



**PROFESSIONAL COUNSELOR SECTION
MARRIAGE AND FAMILY THERAPY, PROFESSIONAL COUNSELING, AND SOCIAL
WORK EXAMINING BOARD**

**Room N206, 4822 Madison Yards Way, 2nd Floor, Madison
Contact: Debra Sybell (608) 266-2112
September 10, 2019**

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

11:30 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-4)

B. Approval of Minutes of January 29, 2019 (5-8)

C. Administrative Matters

1. Department, Staff, and Board Updates
2. Board Member – Term Expiration Date

D. Legislative and Administrative Rules Matters – Discussion and Consideration

1. Legislation and Pending or Possible Rulemaking Projects

E. Education and Examination Matters

1. **APPEARANCE – Mike Berndt, Division of Legal Services and Compliance:** Evaluation of License Reviews/Reciprocity from Other States Under the New Educational Standards

F. Discussion and Consideration on Items Added After Preparation of Agenda

1. Introductions, Announcements and Recognition
2. Nominations, Elections, and Appointments
3. Administrative Matters
4. Election of Officers
5. Appointment of Liaisons and Alternates
6. Delegation of Authorities
7. Education and Examination Matters
8. Practice Matters
9. Legislative and Administrative Rule Matters
10. Liaison Reports
11. Board Liaison Training and Appointment of Mentors
12. Informational Items

13. Division of Legal Services and Compliance (DLSC) Matters
14. Presentations of Petitions for Summary Suspension
15. Petitions for Designation of Hearing Examiner
16. Presentation of Stipulations, Final Decisions and Orders
17. Presentation of Proposed Final Decisions and Orders
18. Presentation of Interim Orders
19. Petitions for Re-Hearing
20. Petitions for Assessments
21. Petitions to Vacate Orders
22. Requests for Disciplinary Proceeding Presentations
23. Motions
24. Petitions
25. Appearances from Requests Received or Renewed
26. 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. Predetermination Application for Roger Cahak **(9-27)**
2. **Application Reviews**
 - a. Erin Souik, LPC-IT – Education Review **(28)**
 - b. Ketan Tailor, LPC-IT – Education Review **(29)**

I. Division of Legal Services and Compliance Matters

1. **Administrative Warnings**
 - a. 16 CPC 045 – S.J.S.M. **(30-32)**
 - b. 17 CPC 048 – D.L.P. **(33-34)**
2. **Proposed Stipulations, Final Decisions, and Orders**
 - a. 16 CPC 056, 17 CPC 001, 17 CPC 002, 17 CPC 008, 17 CPC 009 – Mary E. Miller, L.P.C. **(35-41)**
 - b. 17 CPC 018 – Maria J. Bishop, L.P.C. **(42-49)**
 - c. 17 CPC 021 – Robert A. Miller, L.P.C., S.A.C. **(50-56)**
 - d. 17 CPC 025 – Melanie L. Creger, C.S.A.C., L.P.C., S.W. **(57-63)**
 - e. 17 CPC 028 – Barbara Barghahn, S.A.C., P.C.T.L. **(64-70)**
 - f. 17 CPC 032, 18 CPC 015 – Sharon N. Medina, L.P.C.-I.T. **(71-77)**
 - g. 18 CPC 016 – Daniel H. Doden, L.P.C. **(78-84)**
 - h. 18 CPC 017, 19 CPC 007 – Tiffany G. Gaumond, S.A.C., L.P.C. **(85-90)**
 - i. 18 CPC 026 – Suzan A.M. McVicker, L.P.C. **(91-97)**
3. **Case Closings**
 - a. 16 CPC 020 – K.J.L. **(98-102)**

- b. 16 CPC 041 – D.M. **(103-111)**
- c. 16 CPC 051 – T.A.G. **(112-120)**
- d. 17 CPC 005 – M.S.A. **(121-127)**
- e. 17 CPC 007 – T.I.F. **(128-138)**
- f. 17 CPC 010 – H.M.B. **(139-145)**
- g. 17 CPC 040 – S.M.A. **(146-154)**
- h. 17 CPC 049 – B.G. **(155-157)**
- i. 17 CPC 057 – A.L.E. **(158-164)**
- j. 17 CPC 058 – C.N.N. **(165-169)**
- k. 17 CPC 062 – J.A.R. **(170-177)**
- l. 18 CPC 001 – K.J.J. **(178-180)**
- m. 18 CPC 003 – P.L.P. **(181-185)**
- n. 18 CPC 007 – S.J.S. **(186-188)**
- o. 18 CPC 013 – J.L.O. **(189-192)**
- p. 18 CPC 023 – B.A.B. **(193-195)**
- q. 18 CPC 024 – J.P.W. **(196-198)**
- r. 18 CPC 030 – C.L.H. **(199-205)**
- s. 18 CPC 031 – R.V. **(206-208)**
- t. 18 CPC 049 – C.L.H. **(209-211)**
- u. 18 CPC 052 – E.M.R. **(212-214)**
- v. 18 CPC 054 – C.A.B. **(215-217)**
- w. 18 CPC 057 – R.M.E. **(218-221)**
- x. 18 CPC 058 – J.R.M. **(222-224)**
- y. 18 CPC 059 – D.M.A. **(225-227)**
- z. 18 CPC 065 – T.L.S. **(228-230)**
- aa. 18 CPC 066 – R.T.S. **(231-233)**

J. 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

K. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

ADJOURNMENT

NEXT MEETING: OCTOBER 15, 2019

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

**TELECONFERENCE/VIRTUAL
PROFESSIONAL COUNSELOR SECTION
MEETING MINUTES
JANUARY 29, 2019**

PRESENT: Allison Gordon, Kathleen Miller, Tammy Scheidegger

STAFF: Tom Ryan, Executive Director; Sharon Henes, Rules Coordinator; Maximilian Turner, Bureau Assistant; and other DSPS Staff

CALL TO ORDER

Tammy Scheidegger, Chair, called the meeting to order at 10:38 a.m. A quorum of three (3) members was confirmed.

ADOPTION OF AGENDA

Amendments to the Agenda:

- *Open Session – Under item “C. Administrative Matters; 5. Board Member – Term Expiration Date” REMOVE: “d. Monica Vick – 7/1/2019 (appointed, not yet confirmed)”*

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

APPROVAL OF MINUTES OF JUNE 26, 2018

MOTION: Allison Gordon moved, seconded by Kathleen Miller, to approve the minutes of June 26, 2018 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Election of Officers

Chairperson

NOMINATION: Tammy Scheidegger nominated herself for the Office of Chairperson.

Tom Ryan, Executive Director, called for nominations three (3) times.

Tammy Scheidegger was elected as Chairperson by unanimous consent.

Vice Chairperson

NOMINATION: Tammy Scheidegger nominated Kathleen Miller for the Office of Vice Chairperson.

Tom Ryan, Executive Director, called for nominations three (3) times.

Kathleen Miller was elected as Vice Chairperson by unanimous consent.

Secretary

NOMINATION: Kathleen Miller nominated Allison Gordon for the Office of Secretary.

Tom Ryan, Executive Director, called for nominations three (3) times.

Allison Gordon was elected as Secretary by unanimous consent.

2019 ELECTION RESULTS	
Chairperson	Tammy Scheidegger
Vice Chairperson	Kathleen Miller
Secretary	Allison Gordon

Appointment of Liaisons and Alternates

2019 LIAISON APPOINTMENTS	
Credentialing Liaisons	Kathleen Miller, Tammy Scheidegger, Allison Gordon
Education and Examination Liaison	Tammy Scheidegger <i>Alternate:</i> Kathleen Miller
DLSC Monitoring and Professional Assistance Procedure (PAP) Liaison(s)	Kathleen Miller <i>Alternate:</i> Tammy Scheidegger
Screening Panel	Tammy Scheidegger <i>Alternate:</i> Kathleen Miller

Delegation of Authorities

MOTION: Kathleen Miller moved, seconded by Allison Gordon, to renew delegation authority for all delegations as amended until further notice. Motion carried unanimously.

CLOSED SESSION

MOTION: Kathleen Miller moved, seconded by Allison Gordon, 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 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.). Tammy Scheidegger, 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; and Tammy Scheidegger-yes. Motion carried unanimously.

The Section convened into Closed Session at 11:32 a.m.

RECONVENE TO OPEN SESSION

MOTION: Tammy Scheidegger moved, seconded by Allison Gordon, to reconvene into Open Session. Motion carried unanimously.

The Section reconvened into Open Session at 11:44 a.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Allison Gordon moved, seconded by Kathleen Miller, to affirm all motions made and votes taken 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

Proposed Stipulations, Final Decisions and Orders

16 CPC 020 – Kimberly J. Lohman

MOTION: Tammy Scheidegger moved, seconded by Kathleen Miller, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Kimberly J. Lohman, DLSC Case Number 16 CPC 020. Motion carried unanimously.

17 CPC 006 – Jeani M. Oppeneer

MOTION: Kathleen Miller moved, seconded by Allison Gordon, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Jeani M. Oppeneer, DLSC Case Number 17 CPC 006. Motion carried unanimously.

17 CPC 015 and 17 CPC 026 – Daviene L. Smittie

MOTION: Allison Gordon moved, seconded by Kathleen Miller, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Daviene L. Smittie, DLSC Case Numbers 17 CPC 015 and 17 CPC 026. Motion carried unanimously.

17 CPC 039 – Mary B. Appel

MOTION: Kathleen Miller moved, seconded by Allison Gordon, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Mary B. Appel, DLSC Case Number 17 CPC 039. Motion carried unanimously.

Case Closings

MOTION: Kathleen Miller moved, seconded by Allison Gordon, to close the following DLSC Cases for the reasons outlined below:

1. 16 CPC 033 – ABN – Insufficient Evidence
2. 17 CPC 017 – S.K.O. – Insufficient Evidence
3. 17 CPC 020 – V.M.H. – Insufficient Evidence
4. 17 CPC 023 – L.K.S.G. – Insufficient Evidence
5. 17 CPC 030 – G.A.S. – Insufficient Evidence
6. 17 CPC 033 – ABN – Insufficient Evidence
7. 17 CPC 034 – ABN – Insufficient Evidence
8. 17 CPC 046 – A.E.C. – Insufficient Evidence
9. 17 CPC 050 – ABN – Insufficient Evidence
10. 17 CPC 055 – ABN – No Violation
11. 18 CPC 035 – R.J.L. – No Violation

Motion carried unanimously.

DELIBERATION ON ORDER FIXING COSTS

Curt E. Clausen, Respondent, DHA Case Number SPS-17-0016/DLSC Case Number 16 CPC 043

MOTION: Kathleen Miller moved, seconded by Tammy Scheidegger, to adopt the Order Fixing Costs in the matter of disciplinary proceedings against Curt E. Clausen, Respondent – DHA Case Number SPS-17-0016/DLSC Case Number 16 CPC 043. Motion carried unanimously.

ADJOURNMENT

MOTION: Tammy Scheidegger moved, seconded by Kathleen Miller, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:46 a.m.