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## PROFESSIONAL COUNSELOR SECTION

### MARRIAGE AND FAMILY THERAPY, PROFESSIONAL COUNSELING AND SOCIAL WORK EXAMINING BOARD

Room 121A, 1400 East Washington Avenue, Madison

Contact: Dan Williams (608) 266-2112

December 5, 2017

*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 record of the actions of the Section.*

### AGENDA

11:00 A.M.

#### CALL TO ORDER – ROLL CALL – OPEN SESSION

- A. **Adoption of the Agenda (1-3)**
- B. **Approval of the Minutes of October 23, 2017 (4-5)**
- C. **Administrative Matters – Discussion and Consideration**
  - 1) Staff Updates
  - 2) Section Member – Term Expiration Date
    - a. Allison Gordon – 07/01/2018
    - b. Tammy Scheidegger – 07/01/2020 (*appointed, not yet confirmed*)
    - c. Kathleen Miller – 07/01/2021 (*re-appointed, not yet confirmed*)
    - d. Monica Vick – 07/01/2019 (*appointed, not yet confirmed*)
- D. **Legislation and Administrative Rule Matters – Discussion and Consideration (6)**
  - 1) Licensure Requirements – Professional Counseling Degree
  - 2) Update on Legislation and Pending and Possible Rulemaking Projects
- E. **Speaking Engagement(s), Travel, or Public Relation Request(s) – Discussion and Consideration**
- F. **Discussion and Consideration of Items Received After Preparation of the Agenda:**
  - 1) Introductions, Announcements and Recognition
  - 2) Administrative Updates
  - 3) Education and Examination Matters
  - 4) Credentialing Matters
  - 5) Practice Matters
  - 6) Legislation and Administrative Rule Matters
  - 7) Liaison Reports
  - 8) Informational Items
  - 9) Disciplinary Matters
  - 10) Presentations of Petitions for Summary Suspension

- 11) Presentation of Proposed Stipulations, Final Decisions and Orders
- 12) Presentation of Proposed Decisions
- 13) Petitions for Re-Hearing
- 14) Petitions for Assessments
- 15) Petitions to Vacate Orders
- 16) Petitions for Designation of Hearing Examiner
- 17) Requests for Disciplinary Proceeding Presentations
- 18) Petitions
- 19) Appearances from Requests Received or Renewed
- 20) Speaking Engagement(s), Travel, or Public Relation Request(s)

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. **Deliberation on Division of Legal Services and Compliance (DLSC) Matters**

- 1) **Administrative Warnings**
  - a. 16 CPC 037 – H.K.T. **(7-8)**
- 2) **Proposed Stipulation(s), Final Decision(s), and Order(s)**
  - a. 16 CPC 040 – T.C.M. **(9-15)**
- 3) **Case Closings**

I. Deliberation on Credentialing Matters

J. Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Division of Legal Services and Compliance (DLSC) Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Proposed Stipulations, Final Decisions and Order
- 8) Administrative Warnings
- 9) Proposed Decisions
- 10) Matters Relating to Costs
- 11) Petitions for Extension of Time
- 12) Proposed Interim Orders
- 13) Petitions for Assessments and Evaluations
- 14) Petitions to Vacate Orders
- 15) Remedial Education Cases
- 16) Motions
- 17) Petitions for Re-Hearing
- 18) Appearances from Requests Received or Renewed

K. Consulting with Legal Counsel

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

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

**ADJOURNMENT**

The next scheduled meeting is January 23, 2018.

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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 1400 East Washington Avenue, 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. Interpreters for the hearing impaired provided upon request by contacting the Affirmative Action Officer, 608-266-2112.

**PROFESSIONAL COUNSELOR SECTION  
TELECONFERENCE/VIRTUAL MEETING MINUTES  
OCTOBER 23, 2017**

**PRESENT:** *(All via GoToMeeting)* Allison Gordon, Monica Vick, Kathleen Miller, Tammy Scheidegger

**STAFF:** Erin Karow, Executive Director; Laura Smith, Bureau Assistant; Sharon Henes, Rules Coordinator; and other DSPS Staff

**CALL TO ORDER**

Tammy Scheidegger, Chair, called the meeting to order at 9:04 a.m. A quorum of four (4) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Kathleen Miller moved, seconded by Allison Gordon, to approve the agenda as published. Motion carried unanimously.

**APPROVAL OF THE MINUTES OF MAY 22, 2017**

**MOTION:** Allison Gordon moved, seconded by Monica Vick, to approve the minutes of May 22, 2017 as published. Motion carried unanimously.

**IMPLEMENTATION OF NEW EDUCATION REQUIREMENTS EFFECTIVE  
SEPTEMBER 2018**

**MOTION:** Kathleen Miller moved, seconded by Tammy Scheidegger, to distribute the following statement in response to any inquiries about the implementation of new education requirements:

‘An application received on or after September 1, 2018 will be required to meet the new educational requirements in MPSW 14.01 which goes into effect on September 1, 2018.’

Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Monica Vick moved, seconded by Kathleen Miller, 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.). The Chair read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Allison Gordon-yes; Kathleen Miller-yes; Monica Vick-yes; Tammy Scheidegger – yes. Motion carried unanimously.

The Section convened into Closed Session at 9:37 a.m.

### **RECONVENE TO OPEN SESSION**

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

The Section reconvened into Open Session at 9:53 a.m.

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

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

*(Be advised that any recusals or abstentions reflected in the closed session motions stand for the purposes of the affirmation vote.)*

### **DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS**

#### **Brumm-Larson Request for Section Review as to Prior Discipline**

**MOTION:** Kathleen Miller moved, seconded by Monica Vick, to affirm the Reprimand issued on December 20, 2011. Motion carried unanimously.

#### **Proposed Stipulation(s), Final Decision(s) and Order(s)**

##### ***16 CPC 025 – B.R.M.***

**MOTION:** Kathleen Miller moved, seconded by Tammy Scheidegger, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Brian R. Messman, DLSC case number 16 CPC 025. Motion carried unanimously.

*(Allison Gordon recused herself and exited the teleconference for deliberation and voting in the matter of Brian R. Messman.)*

### **ADJOURNMENT**

**MOTION:** Kathleen Miller moved, seconded by Monica Vick, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:55 a.m.

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

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Sharon Henes</b> <b>Administrative Rules Coordinator</b>		2) Date When Request Submitted:  <b>24 November 2017</b>  Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections:  <b>Professional Counselor Section</b>			
4) Meeting Date:  <b>5 December 2017</b>	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? <b>Legislation and Rule Matters – Discussion and Consideration</b> <b>1. Licensure Requirements – Professional Counseling Degree</b> <b>2. Update on Pending Legislation and Pending and Possible Rulemaking Projects</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?  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:			
11) <b>Authorization</b>  <div style="text-align: center; font-size: 1.2em; font-family: cursive;"> <i>Sharon Henes</i> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Signature of person making this request</span> <span>Date</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Supervisor (if required)</span> <span>Date</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</span> <span>Date</span> </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.			