



**TELECONFERENCE/VIRTUAL
PROFESSIONAL COUNSELOR SECTION
MARRIAGE AND FAMILY THERAPY, PROFESSIONAL COUNSELING, AND
SOCIAL WORK EXAMINING BOARD
Virtual, 4822 Madison Yards Way, Madison
Contact: Brad Wojciechowski (608) 266-2112
April 15, 2024**

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 January 29, 2024 (4-7)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns**
- D. Introductions, Announcements, and Recognition**
 - 1) Introduction: Ann E. Glavan, Public Member (Succeeds: Brown)
- E. Administrative Matters – Discussion and Consideration**
 - 1) Department, Staff, and Section Updates
 - 2) Section Member – Term Expiration Date
 - a. Glavan, Ann E. – 7/1/2027
 - b. Scheidegger, Tammy H. – 7/1/2024
 - c. Simon, Andrea L. – 7/1/2027
 - d. Strait, Tim – 7/1/2025
- F. Legislative and Policy Matters – Discussion and Consideration**
- G. Administrative Rule Matters – Discussion and Consideration (8-10)**
 - 1) Pending or Possible Rulemaking Projects
- H. Speaking Engagements, Travel, or Public Relation Requests, and Reports**
 - 1) Travel Report: ACA Conference and Expo 2024, April 11-13, 2024 (11)
- I. 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) Public Health Emergencies
- 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

J. 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.).

K. Monitoring Matters

- 1) Sarah Reiser, Licensed Professional Counselor – Requesting Full Licensure **(12-58)**

L. Deliberation on DLSC Matters

- 1) Proposed Stipulations and Final Decision and Order**
 - a. 20 CPC 022 – Brooke L. Linsmeyer **(59-64)**
 - b. 22 CPC 057 and 23 CPC 010 – Gregg A. Scharf **(65-71)**
- 2) Administrative Warning**
 - a. 23 CPC 011 – L.A.C.B. **(72-73)**

M. 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

N. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

ADJOURNMENT

NEXT MEETING: JULY 16, 2024

 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 virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board’s agenda, please visit the Department website at <https://dsps.wi.gov>. 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 hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, or the Meeting Staff at 608-267-7213.

**VIRTUAL/TELECONFERENCE
PROFESSIONAL COUNSELOR SECTION
MEETING MINUTES
JANUARY 29, 2024**

PRESENT: Tammy Scheidegger, Andrea Simon, Tim Strait

STAFF: Brad Wojciechowski, Executive Director; Whitney DeVoe, Legal Counsel; Sofia Anderson, Administrative Rules Coordinator; Tracy Drinkwater, Board Administration Specialist; and other DSPS Staff

CALL TO ORDER

Tammy Scheidegger, Chairperson, called the meeting to order at 9:03 a.m. A quorum was confirmed with three (3) members present.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES OF OCTOBER 17, 2023

MOTION: Andrea Simon moved, seconded by Tim Strait, to approve the Minutes of October 17, 2023, as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Election of Officers

Slate of Officers

NOMINATION: Tammy Scheidegger nominated the 2023 slate of officers to continue in 2024. All officers accepted their nominations.

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

The Slate of Officers was elected by unanimous voice vote.

ELECTION RESULTS	
Chairperson	Tammy Scheidegger
Vice Chairperson	Andrea Simon
Secretary	Tim Strait

2024 Appointment of Liaisons and Alternates

LIAISON APPOINTMENTS	
Credentialing Liaison(s)	Tammy Scheidegger, Andrea Simon <i>Alternate: Tim Strait</i>
Education and Examination Liaison(s)	Tammy Scheidegger <i>Alternate: Andrea Simon</i>
Monitoring Liaison(s)	Tim Strait <i>Alternate: Tammy Scheidegger</i>
Professional Assistance Procedure (PAP) Liaison(s)	Tim Strait <i>Alternate: Andrea Simon</i>
Legislative Liaison(s)	Tammy Scheidegger
Travel Authorization Liaison(s)	Tammy Scheidegger
Website Liaison	Andrea Simon
Screening Panel	Tammy Scheidegger, Tim Strait <i>Alternate: Andrea Simon</i>

Delegation of Authorities

Review and Approval of 2023 Delegations

MOTION: Tammy Scheidegger moved, seconded by Tim Strait, to reaffirm all delegation motions from 2023 as reflected in the agenda materials. Motion carried unanimously.

Document Signature Delegations

MOTION: Tammy Scheidegger moved, seconded by Andrea Simon, 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, Board Counsel or DPD Division Administrator, the authority to sign on behalf of a section member as necessary. Motion carried unanimously.

Monitoring Delegations

Delegation of Authorities for Monitoring

MOTION: Tammy Scheidegger moved, seconded by Andrea Simon, to adopt the “Roles and Authorities Delegated for Monitoring” document as presented in the January 29, 2024 agenda materials. Motion carried unanimously.

Delegation to Department Attorneys to Approve Duplicate Legal Issue

MOTION: Andrea Simon moved, seconded by Tim Strait, to delegate authority to Department Attorneys to approve a legal matter in connection with a renewal application when that same/similar matter was already addressed by the Section and there are no new legal issues. Motion carried unanimously.

LEGISLATIVE AND POLICY MATTERS

2023 Wisconsin Act 55 – Relating to: the ratification of the Counseling Compact

MOTION: Tammy Scheidegger moved, seconded by Tim Strait, to advise the MPSW Examining Board to request DSPS staff draft a Scope Statement revising MPSW 1 to 20, relating to Counseling Compact. Motion carried unanimously.

CLOSED SESSION

MOTION: Andrea Simon moved, seconded by Tim Strait, 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: Tammy Scheidegger-yes; Andrea Simon-yes; and Tim Strait-yes. Motion carried unanimously.

The Section convened into Closed Session at 9:33 a.m.

DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Proposed Stipulations and Final Decision and Orders

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

1. 21 CPC 044 – Kristina M. Daul, L.P.C, C.S.A.C
2. 23 CPC 023 – Michael Lutz

Motion carried unanimously.

Administrative Warnings

23 CPC 045 – A.F.S.

MOTION: Tim Strait moved, seconded by Andrea Simon, to issue an Administrative Warning in the matter of A.F.S., DLSC Case Number 23 CPC 045. Motion carried unanimously.

Case Closings

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

1. 22 CPC 042 – D.G.Z. – Insufficient Evidence
2. 23 CPC 031 – H.M.S. – No Violation

Motion carried unanimously.

RECONVENE TO OPEN SESSION

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

The Section reconvened into Open Session at 9:37 a.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Tammy Scheidegger moved, seconded by Andrea Simon, 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.)

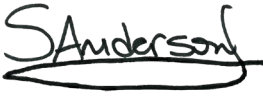
ADJOURNMENT

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

The meeting adjourned at 9:40 a.m.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Sofia Anderson, Administrative Rules Coordinator		2) Date when request submitted: 04/03/2024 <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: Professional Counselor Section of the Marriage and Family Therapy, Professional Counseling, and Social Work Examining Board			
4) Meeting Date: April 15, 2024	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Rule Matters – Discussion and Consideration 1. Pending or Possible Rulemaking Projects.	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: Attachments: <ul style="list-style-type: none"> • PC Section Rule Projects chart 			
11) Authorization			
		04/03/2024	
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.			

**Professional Counselor Section of the MPSW Examining Board
Rule Projects (updated 04/03/2024)**


Clearinghouse Rule Number	Scope #	Scope Expiration	Code Chapter Affected	Relating clause	Synopsis	Current Stage	Next Step
24-012	064-22	01/25/2025	MPSW 1 to 20	Telehealth Comprehensive Review	The Board requested to do a comprehensive review of all their chapters while implementing 2021 WI Act 121.	Public Hearing at the April meeting and Clearinghouse report review.	Final Rule Draft and Legislative Report submission to Governor's Office and Legislature.
	103-23	05/20/2026	MPSW 19	Continuing Education	The Board would like to review the continuing education providers and programs to eliminate duplicate entries and potentially update the list of programs and providers.	Drafting rule.	EIA Comment Period, Clearinghouse Review, and Public Hearing.
	018-24	08/12/2026	MPSW 4, 12, 16, and 20	Supervision requirements	The objective of the proposed rule will be to revise the relevant sections of the MPSW code that refer to supervised practice and approving completion of hours to social workers, professional counselors, and marriage and family therapists who are under supervision.	JCRAR requested the board to hold a preliminary public hearing. Public hearing will be held on April 16, 2024.	Scope implementation and drafting of the rule.

Professional Counselor Section of the MPSW Examining Board

Clearinghouse Rule Number	Scope #	Scope Expiration	Code Chapter Affected	Relating clause	Synopsis	Current Stage	Next Step
			MPSW 1 to 20	Counseling Compact	The objective of this rule is to implement the statutory changes from 2023 Wisconsin Act 55, which establishes Wisconsin as a member of the Professional Counselor's Counseling Compact.	Scope ready for review at the April meeting.	Scope submission to Governor's Office and, after approval, to Administrative Register for publication.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Brad Wojciechowski, Executive Director		2) Date when request submitted: 4/1/2024 <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: Professional Counselor Section			
4) Meeting Date: 4/15/2024	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Speaking Engagements, Travel, or Public Relations Request and Reports – Discussion and Consideration 1) Travel Report: ACA Conference and Expo 2024, April 11-13, 2024, Andrea Simon	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <Appearance Name(s)> <input type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: <Click Here to Add Case Advisor Name or N/A>	
10) Describe the issue and action that should be addressed: <Click Here to Add Description>			
11) Authorization			
		4/1/2024	
Signature of person making this request		Date	
Supervisor (Only required for post agenda deadline items)		Date	
Executive Director signature (Indicates approval for post agenda deadline items)		Date	
Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the Agenda Items folders. 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.			