 – Yolanda Garber, S.W. **(151-157)**

- e. 19 SOC 069 – Erica C. Maurer, L.C.S.W. **(158-163)**
  - f. 19 SOC 072 – Scott A. Ebert, L.S.W. **(164-170)**
  - g. 19 SOC 073 – Steve R. Hallett, S.W. **(171-176)**
  - h. 19 SOC 077 – Jake T. Prichard, S.W. **(177-182)**
  - i. 20 SOC 018 – Pamela P. Olson, L.C.S.W. **(183-189)**
  - j. 20 SOC 040 – Whitney J. Hays, S.W. **(190-198)**
  - k. 20 SOC 044 – Steven S. Kassof, L.C.S.W. **(199-206)**
  - l. 20 SOC 055 – Ashley M. Volovsek, A.P.S.W. **(207-212)**
  - m. 20 SOC 056 – Jodi L. Gustke, L.S.W. **(213-218)**
  - n. 21 SOC 009 – Brittany N. Larscheid, L.C.S.W. **(219-225)**
  - o. 21 SOC 031 – Robert E. Hanson, L.C.S.W. **(226-233)**
- 4) **Monitoring Matters**
- a. Jennifer Wenger, S.W. – Requesting Termination of Psychotherapy Treatment **(234-255)**
  - b. Linda Yanak, L.C.S.W. – Requesting Termination of Treatment Reporting Requirement **(256-278)**

**J. Deliberation on Proposed Final Decisions and Orders**

- 1) Michael E. Dux, L.S.W., Respondent (DHA Case Number SPS-21-0043/DLSC Case Number 19 SOC 046) **(279-309)**
- 2) Orlesia G. Gooseberry-Bell, S.W., Respondent (DHA Case Number SPS-21-0003/DLSC Case Number 18 SOC 057) **(310-320)**

**K. Deliberation on Matters Relating to Costs/Orders Fixing Costs**

- 1) Daniel D. Cousins, Sr., A.P.S.W., C.S.A.C., C.S.-L.T., Respondent (DHA Case Number SPS-19-0055/DLSC Case Number 17 SOC 030 and 18 SOC 017) **(321-356)**

**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**

1) Report on 19 SOC 054 – Michael C. Bryant, APSW (357-358)

**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 19, 2022**

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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  
SOCIAL WORKER SECTION  
MEETING MINUTES  
JANUARY 25, 2022**

**PRESENT:** Terrance Erickson, Shawna Hansen, Sheng Lee Yang

**EXCUSED:** Cynthia Adell, Elizabeth Krueger

**STAFF:** Brad Wojciechowski, Executive Director; Jameson Whitney, Legal Counsel; Sofia Anderson, Administrative Rules Coordinator; Katlin Schwartz, Bureau Assistant; Kimberly Wood, Program Assistant Supervisor-Adv.; and other DSPS Staff

**CALL TO ORDER**

Brad Wojciechowski, Executive Director, called the meeting to order at 12:35 p.m. A quorum was confirmed with three (3) members present.

**ADOPTION OF AGENDA**

**MOTION:** Terrance Erickson moved, seconded by Sheng Lee Yang, to approve the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF MAY 11, 2021**

**MOTION:** Terrance Erickson moved, seconded by Sheng Lee Yang, to approve the Minutes of May 11, 2021 as published. Motion carried unanimously.

**INTRODUCTIONS, APPOINTMENTS, AND RECOGNITION**

**Recognition of Candance E. Coates, Social Worker Member (Resigned 9/30/2021)**

**MOTION:** Sheng Lee Yang moved, seconded by Terrance Erickson, to recognize and thank Candance Coates for her service to the Social Worker Section, MPSW Examining Board and State of Wisconsin. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**Election of Officers**

*Chairperson*

**NOMINATION:** Sheng Lee Yang nominated herself for the Office of Chairperson.

Brad Wojciechowski, Executive Director, called for nominations three (3) times.

Sheng Lee Yang was elected as Chairperson by unanimous voice vote.

***Vice Chairperson***

**NOMINATION:** Sheng Lee Yang nominated Shawna Hansen for the Office of Vice Chairperson. Shawna Hansen accepted the nomination.

Brad Wojciechowski, Executive Director, called for nominations three (3) times.

Shawna Hansen was elected as Vice Chairperson by unanimous voice vote.

***Secretary***

**NOMINATION:** Sheng Lee Yang nominated Terrance Erickson for the Office of Secretary. Terrance Erickson accepted the nomination.

Brad Wojciechowski, Executive Director, called for nominations three (3) times.

Terrance Erickson was elected as Secretary by unanimous voice vote.

<b>ELECTION RESULTS</b>	
<b>Chairperson</b>	Sheng Lee Yang
<b>Vice Chairperson</b>	Shawna Hansen
<b>Secretary</b>	Terrance Erickson

**Appointment of Liaisons and Alternates**

<b>LIAISON APPOINTMENTS</b>	
<b>Credentialing Liaison(s)</b>	Cynthia Adell APSW, Sheng Lee Yang LCSW Alternate: Shawna Hansen SW
<b>Education and Examination Liaison</b>	Sheng Lee Yang <i>Alternate:</i> Shawna Hansen
<b>ASWB Liaison</b> <i>(Assoc. of Social Work Boards)</i>	Shawna Hansen <i>Alternate:</i> Cynthia Adell
<b>Monitoring Liaison(s)</b>	Cynthia Adell <i>Alternate:</i> Terrance Erickson
<b>Professional Assistance Procedure (PAP) Liaison(s)</b>	Elizabeth Krueger <i>Alternate:</i> Sheng Lee Yang

<b>Travel Authorization Liaison(s)</b>	Sheng Lee Yang <i>Alternate: Shawna Hansen</i>
<b>Screening Panel</b>	Sheng Lee Yang, Terrance Erickson <i>Alternate: Shawna Hansen</i>

**Delegation of Authorities**

***Document Signature Delegations***

**MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving section member in that succession) to sign documents on behalf of the Section in order to carry out its duties. Motion carried unanimously.

**MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, in order to carry out duties of the Section, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving section 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 section member as necessary. Motion carried unanimously.

***Delegated Authority for Urgent Matters***

**MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, 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 section member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

***Delegation to Chief Legal Counsel Due to Loss of Quorum***

**MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, to delegate the review and authority to act on disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum after two consecutive meetings. Motion carried unanimously.

## *Monitoring Delegations*

### **Delegation of Authorities for Monitoring**

**MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, to adopt the “Roles and Authorities Delegated for Monitoring” document as presented in the January 25, 2022 agenda materials on pages 18-19. Motion carried unanimously.

### **Delegation of Authorities for Legal Counsel to Sign Monitoring Orders**

**MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, to delegate to Legal Counsel the authority to sign Monitoring orders that result from Section meetings on behalf of the Section Chairperson. Motion carried unanimously.

## *Credentialing Authority Delegations*

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

**MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Section and to act on behalf of the Section in regard to credentialing applications or questions presented to them, including the signing of documents related to applications. Motion carried unanimously.

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

**MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, to delegate credentialing authority to the Department to act upon applications that meet all credentialing statutory and regulatory requirements without Section or Section liaison review. Motion carried unanimously.

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

**MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f). Motion carried unanimously.

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

**MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, 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. Motion carried unanimously.



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

**MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, 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. Motion carried unanimously.

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

### ***Reciprocity Reviews – Social Workers***

**MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, 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 carried unanimously.

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

**MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, 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 carried unanimously.

### ***Reciprocity Reviews – Independent Social Workers***

**MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, 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.

Motion carried unanimously.

### ***Reciprocity Reviews – Licensed Clinical Social Workers***

- MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, to delegate authority to the Department Attorneys to review and approve reciprocity applications for Licensed Clinical 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;
  - Completing a clinical social work concentration and supervised practicum or field training;
  - Completing, after receiving a master’s or doctorate degree, the equivalent of at least 3,000 hour of clinical social work practice, including at least 1,000 hours of direct client contact, supervised by an individual approved by the other state’s credentialing authority; and
  - Passing one of the examinations approved for WI Licensed Clinical Social Worker applicants.
- Motion carried unanimously.

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

- MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, to delegate authority to the Department’s Attorney Supervisors 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. Motion carried unanimously.

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

- MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, 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.

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

- MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, to delegate pre-screening decision making authority to the Department 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***

**MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, to delegate pre-screening decision making authority to the Department 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***

**MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, 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 and Examination Liaison(s) Delegation***

**MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, to delegate authority to the Education and Examination Liaison(s) to address all issues related to continuing education and examination-matters. Motion carried unanimously.

***ASWB Liaison(s) Delegation***

**MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, to delegate authority to the ASWB Liaison(s) to communicate with the ASWB on behalf of the Section to address all issues related to education and examinations relevant to ASWB matters. Motion carried unanimously.

***Authorization for DSPS to Provide Section Member Contact Information to National Regulatory Related Bodies***

**MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, to authorize the Department staff to provide national regulatory related bodies with all section member contact information that the Department retains on file. Motion carried unanimously.

***Optional Renewal Notice Insert Delegation***

**MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, 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 Authorization Liaison Delegation*

**MOTION:** Sheng Lee Yang moved, seconded by Shawna Hansen, to delegate authority to the Travel Authorization Liaison to approve any section member travel to and/or participation in events germane to the Section, and to designate representatives from the section to speak and/or act on the Section's behalf at such events. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Shawna Hansen moved, seconded by Terrance Erickson, 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.). Sheng Lee Yang, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Terrance Erickson-yes; Shawna Hansen-yes; and Sheng Lee Yang-yes. Motion carried unanimously.

The Section convened into Closed Session at 1:46 p.m.

**RECONVENE TO OPEN SESSION**

**MOTION:** Terrance Erickson moved, seconded by Sheng Lee Yang, to reconvene into Open Session. Motion carried unanimously.

The Section reconvened into Open Session at 2:11 p.m.

**ADJOURNMENT**

**MOTION:** Terrance Erickson moved, seconded by Sheng Lee Yang, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 2:13 p.m.