



**TELECONFERENCE/VIRTUAL
PROFESSIONAL COUNSELOR SECTION
MARRIAGE AND FAMILY THERAPY, PROFESSIONAL COUNSELING, AND
SOCIAL WORK EXAMINING BOARD**
Virtual, 4822 Madison Yards Way, Madison
Contact: Christian Albouras (608) 266-2112
July 21, 2020

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

10:00 A.M.

**(OR IMMEDIATELY FOLLOWING THE MARRIAGE AND FAMILY THERAPY
SECTION MEETING)**

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-4)**
- B. Approval of Minutes of April 14, 2020 (5-7)**
- C. Conflicts of Interest
- D. Administrative Matters**
 - 1) Department, Staff, and Board Updates
 - 2) Board Member – Term Expiration Date
- E. Administrative Rule Matters – Discussion and Consideration**
 - 1) Preliminary Rule Draft for MPSW 11, Relating to CACREP Automatic Approval
 - 2) Pending or Possible Rulemaking Projects
- F. Credentialing Matters – Discussion and Consideration**
 - 1) Licensed Professional Counselor in Training – Renewal Requirements
- G. Division of Legal Services and Compliance Matters – Discussion and Consideration**
 - 1) Continuing Education Requirement Fulfillment for Reprimands
 - 2) Proposal to Utilize Case Advisors **(8)**
- H. COVID-19 – Discussion and Consideration**
- I. Administrative Rule Matters – Discussion and Consideration
 - 1) Pending or Possible Rulemaking Projects
- J. 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) 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

K. 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.).

L. Credentialing Matters

1) Application Review

- a. Sarah A. Brewster, Professional Counselor Training License Applicant **(9-198)**

M. Deliberation on DLSC Matters

1) Administrative Warnings

- a. 18 CPC 040 – J.B.H. **(199-200)**

2) Case Closings

- a. 17 CPC 022 – N.L.H. & S.A.S. **(201-217)**
- b. 17 CPC 037 – N.L.H. & S.M. **(218-226)**
- c. 17 CPC 053 – J.T.C. **(227-231)**
- d. 18 CPC 005 – R.T.S. **(232-239)**
- e. 18 CPC 053 – B.L.S.L. **(240-275)**
- f. 19 CPC 002 – M.L.C. **(276-279)**

- g. 19 CPC 003 – D.L.L. **(280-282)**
- h. 19 CPC 025 – B.L.S.L **(283-318)**
- i. 20 CPC 009 – M.C. **(319-322)**

3) Deliberation on Proposed Stipulations, Final Decisions and Orders

- a. 17 CPC 043 – Christine A. Ellis, LPC **(323-328)**
- b. 18 CPC 032 – Keith F. Iris, Jr., LPC **(329-334)**
- c. 18 CPC 036 – Susan M. Sebastian, LPC, CSAC, ICS **(335-340)**
- d. 18 CPC 037 – Peggy A. Horon, LPC **(341-346)**
- e. 18 CPC 051 – Steve A. Shefchik, LPC **(347-353)**
- f. 18 CPC 055 – Mark C. Rossano, LPC, SAC **(354-359)**
- g. 18 CPC 060 – Risa L. Janowski, LPC **(360-367)**
- h. 19 CPC 057 – Kaz W. Conrad, LPC **(368-373)**
- i. 20 CPC 008 – Lisa R. Hergert, LPC **(374-382)**

N. 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

O. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

ADJOURNMENT

NEXT MEETING: OCTOBER 13, 2020

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 at 608-266-2112 or the Meeting Staff at 608-266-5439.

**TEELCONFERENCE/VIRTUAL
PROFESSIONAL COUNSELOR SECTION
MEETING MINUTES
APRIL 14, 2020**

PRESENT: Cynthia Brown, Kathleen Miller, Tammy Scheidegger, Andrea Simon

STAFF: Christian Albouras, Executive Director; Jameson Whitney, Legal Counsel; Jon Derenne, Rules Coordinator; Megan Glaeser, Bureau Assistant; and other DSPTS Staff

CALL TO ORDER

Tammy Scheidegger, Chairperson, called the meeting to order at 12:43 p.m. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

MOTION: Kathleen Miller moved, seconded by Andrea Simon, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF JANUARY 28, 2020

MOTION: Cynthia Brown moved, seconded by Kathleen Miller, to adopt the Minutes of January 28, 2020 as published. Motion carried unanimously.

ADMINISTRATIVE RULE MATTERS

MPSW 11, Relating to Degrees from Programs Accredited by the Commission for Accreditation of Counseling or the Council on Rehabilitation Education

MOTION: Cynthia Brown moved, seconded by Andrea Simon, to designate the Chairperson to review the draft of MPSW 11.01(2) revisions for approval and submission to the MPSW Examining Board. Motion carried unanimously.

CLOSED SESSION

MOTION: Kathleen Miller moved, seconded by Andrea Simon, 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, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Cynthia Brown-yes; Kathleen Miller-yes; Tammy Scheidegger-yes; and Andrea Simon-yes. Motion carried unanimously.

The Section convened into Closed Session at 1:34 p.m.

CREDENTIALING MATTERS

Application Review

Zoe Ellerbusch – Professional Counselor Training License Applicant

MOTION: Kathleen Miller moved, seconded by Andrea Simon, to deny the Professional Counselor Training License application of Zoe Ellerbusch. Reason for Denial: Failure to complete requirements under the following rules: MPSW 14.01(2)(e), (f), (g)(1), (g)(2) and failure to take and pass NCE. Motion carried unanimously.

(Kathleen Miller was excused at 1:47 p.m.)

DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Case Closings

MOTION: Tammy Scheidegger moved, seconded by Andrea Simon, to close the following DLSC Cases for the reasons outlined below:

1. 17 CPC 056 – K.E.K. – Insufficient Evidence
2. 18 CPC 027 – D.M.Y. – Insufficient Evidence
3. 18 CPC 033 – K.E.M. – Insufficient Evidence
4. 18 CPC 038 – S.L.Y. – Prosecutorial Discretion (P1)
5. 18 CPC 044 – K.L.F. – No Violation
6. 18 CPC 046 – C.M.N. – No Violation
7. 18 CPC 047 – K.E.M. – Insufficient Evidence
8. 19 CPC 004 – A.C.R. – Insufficient Evidence

Motion carried unanimously.

18 CPC 010 – R.J.A.

MOTION: Cynthia Brown moved, seconded by Tammy Scheidegger, to delegate to DSPS Chief Legal Counsel the authority to preside over and resolve DLSC Case Number 18 CPC 010, against R.J.A. Motion carried unanimously.

Proposed Stipulations, Final Decisions and Orders

MOTION: Tammy Scheidegger moved, seconded by Andrea Simon, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against:

1. 18 CPC 022 – Shannon N Lee, LPC, LPC-IT, SAC-IT
2. 18 CPC 048 – Lillian A. Carroll, LPC
3. 18 CPC 062 – Vicky L. Colosimo, LPC

Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Andrea Simon moved, seconded by Cynthia Brown, to reconvene into Open Session. Motion carried unanimously.

The Section reconvened into Open Session at 1:57 p.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Andrea Simon moved, seconded by Cynthia Brown, 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.)

ADJOURNMENT

MOTION: Cynthia Brown moved, seconded by Andrea Simon, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 2:00 p.m.

DRAFT

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Gretchen Mrozinski, Attorney Supervisor, Division of Legal Services and Compliance		2) Date When Request Submitted: January 30, 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: Marriage and Family Therapy, Professional Counseling, and Social Work Examining Board			
4) Meeting Date: April 14, 2020	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Proposal to utilize Case Advisors	
7) Place Item in: <input type="checkbox"/> Open Session <input checked="" type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input checked="" type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: Discuss and decide whether to utilize Case Advisors in case evaluation of open cases.			
11) Authorization			
		1/31/2020	
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.			