

**BEFORE THE BOARD OF BEHAVIORAL HEALTH PROFESSIONALS  
OF THE STATE OF IOWA**

<p><b>IN THE MATTER OF</b></p> <p><b>Michelle Munsen</b> <b>License #: 092676</b></p> <p><b>RESPONDENT</b></p>	<p><b>CASE NO.: 24-0033</b></p> <p><b>COMBINED STATEMENT OF CHARGES, SETTLEMENT AGREEMENT, AND FINAL ORDER</b></p>
--	--

COME NOW the Iowa Board of Behavioral Health Professionals (“Board”) and Michelle Munsen (“Respondent”), and enter into this combined Statement of Charges and Settlement Agreement and Final Order (“Order”) pursuant to Iowa Code sections 17A.10(2), 272C.3(4), and 645 Iowa Administrative Code (“IAC”) 13 and 645 IAC 33.

**A. BACKGROUND**

1. **Iowa License.** Respondent was issued Iowa Mental Health Counselor license #092676 on October 28, 2020. At all times relevant to the matters concerned herein, Respondent’s license was active. Respondent’s Iowa Mental Health Counselor license is set to expire on September 30, 2026.
2. **Practice Setting.** Respondent was an Iowa licensed mental health counselor who practiced mental health counseling in Sioux City, Iowa during the time period relevant to these allegations. Respondent currently lives in the State of Iowa.
3. **Jurisdiction.** The Board has jurisdiction in this matter pursuant to Iowa Code sections 147.55, 154D, 272C.3(1)(f), and 272C.3(2).
4. **Allegations.** Respondent was employed at Stokes and Associates as a mental health counselor. As part of her regular employment duties, Respondent was a mental health counselor providing counseling services involving assessment, referral, consultation, and the application of

counseling, human development principles, learning theory, group dynamics, and the etiology of maladjustment and dysfunctional behavior to individuals, families, and groups. Respondent did not complete the appropriate notes for the counseling services she provided.

## **B. STATEMENT OF CHARGES**

### **COUNT I**

5. Respondent is charged under 645 IAC 13.2(2) for professional incompetence.

## **C. SETTLEMENT AGREEMENT**

6. Respondent acknowledges that the allegations in the Statement of Charges, if proven in a contested case hearing, would constitute grounds for the discipline agreed to in this Order.

7. To resolve this matter without proceeding to hearing, Respondent agrees to the following conditions: 6 hours of record-keeping education classes.

8. In entering this Order, Respondent acknowledges the following:

- a. This Order is subject to the approval of the Board and will have no force or effect if it is not accepted by the Board.

- b. Counsel for the State will present this Order to the Board *ex parte*.

- c. I have the right to be represented by counsel in this matter.

- d. I understand I have an opportunity to be heard and to contest the allegations against me in a formal hearing before the Board and that, by waiving the formal hearing, I waive my right to challenge the allegations against me and all attendant rights, including the right to seek judicial review of the Board's actions.

- e. I waive my ability to review the investigative file in this case.

- f. I understand this Order will be part of my permanent licensure file and may be

considered by the Board in determining the nature and severity of any disciplinary action to be imposed in the event of any future violations.

g. I am voluntarily entering into this Order.

h. Failure to comply with the provisions of this Order shall be grounds for further disciplinary action pursuant to Iowa Code § 272C.3(2)(a).

i. I understand the Board is required by federal law to report this Order to the National Practitioner Databank. The report to the database will reflect the language included in this Order.

j. I understand I am responsible for all expenses incurred to comply with the conditions and requirements of this Order.

12. Respondent shall submit a copy of this Order to all licensing boards where Respondent holds a license, whether active or not, within **THIRTY days** of the date of the Board approval of this Order.

13. This Order constitutes discipline against Respondent pursuant to and in accordance with Iowa Code § 147.55 and § 154D, 645 IAC 13 and 645 IAC 33, and subject to 645 IAC 11, is the final agency action in a contested case pursuant to Iowa Code section 17A.10.

14. This Order shall not preclude the Board from taking additional action against Respondent should Respondent violate laws, rules, or standards of practice administered by the Board in the future.

15. This Order becomes a public record available for inspection and copying upon execution in accordance with the requirements of Iowa Code Chapters 17A, 22, and 272C.

16. The Board's approval of this Order shall constitute a **Final Order** of the Board.

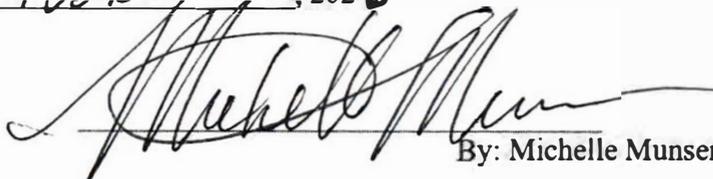
#### **D. FINAL ORDER**

**IT IS THEREFORE ORDERED:**

**A. CITATION AND WARNING:** Respondent is hereby **CITED** for failure to keep proper recordkeeping for clients. Respondent is hereby **WARNED** that engaging in such conduct in the future may result in further disciplinary action against Respondent's Iowa Mental Health Counselor license.

**FOR THE RESPONDENT:**

Voluntarily agreed to and accepted by Michelle Munsen on this 30 day of March, 2025

 LMHC  
By: Michelle Munsen, Respondent

**FOR THE IOWA BOARD OF BEHAVIORAL HEALTH PROFESSIONALS:**

Voluntarily agreed to and accepted by the **IOWA BOARD OF BEHAVIORAL HEALTH PROFESSIONALS** on this 29th day of April, 2025

*Aaron L. Culley, L.I.S.W.*

---

Aaron Culley, Chair  
Iowa Board of Behavioral Health Professionals