



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

**Room N208, 4822 Madison Yards Way, 2<sup>nd</sup> Floor, Madison  
Contact: Debra Sybell (608) 266-2112  
October 15, 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**

**9:00 A.M.**

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

**A. Adoption of Agenda (1-3)**

**B. Approval of Minutes of July 23, 2019 (4-10)**

**C. Introductions, Announcements and Recognition**

- 1) Lisa Yee, Marriage and Family Therapist Member

**D. Administrative Matters – Discussion and Consideration**

- 1) Department, Staff and Board Updates
- 2) Board Member – Term Expiration Dates

**E. Credentialing Matters – Discussion and Consideration**

- 1) Review of Supervised Practice Requirements for Marriage and Family Therapy Licensure

**F. Administrative Rules Matters – Discussion and Consideration**

- 1) Pending or Possible Rulemaking Projects

**G. Legislative and Policy Matters – Discussion and Consideration**

**H. Discussion and Consideration of 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) Credentialing Matters

- 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

#### I. 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.).**

#### J. Deliberation on DLSC Matters

- 1) **Case Closings**
  - a. 18 MFT 002 – L.M.T. **(11-16)**
  - b. 18 MFT 006 – C.L.H. **(17-23)**
  - c. 18 MFT 013 – K.L.H. & L.L.K. **(24-27)**
- 2) **Proposed Stipulations, Final Decisions, and Orders**
  - a. 17 MFT 003 – Timothy F. Perry, LCSW, MFT **(28-35)**

#### K. 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

L. Consulting with Legal Counsel

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

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

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

**ADJOURNMENT**

**NEXT MEETING: JANUARY 28, 2020 (TENTATIVE)**

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

**MARRIAGE AND FAMILY THERAPY SECTION  
MEETING MINUTES  
JULY 23, 2019**

**PRESENT:** Bridget Ellingboe, Peter Fabian, Alice Hanson-Drew

**STAFF:** Debra Sybell, Executive Director; Lauren Tobiason, Legal Counsel; Sharon Henes, Administrative Rules Coordinator; Kimberly Wood, Program Assistant Supervisor-Advanced; and other DSPS Staff

**CALL TO ORDER**

Bridget Ellingboe, Vice Chairperson, called the meeting to order at 9:00 a.m. A quorum of three (3) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Alice Hanson-Drew moved, seconded by Peter Fabian, to approve the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF JULY 24, 2018**

**MOTION:** Peter Fabian moved, seconded by Alice Hanson-Drew, to approve the July 24, 2018 minutes as published. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**Election of Officers**

*Chairperson*

**NOMINATION:** Peter Fabian nominated Bridget Ellingboe for the Office of Chairperson.

Debra Sybell, Executive Director, called for nominations three (3) times.

Bridget Ellingboe was elected as Chairperson by unanimous voice vote.

*Vice Chairperson*

**NOMINATION:** Alice Hanson-Drew nominated Peter Fabian for the Office of Vice Chairperson.

Debra Sybell, Executive Director, called for nominations three (3) times.

Peter Fabian was elected as Secretary by unanimous voice vote.

*Secretary*

**NOMINATION:** Bridget Ellingboe nominated Alice Hanson-Drew for the Office of Secretary.

Debra Sybell, Executive Director, called for nominations three (3) times.

Alice Hanson-Drew was elected as Secretary by unanimous voice vote.

<b>2019 ELECTION RESULTS</b>	
<b>Chairperson</b>	Bridget Ellingboe
<b>Vice Chair</b>	Peter Fabian
<b>Secretary</b>	Alice Hanson-Drew

**Liaison Appointments**

<b>2019 LIAISON APPOINTMENTS</b>	
<b>Credentialing Liaisons</b>	Bridget Ellingboe, Peter Fabian
<b>Continuing Education Liaison</b>	Peter Fabian
<b>Monitoring Liaison</b>	Peter Fabian
<b>Professional Assistance Procedure (PAP) Liaison</b>	Peter Fabian
<b>WAMFT Liaison</b>	Peter Fabian
<b>AMFTRB Liaison</b>	Peter Fabian
<b>Legislative Liaison</b>	Bridget Ellingboe
<b>Travel Liaison</b>	Bridget Ellingboe

2019 SCREENING PANEL APPOINTMENTS	
<b>Screening Panel</b>	Alice Hanson-Drew, Bridget Ellingboe <i>Alternate: Peter Fabian</i>

**Delegation of Authority**

***Document Signature Delegation***

**MOTION:** Peter Fabian moved, seconded by Alice Hanson-Drew, to delegate authority to the Chairperson or chief presiding officer, or longest serving member of the Board, by order of succession, to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chairperson, chief presiding officer, or longest serving member of the Board, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chairperson, chief presiding officer, or longest serving member of the Board delegates the authority to Executive Director, or designee, to sign the name of any Board member on documents as necessary and appropriate. Motion carried unanimously.

***Delegated Authority for Urgent Matters***

**MOTION:** Bridget Ellingboe moved, seconded by Alice Hanson-Drew, that, in order to facilitate the completion of urgent matters between meetings, the Board 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:** Peter Fabian moved, seconded by Alice Hanson-Drew, to adopt the “Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor” as presented in the 7/23/2019 agenda materials. Motion carried unanimously.

***Credentialing Authority Delegations***

**Delegation of Authority to Credentialing Liaison**

**MOTION:** Bridget Ellingboe moved, seconded by Alice Hanson-Drew, to delegate authority to the Credentialing Liaisons to make all credentialing decisions. Motion carried unanimously.

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

**MOTION:** Peter Fabian moved, seconded by Bridget Ellingboe, to delegate credentialing authority to DSPS to act upon applications that meet all credentialing statutory and regulatory requirements without Board or Board liaison review. Motion carried unanimously.

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

**MOTION:** Bridget Ellingboe moved, seconded by Peter Fabian, that the Department's Attorney Supervisors, DLSC Administrator, or their designee are authorized 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. Motion carried unanimously.

### ***Voluntary Surrenders***

**MOTION:** Bridget Ellingboe moved, seconded by Peter Fabian, 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.

### ***Continuing Education or Education Delegation(s)***

**MOTION:** Peter Fabian moved, seconded by Alice Hanson-Drew, to delegate authority to the Education and Continuing Education Liaison(s) to address all issues related to education, continuing education, and examinations. Motion carried unanimously.

### ***Authorization for DSPS to Provide Board Member Contact Information to National Regulatory Bodies***

**MOTION:** Bridget Ellingboe moved, seconded by Alice Hanson-Drew, to authorize Department staff to provide national regulatory bodies with all Section member contact information that DSPS retains on file. Motion carried unanimously.

### ***Optional Renewal Notice Insert Delegation***

**MOTION:** Peter Fabian moved, seconded by Bridget Ellingboe, to designate the Executive Director, or designee, to provide a brief statement or link relating to section-related business within the license renewal notice. Motion carried unanimously.

### *Legislative Liaison Delegation*

**MOTION:** Bridget Ellingboe moved, seconded by Alice Hanson-Drew, to delegate authority to the Legislative Liaisons to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

### *Travel Delegation*

**MOTION:** Peter Fabian moved, seconded by Bridget Ellingboe, to delegate authority to the Travel Liaison to approve any Board Member travel. Motion carried unanimously.

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

**MOTION:** Bridget Ellingboe moved, seconded by Alice Hanson-Drew, to delegate authority for DSPS staff to approve applications where criminal background checks have been approved for a previous Wisconsin Marriage and Family Therapy training license credential and no criminal activity has occurred since that approval. Motion carried unanimously.

### **Board Member – Term Expiration Dates**

**MOTION:** Peter Fabian moved, seconded by Bridget Ellingboe, to recognize and thank Linda Pellmann for her 7 years of dedicated service to the Section, MPSW Examining Board, and the State of Wisconsin. Motion carried unanimously.

## **LEGISLATIVE AND ADMINISTRATIVE RULES MATTERS**

### **MPSW 16, Relating to Education Equivalent to a Graduate Degree in Marriage and Family Therapy from a Program Accredited by COAMFTE**

**MOTION:** Peter Fabian moved, seconded by Bridget Ellingboe, to recommend to the MPSW Examining Board approval of the preliminary rule draft of MPSW 16, relating to education equivalent to a graduate degree in Marriage and Family Therapy from a program accredited by COAMFTE, for posting for economic impact comments and submission to the Clearinghouse, and to approve an Emergency Rule. Motion carried unanimously.

## **CLOSED SESSION**

**MOTION:** Peter Fabian moved seconded by Alice Hanson-Drew, 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 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.). Bridget Ellingboe, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Bridget Ellingboe-yes; Peter Fabian-yes; and Alice Hanson-Drew-yes. Motion carried unanimously.

The Section convened into Closed Session at 10:00 a.m.

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

#### **Case Closings**

**MOTION:** Peter Fabian moved, seconded by Bridget Ellingboe, to close the following DLSC Cases for the reasons outlined below:

1. 16 MFT 005 – T.A.N. – Insufficient Evidence
2. 16 MFT 006 – F.R. – No Violation
3. 16 MFT 007 – J.A.W. – Insufficient Evidence
4. 16 MFT 008 – E.A.W. – Insufficient Evidence
5. 17 MFT 002 – A.C.A. – No Violation
6. 17 MFT 005 – E.A.F. – No Violation

Motion carried unanimously.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Alice Hanson-Drew moved, seconded by Peter Fabian, to reconvene into open session. Motion carried unanimously.

The Section reconvened into Open Session at 10:07 a.m.

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

**MOTION:** Peter Fabian moved, seconded by Alice Hanson-Drew, 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:** Bridget Ellingboe moved, seconded by Alice Hanson-Drew, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:08 a.m.

DRAFT