



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

**Room N208, 4822 Madison Yards Way, 2nd Floor, Madison
Contact: Debra Sybell (608) 266-2112
January 28, 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

12:00 P.M.

(OR IMMEDIATELY FOLLOWING THE MPSW BOARD MEETING)

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of October 15, 2019 (4-6)**
- C. Conflicts of Interest
- D. Administrative Matters**
 - 1. Department, Staff and Board Updates
 - 2. Annual Policy Review **(7)**
 - 3. Election of Officers, Appointment of Liaisons and Alternates, and Delegation of Authorities **(8-14)**
 - 4. 2020 Meeting Dates **(15)**
 - 5. Board Member – Term Expiration Date
 - a. Candace Coates – 7/1/2023
 - b. Kristin Koger – 7/1/2022
 - c. Elizabeth Krueger – 7/1/2020
 - d. Vacant – Advanced Practice Social Worker Member
 - e. Vacant – Public Member
- E. Administrative Rule Matters – Discussion and Consideration**
 - 1. ASWB Exam Use Policy
 - 2. Pending and Possible Rulemaking Projects
- F. Social Work Mobility Update – Discussion and Consideration**
 - 1. Clinical Social Work Concentration Regarding Psychopathology and Clinical Field Placement
 - 2. Status of Source Documents as a Requirement in Wisconsin
 - 3. DSM/Treatment Hours and Face-to-Face Hours

4. Discussion About Other Strategies to Promote Mobility

G. Discussion and Consideration of Items Added After Preparation of Agenda

1. Introductions, Announcements and Recognition
2. Administrative Matters
3. Election of Officers
4. Appointment of Liaisons and Alternates
5. Delegation of Authorities
6. Education and Examination Matters
7. Credentialing Matters
8. Approval(s) for Psychometric Testing
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

H. 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.).

I. Deliberation on DLSC Matters

- 1. Administrative Warnings**
 - a. 19 SOC 011 – J.M.S. **(16-17)**
- 2. Case Closings**
 - a. 17 SOC 073 – E.E.P. **(18-21)**
 - b. 18 SOC 011 – R.S.W. **(22-25)**
 - c. 18 SOC 016 – J.C.H. **(26-31)**
 - d. 18 SOC 038 – J.L.Z. **(32-37)**
 - e. 18 SOC 069 – P.M.O. **(38-40)**
 - f. 19 SOC 037 – C.R.C. **(41-44)**

g. 19 SOC 047 – J.H.H. (45-54)

3. Proposed Stipulations, Final Decisions and Orders

a. 19 SOC 031 – Bernard J. Trokan, A.P.S.W. (55-60)

b. 19 SOC 049 – Julie M. Behnke, S.W., C.S.A.C. (61-68)

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: APRIL 14, 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, 608-266-2112.

**SOCIAL WORKER SECTION
MEETING MINUTES
OCTOBER 15, 2019**

PRESENT: Kristin Koger, Todd Tedrow (*via Skype*), Gregory Winkler

EXCUSED: Elizabeth Krueger

STAFF: Debra Sybell, Executive Director; Jameson Whitney, Board Legal Counsel; Jon Derenne, Administrative Rules Coordinator; Kimberly Wood, Program Assistant Supervisor-Advanced; and other DSPS Staff

CALL TO ORDER

Gregory Winkler, Chairperson, called the meeting to order at 1:56 p.m. A quorum was confirmed with three (3) members present.

ADOPTION OF AGENDA

MOTION: Kristin Koger moved, seconded by Todd Tedrow, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF JULY 23, 2019

MOTION: Kristin Koger moved, seconded by Todd Tedrow, to adopt the Minutes of July 23, 2018 as published. Motion carried unanimously.

CLOSED SESSION

MOTION: Kristin Koger moved, seconded by Todd Tedrow, 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.). Gregory Winkler, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Kristin Koger-yes; Todd Tedrow-yes; and Gregory Winkler-yes. Motion carried unanimously.

The Section convened into Closed Session at 2:04 p.m.

DIVISION OF LEGAL SERVICES AND COMPLIANCE MATTERS

Stipulations and Final Decisions and Orders

MOTION: Kristin Koger moved, seconded by Todd Tedrow, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings of the following cases:

1. 17 SOC 053 – Laura M. John, CSAC, APSW
2. 17 SOC 056 – Nichole I. Bresina, SW
3. 18 SOC 002 – Lauren R. Young, SW
4. 18 SOC 008 – Joan M. Kunicki, LCSW

Motion carried unanimously.

17 SOC 042 – Timothy F. Perry, LCSW, MFT

MOTION: Kristin Koger moved, seconded by Todd Tedrow, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Timothy F. Perry, LCSW, MFT, DLSC Case Number 17 SOC 042. Motion carried. Abstained: Gregory Winkler

Case Closings

MOTION: Kristin Koger moved, seconded by Todd Tedrow, to close the following DLSC Cases for the reasons outlined below:

1. 17 SOC 058 – S.E.W. – Insufficient Evidence
2. 17 SOC 069 – C.A.U. – Insufficient Evidence
3. 17 SOC 072 – R.L.P. – Prosecutorial Discretion (P7)
4. 17 SOC 076 – C.B.I. – Insufficient Evidence
5. 18 SOC 018 – J.T.L. – Prosecutorial Discretion (P2)
6. 18 SOC 047 – B.L.W. – No Violation
7. 18 SOC 077 – T.S. – Prosecutorial Discretion (P5)
8. 18 SOC 086 – M.P.S. – Prosecutorial Discretion (P5)

Motion carried unanimously.

18 SOC 023 – J.T.W.

MOTION: Todd Tedrow moved, seconded by Gregory Winkler, to close DLSC Case Number 18 SOC 023, against J.T.W., for Insufficient Evidence. Motion carried. Abstained: Kristin Koger

Monitoring

Susan Brozek, LCSW – Requesting Full Licensure

MOTION: Kristin Koger moved, seconded by Todd Tedrow, to grant the request of Susan Brozek, LCSW for full licensure. Motion carried unanimously.

Shelly Gehrke, LCSW – Requesting Termination or Modification of Mentor Limitation

MOTION: Kristin Koger moved, seconded by Todd Tedrow, to grant in part the request of Shelly Gehrke, LCSW, for modification of her mentor limitation, authorizing the Monitoring liaison to approve a new Mentor, and allowing Ms. Gerhke to complete her mentorship in Illinois. The Section denies the request for termination of the mentorship requirement. Motion carried.
Abstained: Gregory Winkler

RECONVENE TO OPEN SESSION

MOTION: Kristin Koger moved, seconded by Todd Tedrow, to reconvene into open session. Motion carried unanimously.

The Section reconvened into Open Session at 2:31 p.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Kristin Koger moved, seconded by Todd Tedrow, to affirm all motions made and votes taken in closed session. Motion carried unanimously.

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

OPEN SESSION ITEMS NOTICED ABOVE NOT COMPLETED IN THE INITIAL OPEN SESSION

Administrative Rule Matters

Pending or Possible Rulemaking Projects

MOTION: Kristin Koger moved, seconded by Todd Tedrow, to authorize the Chairperson to work with Department Staff to draft a statement regarding the Section's position on CR 18-098 relating to substance use disorder specialty, and to authorize the Chairperson to approve the final language of the statement and sign on behalf of the Section. Motion carried unanimously.

ADJOURNMENT

MOTION: Todd Tedrow moved, seconded by Kristin Koger, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 2:47 p.m.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Brice McCluskey, Operations Program Associate		2) Date When Request Submitted: 1/16/2020 <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: Social Worker Section			
4) Meeting Date: 1/28/2020	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Annual Policy Review	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <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: Please be advised of the following Annual Policy Review items: <ol style="list-style-type: none"> 1. Attendance/Quorum – Thank you for your service and for your commitment to meeting attendance. If you cannot attend a meeting, we ask that you let us know ASAP as quorum is required for our Boards, Sections and Councils to meet pursuant to Open Meetings Law. DSPS Boards-Open Meetings Resources 2. Walking Quorum – Please refrain from discussing Board/Section/Council business with other members outside of legally noticed meetings so to avoid walking quorum issues pursuant to Open Meetings Law. DSPS Boards-Open Meetings Resources 3. Agenda Deadlines – Please let your executive Director know if you have items to be considered on an upcoming agenda no less than 8 business days prior to a meeting when possible. DSPS Boards-Reference Materials-Meeting Timeline 4. Travel Voucher and Per Diem Submissions – Please submit all Per Diem and Reimbursement Claims to DSPS within 30 days of date an expense is incurred. DSPS Boards-Travel and Reimbursement-Travel and Reimbursement Overview 5. Lodging Accommodations/Hotel Cancellation Policy – Lodging accommodations are provided to members who must leave home before 6:00 a.m. to attend a meeting. If you cannot attend a meeting it is the board member’s responsibility to cancel their reservation within the stated cancellation timeframe. If a meeting is changed to a teleconference or cancelled or rescheduled, DSPS staff will make lodging cancellations or modifications as needed. DSPS Boards-Travel and Reimbursement-Travel and Reimbursement Overview 6. Inclement Weather Policy – In the event of inclement weather the agency may change a meeting from an in-person meeting to a teleconference. 			
11) Authorization <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%; border-bottom: 1px solid black; padding-bottom: 5px;"><i>Brice McCluskey</i></div> <div style="width: 30%; border-bottom: 1px solid black; padding-bottom: 5px; text-align: right;">1/16/2020</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Signature of person making this request Date </div> <hr/> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Supervisor (if required) Date </div> <hr/> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date </div>			
Directions for including supporting documents: <ol style="list-style-type: none"> 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. 			

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

AGENDA REQUEST FORM

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3) Name of Board, Committee, Council, Sections: Social Worker Section																	
4) Meeting Date: 1/28/2020	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Matters: 1) Election of Officers 2) Appointment of Liaisons and Alternates 3) Delegation of Authorities															
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <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: 1) The Board should conduct Election of its Officers for 2020 2) The Chairperson should review and appoint/reappoint Liaisons and Alternates as appropriate 3) The Board should review and then consider continuation or modification of previously delegated authorities or any additional delegations that may be deemed necessary																	
11) Authorization <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;"><i>Brice McCluskey</i></td> <td style="width: 30%; border-bottom: 1px solid black; text-align: right;"><i>1/16/2020</i></td> </tr> <tr> <td style="text-align: left;"><small>Signature of person making this request</small></td> <td style="text-align: right;"><small>Date</small></td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black; text-align: right;"> </td> </tr> <tr> <td style="text-align: left;"><small>Supervisor (if required)</small></td> <td style="text-align: right;"><small>Date</small></td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;"> </td> </tr> <tr> <td colspan="2" style="text-align: left;"><small>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</small></td> </tr> <tr> <td colspan="2" style="text-align: right;"><small>Date</small></td> </tr> </table>				<i>Brice McCluskey</i>	<i>1/16/2020</i>	<small>Signature of person making this request</small>	<small>Date</small>	 	 	<small>Supervisor (if required)</small>	<small>Date</small>	 		<small>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</small>		<small>Date</small>	
<i>Brice McCluskey</i>	<i>1/16/2020</i>																
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Social Worker Section

2019 Election and Appointment Results and Delegated Authorities

2019 ELECTION RESULTS	
Chairperson	Gregory Winkler
Vice Chair	Kristin Koger
Secretary	Elizabeth Krueger
2019 LIAISON APPOINTMENTS	
Credentialing Liaison(s)	Candace Coates (<i>designated via email 1/3/20</i>), Kristin Koger, Elizabeth Krueger, Todd Tedrow (<i>designated via email 4/18/19</i>), Gregory Winkler (<i>replaced</i>)
Exams, Education and ASWB Liaison	Gregory Winkler (<i>replaced</i>) <i>Alternate:</i> Todd Tedrow
Continuing Education Liaison(s)	Elizabeth Krueger <i>Alternate:</i> Kristin Koger
Monitoring Liaison	Elizabeth Krueger <i>Alternate:</i> Kristin Koger, Gregory Winkler (<i>replaced</i>)
Professional Assistance Procedure (PAP) Liaison	Elizabeth Krueger <i>Alternate:</i> Kristin Koger
Screening Panel	Kristin Koger, Elizabeth Krueger, Todd Tedrow <i>Alternate:</i> Gregory Winkler (<i>replaced</i>)

Delegation of Authorities

Document Signature Delegations

MOTION: Kristin Koger moved, seconded by Elizabeth Krueger, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to sign documents on behalf of the Board in order to carry out its duties. Motion carried unanimously.

MOTION: Todd Tedrow moved, seconded by Kristin Koger, in order to carry out duties of the Board, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board 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 Board hereby delegate to the Executive Director or DPD Division Administrator, the authority to sign on behalf of a board member as necessary. Motion carried unanimously.

Delegated Authority for Urgent Matters

MOTION: Kristin Koger moved, seconded by Elizabeth Krueger, 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: Todd Tedrow moved, seconded by Kristin Koger, to adopt the “Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor” as presented in the July 23, 2019 meeting materials. Motion carried unanimously.

Credentialing Authority Delegations

Delegation of Authority to Credentialing Liaison (Generic)

MOTION: Kristin Koger moved, seconded by Todd Tedrow, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between DSPS and the Section and to act on behalf of the Section in regard to credentialing applications or questions presented to them. Motion carried unanimously.

MOTION: Todd Tedrow moved, seconded by Elizabeth Krueger, to delegate to DSPS staff the authority to address applications where a Criminal Background check had been approved for a previous Social Work Credential and there

has been no criminal activity since that approval. Motion carried unanimously.

Delegation of Authority to DSPS When Credentialing Criteria is Met

MOTION: Todd Tedrow moved, seconded by Kristin Koger, to delegate credentialing authority to DSPS for those submitted applications for training certificates, CSW, APSW and Reciprocity that meet the criteria of rule and statute and thereby would not need further Section, or Section liaison review. Motion carried unanimously.

MOTION: Kristin Koger moved, seconded by Elizabeth Krueger, to delegate to DSPS staff the authority to approve education under Option 1 and Option 2, in form # 2998, for Social Worker Training Certificates. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: Todd Tedrow moved, seconded by Kristin Koger, 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. The Section requests notifications in this regard be sent to members of the Section. Motion carried unanimously.

Education, Continuing Education, Examination and ASWB Delegations

MOTION: Kristin Koger moved, seconded by Elizabeth Krueger, to delegate authority to the Examination, Education, and ASWB Liaison(s) to address all issues related to examinations, education, and ASWB matters. Motion carried unanimously.

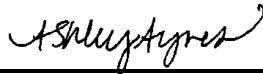
MOTION: Kristin Koger moved, seconded by Todd Tedrow, to delegate authority to the Continuing Education Liaison(s) to address all issues related to continuing education. Motion carried unanimously.

Optional Renewal Notice Insert Delegation

MOTION: Todd Tedrow moved, seconded by Elizabeth Krueger to designate the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to provide a brief statement or link relating to board-related business within the license renewal notice at the Section's or Section designee's request. Motion carried unanimously.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Ashley Ayres Monitoring and Intake Supervisor Division of Legal Services and Compliance		2) Date When Request Submitted: December 31, 2019 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Social Worker Section			
4) Meeting Date: January 28, 2020	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Appointment of Monitoring Liaison and Delegated Authorities	
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 (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: 1. Appoint primary and alternate liaisons for Monitoring, and for the Professional Assistance Procedure (PAP). 2. Adopt or reject the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today's agenda packet. 3. Delegate authority to Board Counsel to sign Monitoring orders on behalf of the Board/Section, after the Board/Section has taken action on Monitoring agenda items. <i>Current practice is for Department Monitors to draft Monitoring orders after Board meetings, send them to Board Counsel for review, and then send them to the Executive Director for subsequent review and signature. With the new proposed process, Department Monitors would only send their orders to Board Counsel for review and signature, eliminating the need for a second review by the Executive Director.</i>			
11) Authorization <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">  <hr/> Signature of person making this request </div> <div style="width: 35%; text-align: right;"> December 31, 2019 <hr/> Date </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Supervisor (if required) </div> <div style="width: 35%; text-align: right;"> Date </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> Executive Director signature (indicates approval to add post agenda deadline item to agenda) </div> <div style="width: 15%; text-align: right;"> Date </div> </div>			
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Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor

The Monitoring Liaison (“Liaison”) is a Board/Section designee who works with department monitors to enforce Board/Section orders as explained below.

Current Authorities Delegated to the Monitoring Liaison

The Liaison may take the following actions on behalf of the Board/Section:

1. Grant a temporary reduction in random drug screen frequency upon Respondent’s request if he/she is unemployed and is otherwise compliant with Board/Section order. The temporary reduction will be in effect until Respondent secures employment in the profession. The Department Monitor (“Monitor”) will draft an order and sign on behalf of the Liaison.
2. Grant a stay of suspension if Respondent is eligible per the Board/Section order. The Monitor will draft an order and sign on behalf of the Liaison.
3. Remove the stay of suspension if there are repeated violations or a substantial violation of the Board/Section order. In conjunction with removal of any stay of suspension, the Liaison may prohibit Respondent from seeking reinstatement of the stay for a specified period of time. The Monitor will draft an order and sign on behalf of the Liaison.
4. Grant or deny approval when Respondent proposes continuing/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. unless the order specifically requires full-Board/Section approval.
5. Grant a maximum of one 90-day extension, if warranted and requested in writing by Respondent, to complete Board/Section-ordered continuing education.
6. Grant a maximum of one extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by Respondent.
7. Grant full reinstatement of licensure if Respondent has fully complied with all terms of the order without deviation. The Monitor will draft an order and obtain the signature or written authorization from the Liaison.
8. Grant or deny a request to appear before the Board/Section in closed session.
9. Board Monitoring Liaison may determine whether Respondent’s petition is eligible for consideration by the full Board/Section.
10. (*Except Pharmacy*) Accept Respondent’s written request to surrender credential. If accepted by the Liaison, Monitor will consult with Board Counsel to determine if a stipulation is necessary. If a stipulation is not necessary, Monitor will draft an order and sign on behalf of the Liaison. If denied by the Liaison, the request to surrender credential will go to the full Board for review.
11. (*Except Pharmacy*) Grant Respondent’s petition for a reduction in drug screens per the standard schedule, below. If approved, Monitor will draft an order and sign on behalf of the Liaison.
 - a. Year 1: 49 screens (including 1 hair test, if required by original order)
 - b. Year 2: 36 screens (plus 1 hair test, if required by original order)
 - c. Year 3: 28 screens plus 1 hair test
 - d. Year 4: 28 screens plus 1 hair test
 - e. Year 5: 14 screens plus 1 hair test

12. (*Dentistry only*) – Ability to approve or deny all requests from a respondent.

13. (*Except Nursing*) – Board Monitoring Liaison may approve or deny Respondent's request to be excused from drug and alcohol testing for work, travel, etc.

Current Authorities Delegated to the Department Monitor

The Monitor may take the following actions on behalf of the Board/Section, draft an order and sign:

1. Grant full reinstatement of licensure if CE is the sole condition of the limitation and Respondent has submitted the required proof of completion for approved courses.
 2. Suspend the license if Respondent has not completed Board/Section-ordered CE and/or paid costs and forfeitures within the time specified by the Board/Section order. The Monitor may remove the suspension and issue an order when proof completion and/or payment have been received.
 3. Suspend the license (or remove stay of suspension) if Respondent fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if Respondent ceases participation in the Approved Program without Board approval. This delegated authority only pertains to respondents who must comply with drug and/or alcohol testing requirements.
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**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Brice McCluskey, Operations Program Associate		2) Date When Request Submitted: 1/16/2020 <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: Social Worker Section			
4) Meeting Date: 1/28/2020	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? 2020 Meeting Dates	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <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: Please review the finalized 2020 meeting dates. Any conflicts should be identified so to ensure quorum. 1/28/2020 4/14/2020 7/21/2020 10/13/2020			
11) Authorization			
<i>Brice McCluskey</i>		<i>1/16/2020</i>	
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.			