



South Dakota Board of Examiners for Counselors &
Marriage and Family Therapists

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**SOUTH DAKOTA STATE BOARD OF EXAMINERS FOR COUNSELORS &
MARRIAGE AND FAMILY THERAPISTS**

NOTICE OF MEETING

Red Rossa Conference Center – Highlands Room

700 Governors Drive, Pierre, SD

Friday, June 17, 2016 - 8:30 AM CDT

Proposed Board Meeting Agenda

- 1) Call to Order
- 2) Approval of Agenda
- 3) Executive Session (Pursuant to SDCL 1-25-2 (3) for consideration of proposed contested cases or contractual matters)
- 4) Licensing Application Hearings
 - a. Licensing Hearing in the Matter of LPC-MH Application of Christie Nacy
 - b. Licensing Hearing in the Matter of LPC-MH Application of Rita Hansen
 - c. Licensing Hearing in the Matter of LPC-MH Application of Amanda Woolridge
 - d. Licensing Hearing in the Matter of LMFT Application of Kelsey Foote
- 5) Open Forum: *5 minutes for the public to address the Board*
- 6) Approval of Minutes: March 18, 2016; April 21, 2016,
- 7) Financial Report as of May 31, 2016
- 8) FY 16 Budget Modification Request
- 9) Office Update
 - a. Office Transition
 - b. Online Database Options
 - c. Future Meeting Locations
 - d. Continuing Education Review Contact
- 10) Licensee Newsletter
- 11) Board Approved Supervisors
- 12) 2017 Legislation
- 13) National Board for Certified Counselors Conference Report
- 14) Appreciation of Service for Joyce Vos
- 15) Upcoming meetings
 - a. August 11, 2016
 - b. October 28, 2016
- 16) Adjourn

Following the adjournment of the meeting, the Board will visit the new Board office location at 1351 N. Harrison Avenue. No business will be conducted on this tour. The public is invited to attend.

Board of Directors Meeting
March 18, 2016
Pierre, SD
MINUTES

D R A F T

Present: Jim Carlon, Sherwood Schrenk, Darrel Kessler, Steve Blair, Jill Schoen, Lynell Rice Brinkworth, Roswitha Konz, Mary Guth, Sherry Bartels, and Joyce Vos
Present for General Session: Justin Pierson, DSS

The meeting was called to order at 8:33am. Three items were added to the General Agenda, such as the proposed findings on the Robin Rossow licensing hearing, the RFP process, and information on a fraudulent network provider. M/S/P Schoen/Schrenk to approve the amended Agenda.

M/S/P Schrenk/Rice Brinkworth to move into Executive Session at 8:36am pursuant to SDCL 1-25-2(3) and 19-13-3.

M/S/P Kessler/Rice Brinkworth to move into General Session at 11:07am.

1. M/S/P Rice Brinkworth/Konz to transfer Case #2015-04 to the Office of Hearing Examiners.

M/S/P Schrenk/Schoen to have Carlon refer the unlicensed practice of Carolyn Forester Chemel to the Pennington County States Attorney's office.

2.a. M/S/P Schrenk/Rice Brinkworth to approve the amended Nov 20, 2015 Board Minutes with the addition/correction of Schoen's recusal from the Rossow licensing hearing.

b. M/S/P Schoen/Konz to approve the Nov 20, 2015 Rules Hearing Minutes as presented.

c. M/S/P Schrenk/Bartels to adopt the proposed Findings of Fact, Conclusions of Law, and Order denying the LPC-MH application of Robin Rossow.

d. Guth stated the Board's RFP deadline for submission is March 21 and April 4 is the award decision date. Braithwaite and Rice Brinkworth will be on the review committee with Guth.

7. Portability remains a priority topic with this Board and nationally. Per Carlon, any specific portability language that matches what is suggested nationally will require

Statutory changes. There are three examples being promoted nationally at this time. The Board may need to schedule a separate work session to address this topic. This topic is a primary reason for Board members to attend national industry conferences.

3. The Board discussed Mathew Bergendahl's request to seek SD LPC supervision from a Missouri LPC while both residing in California. The issues of jurisdiction and residency requirements were addressed. Staff was directed to approve the Plan but state this does not indicate he will be issued a license unless he meets the residency requirements; and that he has the option of seeking a CA license then applying for the SD LPC by Reciprocity.

4. M/S/P Schrenk/Bartels to deny Kelsey Foote's request to extend her LMFT supervision past the 3 year limitation as allowed in ARSD 20:71:05:04. And directed Staff to inform her she can start her 3 year limit from her 2014 dated Plan with her second supervisor.

5.a. Carlon explained that the change in ARSD 20:73:01:03 means that a qualified applicant for the LPC-MH by Reciprocity still must submit a completed LPC by Reciprocity application, pay the application fee, and be deemed qualified before being eligible for the LPC-MH by Reciprocity. They do not have to pay the LPC license fee or be issued a license. The Reviewer's letter stating the qualified LPC status will suffice.

b. The Board approved the Application for Supervisor Status drafted by Staff. It was determined that the licensee only needed to provide proof of liability insurance at the time of application.

c. The revised Tracking Form was accepted as presented.

d. The Board was informed of the presentations Guth and Staff were making at the West River and SD Counseling Association conferences, primarily about the approved Rule changes that will be implemented on July 1, 2016.

e. Staff reported she will be creating a newsletter about these changes with a mailing date in April or May.

6. Kurt Turbak appeared before the Board to discuss his CE compliance. He was directed to complete the 30-Day Post-Approval Application, submit the fee, and the Board would consider it at a later meeting.

8. Schrenk provided a written summary of topics from the AASCB annual conference. Rice Brinkworth reported on her attendance. Portability and distance counseling are ongoing key topics nationally and for this Board to consider. It was again emphasized that as many board members as possible should attend this conference for the value it always offers.

9. Staff explained how the proposed legislation got tabled for 2016.

10. Guth suggested board members submit licensed candidate names to the office to fill her vacancy after October 2016. Pierson (DSS) was going to check their records to confirm that Schoen is eligible until Oct 2019 not 2016.

11.a – d were offered as informational. Staff noted that she's still investigating why the Rules notice was published in the RC Journal 3 times, and why the Argus was paid from an invoice by DSS and the board office.

12. June 17 and Sept 16 were scheduled for the next two meetings. It is thought that there could be a complaint hearing and two licensing hearings at the next meeting.

M/S/P Konz/Rice Brinkworth to adjourn the meeting at 2:51pm

Respectfully submitted,

Joyce M. Vos

Executive Secretary

MINUTES

April 21, 2016

South Dakota Board of Examiners for Counselors and Marriage & Family Therapists

President Guth called the meeting to order at 12:45pm.

Roll was called and indicated the following members in attendance:

Kessler, Braithwaite, Schoen, Konz, Schrenk, Bartels, Brinkworth, Guth

Absent: Hartman

President Guth opened the floor for motions regarding the contract proposals from Management Service Partners, and Midwest Solutions to provide services to the Board as Executive Secretary.

Motion was made by Konz to accept the proposal from Midwest Solutions, seconded by Brinkworth. The President called for discussion, and discussion followed. The question was called:

Voting Yes: Kessler, Braithwaite, Schoen, Konz, Schrenk, Bartels, Brinkworth and Guth

Voting No: None

The Board acknowledged with appreciation and thanked Joyce Vos of Management Service Partners for her many years of dedicated service to the South Dakota Board of Counselors, and professional counseling in South Dakota.

There being no further business to come before the Board, Schrenk moved to adjourn, seconded by Braithwaite. Motion passed unanimously and the meeting adjourned.

Dated this ___ day of April, 2016

James E. Carlon
recording secretary *pro tempore*

**BOARD OF COUNSELOR EXAMINERS
REVENUE SUMMARY
FOR MONTH ENDING 05-31-16**

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	FUND CENTER	SUB SRC	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	4293945	0	0	0891000	648	2016	11	\$ 74,850.00	\$ 1,175.00
6503	4293980	0	0	0891000	648	2016	11	\$ 7,075.00	\$ -
6503	4491000	0	0	0891000	648	2016	11	\$ 1,184.01	\$ -
6503	4896000	0	0	0891000	648	2016	11	\$ 3,625.00	\$ 215.00
								\$ 86,734.01	\$ 1,390.00

BOARD OF COUNSELOR EXAMINERS
REVENUE DETAIL
FOR MONTH ENDING 05-31-16

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	FUND CENTER	FISCAL SRC	FISCAL MONTH	FISCAL DAY	FISCAL YEAR	SOURCE CODE	DESCRIPTION	AMOUNT
6503	4293945	0	0	0891000	648	11	16	2016	C08160233	BD OF COUNSELOR EXAMINERS C	\$ 475.00
6503	4896000	0	0	0891000	648	11	16	2016	C08160233	BD OF COUNSELOR EXAMINERS C	\$ (25.00)
6503	4896000	0	0	0891000	648	11	16	2016	C08160233	BD OF COUNSELEOR EXAMINERS C	\$ (25.00)
6503	4896000	0	0	0891000	648	11	16	2016	C08160233	BD OF COUNSELOR EXAMINERS C	\$ 25.00
6503	4896000	0	0	0891000	648	11	16	2016	C08160233	BD OF COUNSELEOR EXAMINERS C	\$ 25.00
6503	4896000	0	0	0891000	648	11	16	2016	C08160233	BD OF COUNSELOR EXAMINERS C	\$ 25.00
6503	4293945	0	0	0891000	648	11	03	2016	C08160222	BD OF COUNSELOR EXAMINERS C	\$ 300.00
6503	4896000	0	0	0891000	648	11	03	2016	C08160222	BD OF COUNSELOR EXAMINERS C	\$ (65.00)
6503	4896000	0	0	0891000	648	11	03	2016	C08160222	BD OF COUNSELOR EXAMINERS C	\$ 65.00
6503	4896000	0	0	0891000	648	11	03	2016	C08160222	BD OF COUNSELOR EXAMINERS C	\$ 65.00
6503	4293945	0	0	0891000	648	11	09	2016	C08160227	BD OF COUNSELOR EXAMINERS C	\$ 100.00
6503	4896000	0	0	0891000	648	11	09	2016	C08160227	BD OF COUNSELOR EXAMINERS C	\$ (25.00)
6503	4896000	0	0	0891000	648	11	09	2016	C08160227	BD OF COUNSELOR EXAMINERS C	\$ 25.00
6503	4896000	0	0	0891000	648	11	09	2016	C08160227	BD OF COUNSELOR EXAMINERS C	\$ 25.00
6503	4293945	0	0	0891000	648	11	25	2016	C08160239	BD OF COUNSELOR EXAMINERS C	\$ 300.00
6503	4896000	0	0	0891000	648	11	25	2016	C08160239	BD OF COUNSELOR EXAMINERS C	\$ (100.00)
6503	4896000	0	0	0891000	648	11	25	2016	C08160239	BD OF COUNSELOR EXAMINERS C	\$ 100.00
6503	4896000	0	0	0891000	648	11	25	2016	C08160239	BD OF COUNSELOR EXAMINERS C	\$ 100.00
											\$ 1,390.00

BOARD OF COUNSELOR EXAMINERS
 EXPENDITURE SUMMARY REPORT
 FOR MONTH ENDING 05-31-16

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	ACCOUNT DESCRIPTION	CENTER	FUND SRC	SUB FUND	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	5101030	0	0	BOARD & COMM MBRS FEES	0891000	648		2016	11	\$ 1,320.00	\$ 420.00
6503	5102010	0	0	OASI-EMPLOYER'S SHARE	0891000	648		2016	11	\$ 103.12	\$ 32.13
6503	5203030	0	0	AUTO-PRIV (IN-ST.) H/RTE	0891000	648		2016	11	\$ 3,268.86	\$ -
6503	5203100	0	0	LODGING/IN-STATE	0891000	648		2016	11	\$ 1,321.86	\$ -
6503	5203120	0	0	INCIDENTALS-TRAVEL-IN ST.	0891000	648		2016	11	\$ 40.00	\$ -
6503	5203140	0	0	TAXABLE MEALS/IN-STATE	0891000	648		2016	11	\$ 28.00	\$ -
6503	5203150	0	0	NON-TAXABLE MEALS/IN-ST	0891000	648		2016	11	\$ 507.00	\$ -
6503	5203260	0	0	AIR-COMM-OUT-OF-STATE	0891000	648		2016	11	\$ 1,752.62	\$ -
6503	5203280	0	0	OTHER-PUBLIC-OUT-OF-STATE	0891000	648		2016	11	\$ 106.00	\$ -
6503	5203300	0	0	LODGING/OUT-OF-STATE	0891000	648		2016	11	\$ 2,030.51	\$ -
6503	5203320	0	0	INCIDENTALS-OUT-OF-STATE	0891000	648		2016	11	\$ 50.00	\$ -
6503	5203350	0	0	NON-TAXABLE MEALS/OUT-ST	0891000	648		2016	11	\$ 405.00	\$ -
6503	5204020	0	0	DUES & MEMBERSHIP FEES	0891000	648		2016	11	\$ 1,300.00	\$ -
6503	5204080	0	0	LEGAL CONSULTANT	0891000	648		2016	11	\$ 8,797.16	\$ 587.40
6503	5204090	0	0	MANAGEMENT CONSULTANT	0891000	648		2016	11	\$ 59,779.20	\$ 5,672.40
6503	5204160	0	0	WORKSHOP REGISTRATION FEE	0891000	648		2016	11	\$ 900.00	\$ -
6503	5204201	0	0	BFM CENTRAL SERVICES	0891000	648		2016	11	\$ 1,614.07	\$ 339.19
6503	5204207	0	0	HUMAN RESOURCES SERVICES	0891000	648		2016	11	\$ 367.89	\$ -
6503	5204360	0	0	ADVERTISING-NEWSPAPER	0891000	648		2016	11	\$ 881.48	\$ -
6503	5204360	0	0	ADVERTISING-NEWSPAPER	0891000	648		2016	11	\$ 1,077.15	\$ -
6503	5204460	0	0	EQUIPMENT RENTAL	0891000	648		2016	11	\$ 50.00	\$ -
6503	5204510	0	0	RENTS-OTHER	0891000	648		2016	11	\$ 3,028.00	\$ 230.00
6503	5204590	0	0	INS PREMIUMS & SURETY BDS	0891000	648		2016	11	\$ 684.00	\$ -
6503	5205028	0	0	OFFICE SUPPLIES	0891000	648		2016	11	\$ 25.30	\$ 17.83
6503	5205328	0	0	PRINTING-COMMERCIAL	0891000	648		2016	11	\$ 851.55	\$ 21.26
6503	5205390	0	0	FOOD STUFFS	0891000	648		2016	11	\$ 53.45	\$ -
										\$ 90,342.22	\$ 7,320.21

**BOARD OF COUNSELOR EXAMINERS
AVAILABLE FUNDS
FOR MONTH ENDING 05-31-16**

Available Funds Report

	Budget	Commitment	Encumbrance	MTD Amount	YTD Amount	Remaining Budget	Percent Remaining
5101 - Salaries	2,708.00	0.00	0.00	420.00	1,320.00	1,388.00	51.26%
5102 - Benefits	252.00	0.00	0.00	32.13	103.12	148.88	59.08%
Total PS	2,960.00	0.00	0.00	452.13	1,423.12	1,536.88	51.92%
5203 - Travel	13,140.00	0.00	0.00	0.00	9,509.85	3,630.15	27.63%
5204 - Contractual	73,005.00	0.00	4,873.80	6,828.99	78,478.95	-10,347.75	-14.17%
5205 - Supplies	3,900.00	0.00	0.00	39.09	930.30	2,969.70	76.15%
5206 - Grants	0.00	0.00	0.00	0.00	0.00	0.00	/0
5207 - Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	/0
5208 - Other	0.00	0.00	0.00	0.00	0.00	0.00	/0
5228 - Transfers	0.00	0.00	0.00	0.00	0.00	0.00	/0
Total OE	90,045.00	0.00	4,873.80	6,868.08	88,919.10	-3,747.90	-4.16%
Total PS & OE	93,005.00	0.00	4,873.80	7,320.21	90,342.22	-2,211.02	-2.38%

May 1, 2016

TO: Past & Present Supervisors

RE: Board Approved Supervisors

New Administrative Rules adopted by the Board regarding supervisors and supervision will go into effect **JULY 1, 2016**.

An important component of the new Rules is the requirement for **Board Approved Supervisors** – *a growing national standard and expectation*.

There are two key advantages to SD requiring **Board Approved Supervisors**:

- the ability to offer a comprehensive list of Supervisors to supervisees seeking assistance
- meeting a requirement that will assist licensees in license portability

The requirements for a **Board Approved Supervisors** are:

- (1) A completed application provided by the board;
- (2) Verification of completing at least four hours of training in supervision pursuant to § 20:68:07 in the previous five years immediately preceding the submission of the application;
- (3) Verification of liability insurance; and
- (4) A full disclosure of all ethical complaint settlements.

ARSD20:68:07:03. Continuing education requirements. During the continuing education compliance period, each licensee must complete at least 40 contact hours of approved continuing education without duplicating the same course. Four of those contact hours shall be on the subject of counseling ethics. This shall be documented by a published program, title, or description. Approved supervisors shall complete four hours of counselor supervision education within the 40 contact hours.

Currently approved Plans of Supervision will not be retroactively affected, but any Plans submitted after June 30 will need to include a **Board Approved Supervisor**.

The Board encourages you to submit the enclosed **Application for Approved Supervisor Status**. The Application is also available on the Board's website. You will receive a Certificate as an acknowledgement of your approval.

Contact the Office should you have any questions.

SD BOARD of EXAMINERS for COUNSELORS and MARRIAGE & FAMILY THERAPISTS
PO Box 2164, Sioux Falls, SD 57101-2164

APPLICATION for APPROVED SUPERVISOR STATUS

Reference §20:68:04:07, §20:71:05:06, §20:73:04:05

Submit the following along with your completed Application:

- Completion certificates or college transcripts verifying at least four hours of training in supervision pursuant to §20:68:07 in the previous five years immediately preceding the submission of this application.
- Official verification of liability insurance.
- Full disclosure of all ethical complaint settlements.

Please complete by typing or printing legibly.

Date: _____

Name: _____
LAST FIRST MI

Home Mailing Address: _____
City St Zip

Business Name & Address: _____
City St Zip

Email Address: _____ Phone No.: _____

License Type: _____ ORIGINAL ISSUE Date: _____ (mm / dd / yyyy)

- 1
- A. I have / have not (CIRCLE ONE) ever been convicted of, pled guilty to, or pled no contest to, an offense that could have resulted in incarceration for more than a year. If yes, please explain on a separate sheet of paper.
- B. I have / have not (CIRCLE ONE) had a license denied, revoked, suspended, or otherwise acted against for any reason in another state, territory, or in South Dakota? If yes, please explain on a separate sheet of paper.
- C. I have / have not (CIRCLE ONE) been disciplined by a mental health licensing or certification board or by any mental health related professional organization? If yes, please explain on a separate sheet of paper.

By signing, I ATTEST that I understand and agree to follow all the Rules of Supervision as stated on Page 2 of each Plan of Supervision.

Applicant's Signature

Disclaimer: Depending on your license type, you may not be eligible to supervise all supervisees due to pertinent Administrative Rules.

For office use ONLY: _____ Approved: _____ Yes _____ No
Comments: _____

**CHAPTER 20:68:07
CONTINUING EDUCATION**

Section	
<u>20:68:07:01</u>	Definitions.
<u>20:68:07:02</u>	Continuing education compliance period.
<u>20:68:07:03</u>	* Continuing education requirements.
<u>20:68:07:04</u>	Proof of compliance required.
<u>20:68:07:05</u>	Notice of noncompliance.
<u>20:68:07:06</u>	Sources of continuing education credit.
<u>20:68:07:07</u>	Restrictions on continuing education credit.
<u>20:68:07:08</u>	Standards for approval.
<u>20:68:07:09</u>	** Approval of sponsors.
<u>20:68:07:09.01</u>	State board approval of programs.
<u>20:68:07:10</u>	Prior approval of activities.
<u>20:68:07:11</u>	Post approval of activities.
<u>20:68:07:12</u>	Review of programs -- Reevaluation of sponsors.
<u>20:68:07:13</u>	Credit for presentations and publications.
<u>20:68:07:14</u>	Application for waiver of continuing education requirements.
<u>20:68:07:15</u> and <u>20:68:07:16</u>	Repealed.
<u>20:68:07:17</u>	Reinstatement of inactive license.
<u>20:68:07:18</u>	Suspension or revocation of license.

*** 20:68:07:03. Continuing education requirements.** During the continuing education compliance period, each licensee must complete at least 40 contact hours of approved continuing education without duplicating the same course. Four of those contact hours shall be on the subject of counseling ethics. This shall be documented by a published program, title, or description. **Approved supervisors shall complete four hours of counselor supervision education within the 40 contact hours.**

**** 20:68:07:09. Approval of sponsors.** The board will accept continuing education credits for programs accredited, approved, or presented by the following national organizations:

- (1) National Board for Certified Counselors (NBCC);
- (2) American Psychological Association (APA);
- (3) American Association of Marriage and Family Therapists (AAMFT);
- (4) National Association of Social Workers (NASW);
- (5) Commission on Rehabilitation Counselor Certification (CRCC);
- (6) American Medical Association Physician's Recognition Award Category 1 Credit (AMA PRA Category 1 Credit); and
- (7) Joint Commission for Accreditation of Health Care Organizations (JCAHCO).

