

**BAPP BOARD OF DIRECTORS MEETING AGENDA
JUNE 9, 2016 - 10:30 A.M. CENTRAL STANDARD TIME
PARK PLACE CENTER, SIOUX FALLS, SD**

- A. 10:30 a.m. Seveining calls the meeting to order.
- B. Review the March 3, 2016 Board of Directors meeting minutes.
- C. 11:00 a.m. Public Input: No requests to be in attendance.
- D. 11:15 a.m. Executive Session / Bratkiewicz in attendance to discuss pending ethical matters.
2013-1 magazine article.
Pending Ethics files: 2014-4 (charges pending, no action required), 2016-1 & 2016-2.
ACT renewal application and appeal of denial for testing, telephonic participation.
Request for exemption G.E.
D.R. email.
Agreement for Legal Services.
- E. New Business:
Election of Officers.
Budget information and financial report.
State Board of Internal Controls meeting, June 21, 2016 – It is important that all state agencies send a representative to this meeting. Nelson will be out of state at this time. Appoint replacement.
July Portfolio Review Committee meeting.
Continuing Professional Training clarification.
Monitoring / regulating work experience requirements.
Consider including independent practice language to the Addiction Counselor Trainee Recognition / Renewal Application.
Lay Member Nominations.
Consider revisions to the renewal / identification cards.
Upon completion of the updated NAADAC/NCC AP Code of Ethics, the BAPP will adopt this document to replace the BAPP Code of Ethics. The updated code needs to address legal / ethical issues related to social media and tele-counseling.
Pierson report on completion/availability of the 'new Board member training'.
- F. The upcoming Board of Directors meetings are scheduled as follows:
September 1, 2016, December 1, 2016, March 2, 2017, June 1, 2017.

REQUEST FOR EXEMPTION G.E.

June 3, 2016

George Eagleman
404 Laura Street
Harrisburg, SD 57032

Dear Mr. Eagleman:

As you are aware, the Board of Addiction and Prevention Professionals (BAPP) did not receive your continuing professional training for the period June 1, 2014 to May 31 2016; therefore, your license lapsed effective May 31, 2016; and, we must inform you that it is no longer appropriate to display or use your certificate in a public manner.

Your email, received on May 31st, requesting an exemption of the continuing professional training due for this cycle has been forwarded to the BAPP Executive Committee. Upon conclusion of their findings, you will receive written notification regarding their decision concerning the renewal of your LAC license.

If you have questions, please contact the BAPP Administrative Office.

Sincerely,



Paula Koller
Administrative Assistant

SD BAPP

From: SD BAPP <bapp@midconetwork.com>
Sent: Friday, June 03, 2016 12:44 PM
To: Diane.Sevening@usd.edu; a.hartman@voa-dakotas.org; drmark@midconetwork.com
Subject: FW: BAPP Executive Committee
Attachments: 0197_001.pdf

Executive Committee, I'm checking whether you received my email of May 31 regarding George Eagleman's lapse in status and request for renewal. See email below and attached letter.

Please review and reply whether you approve or deny his request.

Thank you,
Tina Nelson
Administrative Officer
SD BAPP Administrative Office
3101 W. 41st Street, Suite 205
Sioux Falls, SD 57105
Phone: (605) 332-2645
Fax: (605) 332-6778
Web: dss.sd.gov/bapp

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From: SD BAPP [mailto:bapp@midconetwork.com]
Sent: Tuesday, May 31, 2016 3:06 PM
To: Diane.Sevening@usd.edu; a.hartman@voa-dakotas.org; drmark@midconetwork.com
Subject: BAPP Executive Committee

Executive Committee,

Please review the attached letter Paula sent Mr. George Eagleman on May 27, 2016.

Today, May 31, 2016, at 9:43 a.m., the BAPP received the following email from Mr. Eagleman. His LAC renewal deadline is May 31, 2016.

Executive Committee:

SD BAPP

From: SD BAPP <bapp@midconetwork.com>
Sent: Friday, June 03, 2016 12:36 PM
To: 'George Eagleman'
Subject: RE: New Address

George, a decision regarding your lapsed status has not yet been received from the BAPP Executive Committee. We will use your home email to notify you of their decision.

Thank you,
Paula Koller
Administrative Assistant
SD BAPP Administrative Office
3101 W. 41st Street, Suite 205
Sioux Falls, SD 57105
Phone: (605) 332-2645
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From: George Eagleman [mailto:geovick1@hotmail.com]
Sent: Thursday, June 02, 2016 5:15 AM
To: bapp@midconetwork.com
Subject: New Address

Good Morning Tina,

Can you please forward any new info to my home email at geovick1@hotmail.com when available? Thank you!

Sincerely,

George Eagleman

SD BAPP

From: SD BAPP <bapp@midconetwork.com>
Sent: Wednesday, June 01, 2016 11:55 AM
To: 'Eagleman, George (IHS/ABR/FLD)'
Subject: RE: CEU's

George,

As reflected in the Standards Manual available on the BAPP's website (www.dss.sd.gov):

FAILURE TO RENEW BY THE DEADLINE

Any practitioner who fails to complete the renewal requirements loses status and may not identify himself or herself to the public as an Addiction Counselor Trainee (ACT), Certified Addiction Counselor (CAC), Licensed Addiction Counselor (LAC), Prevention Specialist Trainee (PST), or Certified Prevention Specialist (CPS).

Reinstatement Period for certified or licensed practitioners: Any certified or licensed practitioner who has allowed their status to lapse may have it restored within fifteen (15) days of the expiration date, providing they request reinstatement, submit all applicable forms and documentation, and pay the reinstatement fee and the renewal fee.

Any licensed or certified practitioner wanting to regain status after the fifteen (15) day reinstatement period will be required to complete all requirements under the **current** provisions for either certification or licensure; complete the application process for certification or licensure; pay the required fee; and, successfully pass the IC&RC Written Examination.

The BAPP emailed your request to the Executive Committee, Tuesday, May 31, 2016. The administrative office has not received a reply from any of the members regarding approval or denial of your request.

Please notify your supervisor of the presenting situation.

Thank you,
Tina M. Nelson
BAPP Administrative Officer

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Sioux Falls, SD 57105
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From: Eagleman, George (IHS/ABR/FLD) [mailto:George.Eagleman@ihs.gov]
Sent: Wednesday, June 01, 2016 9:59 AM
To: 'SD BAPP' <bapp@midconetwork.com>
Subject: RE: CEU's

Tina,

Since I'm waiting on a reply from the Executive Committee what status does that put my licensure?

George

From: SD BAPP [mailto:bapp@midconetwork.com]
Sent: Tuesday, May 31, 2016 3:09 PM
To: Eagleman, George (IHS/ABR/FLD) <George.Eagleman@ihs.gov>
Subject: RE: CEU's

Mr. Eagleman,

I have forwarded your email / request to the Executive Committee. Upon receipt of their replies, I will notify you of their decision.

Thank you,

Tina M. Nelson

BAPP Administrative Officer

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From: Eagleman, George (IHS/ABR/FLD) [mailto:George.Eagleman@ihs.gov]
Sent: Tuesday, May 31, 2016 9:42 AM
To: 'bapp@midconetwork.com' <bapp@midconetwork.com>
Subject: CEU's

Executive Committee:

SD BAPP

From: SD BAPP <bapp@midconetwork.com>
Sent: Tuesday, May 31, 2016 3:09 PM
To: 'Eagleman, George (IHS/ABR/FLD)'
Subject: RE: CEU's

Mr. Eagleman,

I have forwarded your email / request to the Executive Committee. Upon receipt of their replies, I will notify you of their decision.

Thank you,

Tina M. Nelson

BAPP Administrative Officer

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From: Eagleman, George (IHS/ABR/FLD) [mailto:George.Eagleman@ihs.gov]
Sent: Tuesday, May 31, 2016 9:42 AM
To: 'bapp@midconetwork.com' <bapp@midconetwork.com>
Subject: CEU's

Executive Committee:

Please be advised I've encountered a situation that I've might of jeopardized my LAC and I surly don't want to lose it as I have been in this field for over twenty years and this is the first time this occurred and if given a reprieve I won't allow it to happen again. I was tested for prostate cancer in October of 2014 and diagnosed with it on December 3, 2014. I was informed from my Cancer Doctor that the cancer is undetectable on April 26, 2016 which made me one of the happiest people in the world. The residuals of the cancer still impacts me today and who know for how long but that will soon go away too. I'm requesting an exemption for CEU's for this cycle and I assure you I'll have them for the next cycle. Please consider my situation as I will continue to be in this field for some time with your approval which will be greatly appreciated.

SD BAPP

From: SD BAPP <bapp@midconetwork.com>
Sent: Tuesday, May 31, 2016 3:06 PM
To: Diane.Sevening@usd.edu; a.hartman@voa-dakotas.org; drmark@midconetwork.com
Subject: BAPP Executive Committee
Attachments: 0197_001.pdf

Executive Committee,

Please review the attached letter Paula sent Mr. George Eagleman on May 27, 2016.

Today, May 31, 2016, at 9:43 a.m., the BAPP received the following email from Mr. Eagleman. His LAC renewal deadline is May 31, 2016.

Executive Committee:

Please be advised I've encountered a situation that I've might of jeopardized my LAC and I surly don't want to lose it as I have been in this field for over twenty years and this is the first time this occurred and if given a reprieve I won't allow it to happen again. I was tested for prostate cancer in October of 2014 and diagnosed with it on December 3, 2014. I was informed from my Cancer Doctor that the cancer is undetectable on April 26, 2016 which made me one of the happiest people in the world. The residuals of the cancer still impacts me today and who know for how long but that will soon go away too. I'm requesting an exemption for CEU's for this cycle and I assure you I'll have them for the next cycle. Please consider my situation as I will continue to be in this field for some time with your approval which will be greatly appreciated.

Respectfully,

George Eagleman,

Mr. Eagleman called the office this morning explained to me that he has not completed any continuing professional training hours. He stated he did not have the financial means to start the on-line trainings until today / this morning.

After reviewing the information, please reply indicating whether you approve or deny his request.

If you have questions or need additional information, please call me at your convenience.

Thank you,
Tina M. Nelson
BAPP Administrative Officer

SD BAPP Administrative Office
3101 W. 41st Street, Suite 205
Sioux Falls, SD 57105

May 27, 2016

George Eagleman
404 Laura Street
Harrisburg SD 57032

Dear Mr. Eagleman:

The South Dakota Board of Addiction and Prevention Professionals (BAPP) received your renewal application and \$200 check (#2637) for your renewal fee. As mentioned during our telephone conversation today, your Continuing Education/Training report form reflects trainings that are outside your renewal cycle of June 1, 2014 to May 31, 2016. Therefore, I am returning the form, asking that you submit 40 hours of approved continuing education within your 2-year compliance period.

Policy prohibits the BAPP from processing your renewal until all the required information is received. Please submit the information by your renewal deadline of May 31, 2016, to avoid a lapse in status.

If you have questions or need additional information, please feel free to call the BAPP Administrative Office.

Sincerely,



Paula Koller
Administrative Assistant

Enclosure

D.R. EMAIL

SD BAPP

From: SD BAPP <bapp@midconetwork.com>
Sent: Thursday, May 19, 2016 4:53 PM
To: jeff bratkiewicz (jeffb@bangsmccullen.com); a.hartman@voa-dakotas.org; barb.ohme09@gmail.com; Diane.Sevening@usd.edu; drmark@midconetwork.com; Jill Viedt; Linda Peitz; Nicole Bowen; Terri Brown
Subject: FW: 42 CFR Part 2 litigation in Rapid City

Board of Directors & Jeff,

Per the request below, I'm forwarding this email to all Board members. I've also included Jeff, as this could have merit regarding the ethical issue.

Does anyone have information regarding this matter?

On a different note, the BAPP will be closed tomorrow. I'm taking the bus to the Omaha zoo with my youngest, for her 6th grade field trip. Last field trip EVER that parents can attend :-)

Paula will be out because her husband D.K., is having heart surgery. I understand the importance of respecting their privacy, but feel it's important for the Board to know. It's also important for Paula to have as much support as possible. I believe D.K. will also be having hip surgery in the near future.

Please be patient with the office, as we will do our best to keep up with the heavy work load.

Respectfully,
Tina M. Nelson
BAPP Administrative Officer

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-----Original Message-----

From: Danialle Rose [mailto:daniallerose@yahoo.com]

Sent: Wednesday, May 18, 2016 7:57 AM

To: bapp@midconetwork.com

Subject: 42 CFR Part 2 litigation in Rapid City

There is pending legal action against City and County Detox in Rapid. It concerns a drug test given to a person in treatment and the results being used to charge and convict her of ingestion/possession. She has an attorney and a very strong mother, advocate.

To my knowledge this is the first test of this law. Perhaps the Board knows of other actions in the past? Please forward this to the Board members.

Danialle Have a great day!!!

AGREEMENT FOR LEGAL SERVICES

SD BAPP

From: Pierson, Justin <Justin.Pierson@state.sd.us>
Sent: Monday, May 23, 2016 8:03 PM
To: Nelson, Tina
Cc: Iversen-Pollreisz, Amy
Subject: Re: BAPP - Agreement for Legal Services

I have the new contract going around DSS for signatures then I will mail it out for final signatures. It's all done already.

Sent from my iPhone

On May 23, 2016, at 5:04 PM, BAPP <bapp@midconetwork.com> wrote:

Amy & Justin,

Jeff contacted me concerning the Agreement for Legal Services. The BAPP has received no guidance / policies / procedures regarding this process. Therefore, I utilized the 2015 template. Is there an updated template or updates / changes that need to be made to last year's document ?

I've attached the contract I completed for the upcoming year. It appears the signature lines need to be changed, but the template prohibits the BAPP from making these changes.

Would you please proof the agreement and make the necessary changes, prior to my sending to the Executive Committee and Mr. Bratkiewicz.

Also, could you please provide any and all information pertaining to this process, including timelines, when contracts are due, etc.?

*Thank you,
Tina M. Nelson
Administrative Officer*

*SD BAPP
3101 W. 41st Street, Suite 205
Sioux Falls, SD 57105
Phone: (605) 332-2645
Fax: (605) 332-6778
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STATE BOARD OF INTERNAL CONTROLS MEETING,
JUNE 21, 2016

SD BAPP

Subject: State Board of Internal Controls meeting #2
Location: Capitol Building, Room 414

Start: Tue 6/21/2016 8:30 AM
End: Tue 6/21/2016 12:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Dilges, Jason

It is IMPORTANT that all state agencies send a representative to this meeting.

SD BAPP

From: SD BAPP <bapp@midconetwork.com>
Sent: Tuesday, May 17, 2016 9:41 AM
To: jeff bratkiewicz (jeffb@bangsmccullen.com); a.hartman@voa-dakotas.org; barb.ohme09@gmail.com; Diane.Sevening@usd.edu; drmark@midconetwork.com; Jill Viedt; Linda Peitz; Nicole Bowen; Terri Brown
Subject: FW: Executive Branch Attorney Training
Attachments: Conflict of Interest Waiver Decision Matrix (5-12-2016).doc; Conflict Waiver Instructions and Forms (5-12-16).doc

Please review the email below and attached materials. You may call me at your convenience, if you have questions or concerns.

Thank you,
Tina M. Nelson
BAPP Administrative Officer

SD BAPP Administrative Office
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Sioux Falls, SD 57105
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From: Franken, A.J. [mailto:AJ.Franken@state.sd.us]
Sent: Thursday, May 12, 2016 4:59 PM
To: Stevens, Sadie <Sadie.Stevens@state.sd.us>; Seward, Jim <Jim.Seward@state.sd.us>; Afdahl, Bret <Bret.Afdahl@state.sd.us>; Arnold, Aaron <Aaron.Arnold@state.sd.us>; Barnett, Doug <Doug.Barnett@state.sd.us>; Blair, Steven <Steven.Blair@state.sd.us>; Boyd, Kate <Kate.Boyd@state.sd.us>; 'Brittany Novotny' <Brittany@sdboardofdentistry.com>; 'Carol Tellinghuisen' <proflic@rushmore.com>; 'Craig Kennedy' <ckennedy@yanktonlawyers.com>; 'Curt Jensen' <csj@demjen.com>; Damgaard, Gloria <Gloria.Damgaard@state.sd.us>; Deering, Harold <Harold.Deering@state.sd.us>; venturecomm.net, sdoptboard <sdoptboard@venturecomm.net>; Duvall, Ron <Ron.Duvall@state.sd.us>; Eliason, Larry <Larry.Eliason@state.sd.us>; Farris, Holly <Holly.Farris@state.sd.us>; Fergel, Andrew <Andrew.Fergel@state.sd.us>; Golden, William <William.Golden@state.sd.us>; GOV - CABINET <GOV.CABINET@state.sd.us>; GOV - EXEC ATTORNEYS <GOV.EXECATTORNEYS@state.sd.us>; Hallem, Jeff <Jeff.Hallem@state.sd.us>; Hansen, Margaret <Margaret.Hansen@state.sd.us>; Heemstra, Jody <Jody.Heemstra@state.sd.us>; 'Jeff Bratkiewicz' <jeffb@bangsmccullen.com>; 'Jennifer Stalley' <Jennifer.Stalley@midwestsolutionsd.com>; 'Jim Carlon'

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Subject: RE: Executive Branch Attorney Training

All,

Attached to the invite for this event were two documents created by this office and the Attorney General's office concerning HB 1214. HB 1214 addressed conflicts for certain State boards and commissions. The first is an explanatory document that includes Waiver Request and Waiver Authorization forms. The second is a decision matrix to be used by board and commission members to determine whether a waiver is necessary. These are draft documents and we would appreciate your input. You can feel free to share comments or concerns with these documents at that time, or contact me directly with comments/concern via email before then. Thanks.

Best,

A.J. Franken

Deputy General Counsel

Office of the Governor

State of South Dakota

500 East Capitol Avenue

Pierre, South Dakota 57501-5070

Ph: 605.773.3661

SD BAPP

From: Franken, A.J. <AJ.Franken@state.sd.us>
Sent: Thursday, May 12, 2016 4:59 PM
To: Stevens, Sadie; Seward, Jim; Afdahl, Bret; Arnold, Aaron; Barnett, Doug; Blair, Steven; Boyd, Kate; 'Brittany Novotny'; 'Carol Tellinghuisen'; 'Craig Kennedy'; 'Curt Jensen'; Damgaard, Gloria; Deering, Harold; venturecomm.net, sadoptboard; Duvall, Ron; Eliason, Larry; Farris, Holly; Fergel, Andrew; Golden, William; GOV - CABINET; GOV - EXEC ATTORNEYS; Hallem, Jeff; Hansen, Margaret; Heemstra, Jody; 'Jeff Bratkiewicz'; 'Jennifer Stalley'; 'Jim Carlon'; Johnson, Terry (DOA); 'Joyce Vos'; Kasin, Nicole (DLR); Kempema, Brent; Lane, Melodee; Lingle, Norman; Linn, JJ; 'Marcia Walter'; Marsh, James; McGuigan, Charles; 'Mike Shaw'; Miller, Melissa; Mines, Ann; 'Naomi Cromwell'; Neill, Richard; Nelson, Tina; O' Neill, Patricia; Odean-Carlin, Kodi; Oedekoven, Dustin; Patterson, Kathryn; Richards, Mike; Sayer, Wynne; Shanard-Koenders, Kari; Smith, Brooke; Smith, Kim (DENR); Srstka, Caroline; Strohman, John; 'Viki Wilds'; Wald, Sherri; Ambach, Craig; ATG LAWYERS; Daugaard, Linda; Emery, Steve; Hagen, James; Hart, Tom; Martinec, Tom; Duenwald, Catherine; Bossman, Daria; Svendsen, Leah; Venhuizen, Tony; Engle, Karla; Hepper, Clark; Jensen, Brock; Rabern, Sara; Bergquist, Darin; Bailey, Ellie; Michels, Matt (Lt. Governor); Haivala, Robert; Shattuck, Laura; Kaemingk, Denny; Rechtenbaugh, Shawnie; Merriman, Paul; Reisch, Timothy A MG; Hepler, Kelly; Marnell, Frank; Howell, Jenna; Goodman, Jeanne; Gronlund, Eric; DeBoer, Dustin; Cremer, Paul; Richter, John; Yaeger, Rosa; Scheibe, Aaron; Williams, Rich; Perry, Heather; Flynn, Grant; Sporrer, Susan; Zimmerman, Larry; Sanderson, Nathan; George-Larson, Shannon; Naasz, Matthew; Valenti, Lynne; Barnett, Mallori; 'Craig Kennedy'; Runyan, Taya; Pierson, Justin; 'Terri Brown'; Bren, Sherry; Holzhauser, Ann; 'Board of Directors'; Pankratz, Jeromy (ATG); 'barb.ohme09@gmail.com'; Meyer, Ann; Rank, Bobbi; Hanson, Mikal; Tronvold, Jeffery; Pirner, Steve; Gill, Laurie; Hultman, Marcia; Jones, Trevor; Honeywell, Kristi; Ricketts, Audry; McDonald, Ashley (DOC); Holden, Jeff
Subject: RE: Executive Branch Attorney Training
Attachments: Conflict of Interest Waiver Decision Matrix (5-12-2016).doc; Conflict Waiver Instructions and Forms (5-12-16).doc

All,

Attached to the invite for this event were two documents created by this office and the Attorney General's office concerning HB 1214. HB 1214 addressed conflicts for certain State boards and commissions. The first is an explanatory document that includes Waiver Request and Waiver Authorization forms. The second is a decision matrix to be used by board and commission members to determine whether a waiver is necessary. These are draft documents and we would appreciate your input. You can feel free to share comments or concerns with these documents at that time, or contact me directly with comments/concern via email before then. Thanks.

Best,

A.J. Franken

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500 East Capitol Avenue
Pierre, South Dakota 57501-5070

**STATE BOARD CONFLICT OF INTEREST
WAIVER DECISION MATRIX FOR
SDCL 3-23-1 through 3-23-5 (hereinafter the “Conflict Laws”)
Effective July 1, 2016**

DO I NEED TO REQUEST A WAIVER?

This matrix will assist a present or past state board member to determine whether it is necessary to seek a waiver in order to be a party to, or receive a benefit from, a contract with a state agency or with a political subdivision of the state. This matrix is not designed to be used in isolation: instead, it should be used in conjunction with the State Board Conflict Waiver Instructions and Form for the Conflict Laws, a review of the Conflict Laws, and contact with legal counsel. This matrix is intended as a general guide only and is not by itself determinative of whether a conflict of interest exists.

The questions in this matrix may not address your specific situation. In addition, to answer these questions, you should keep in mind that an agreement does not always need to be in writing to be considered a contract. If you have any doubt as to the answer to any of the questions below, you are encouraged to choose “YES” for the purposes of completing the matrix and deciding whether you need to ask for a waiver

1. As of July 1, 2016 or thereafter, was I a member of one of the boards, commissions, or authorities listed below?

- (1) South Dakota Building Authority;
- (2) Board of Economic Development;
- (3) South Dakota Housing Development Authority;
- (4) South Dakota Health and Education Facilities Authority;
- (5) Science and Technology Authority Board of Directors;
- (6) South Dakota Ellsworth Development Authority;
- (7) South Dakota Commission on Gaming;
- (8) South Dakota Lottery Commission;
- (9) State Brand Board;
- (10) Game, Fish and Parks Commission;
- (11) Banking Commission;
- (12) Board of Trustees of the South Dakota Retirement System;
- (13) Aeronautics Commission;
- (14) South Dakota State Railroad Board;
- (15) Transportation Commission;
- (16) South Dakota Board of Education;
- (17) Board of Regents;
- (18) Board of Pardons and Paroles;
- (19) Board of Minerals and Environment;
- (20) Board of Water and Natural Resources;
- (21) South Dakota Railroad Authority; and

(22) Board of Water Management.

If YES, proceed to next question.

If NO, no request for waiver is needed. ¹

2. If I am no longer a member of a board, commission, or authority listed in question 1, did my membership end within the last year?

If YES, proceed to next question.

If NO, no request for waiver is needed

3. Will or do I, my spouse or any other person with whom I live and commingle assets have a five percent or more ownership or other interest (such as being a creditor) of any business or entity that contracts or does business with the state or with a political subdivision of the state?

If YES, proceed to question 8.

If NO, proceed to next question.

4. Will or do I, my spouse or any other person with whom I live and commingle assets earn or receive any salary, compensation or commission directly from any contract with the state or with a political subdivision of the state, or from any business or entity that contracts or does business with the state or with a political subdivision of the state?

If YES, proceed to question 8.

If NO, proceed to next question.

5. Will or do I, my spouse or any other person with whom I live and commingle assets acquire any property as a result of any contract with the state or with a political subdivision of the state?

If YES, proceed to question 8.

If NO, proceed to next question.

6. Do I, my spouse or any other person with whom I live and commingle assets serve on the board of directors of an entity, including a nonprofit entity, that receives or obtains any income, commission or property -from any contract with the state or with a political subdivision of the state?

If YES, proceed to question 8.

¹ This matrix does not address conflicts for a board member, fiscal agent, officer, or executive of a local service agency, education service agency, nonprofit education service agency, or jointly governed education service agency that receives money from or through the state. However, such persons are also subject to the Conflict Laws.

If NO, proceed to next question.

7. Have I, my spouse or any other person with whom I live and commingle assets entered into, or am I or any of the foregoing persons considering entering into, any contract or business transaction with the state or with a political subdivision of the state?

If YES, proceed to the next question.

If NO, no waiver is necessary.

8. Is the contract or transaction with the board, commission or authority on which you serve or served within the last year or with the department that assists such board, commission or authority?

If YES, you need to request a waiver.

If NO, proceed to next question.

8. Is the contract or transaction within the jurisdiction or related to the subject matter of the board, commission or authority on which you serve or served within the last year?

If YES, you need to request a waiver.

If NO, proceed to next question.

9. Is the contract or transaction with a political subdivision of the state that administers or executes a program with similar subject matter as the board, commission or authority on which you serve or served within the last year?

If YES, you need to request a waiver.

If NO, no waiver is necessary.

**STATE BOARD CONFLICT WAIVER
INSTRUCTIONS AND FORM FOR
SDCL 3-23-1 through 3-23-5 (hereinafter the “Conflict Laws”)
Effective July 1, 2016**

INTRODUCTION

Absent a waiver, the Conflict Laws prohibit current and certain former members of certain state boards, commissions and authorities (hereinafter “Boards” and “Board Members or Members”) from contracting with, or from deriving direct benefits from a contract with, a state agency if the contract is within the jurisdiction or related to the subject matter of the Board. Absent a waiver, the Conflict Laws also prohibit Board Members from contracting with, or deriving direct benefits from contracts with, political subdivisions of the state that administer or execute similar subject matter programs as the Member’s Board. The foregoing prohibitions also apply to direct benefits derived from a state or political subdivision contract by a spouse or other person living with the Board Member and commingling assets with the Board Member.

The Conflict Laws, however, do not apply to all state boards, commissions and authorities. The Conflict Laws also do not supplant existing prohibitions applicable to members of certain state boards, commissions, and authorities, or the prohibitions on self-dealing applicable to all public officers found at SDCL 3-16-8. The Conflict Laws apply to persons serving as Board Members on or after July 1, 2016, and extend for a period of one year after the end of the Member’s term on the Board.

These instructions will assist a current or former Board Member with determining whether a prohibited conflict exists or might exist and, if so, will guide the current or former Board Member through the process established for requesting a waiver. The instructions will also guide the Board in acting on the waiver request.

SUMMARY OF THE CONFLICT LAWS

Who the Conflict Laws apply to:

The prohibitions -apply only to individuals who, on or after July 1, 2016, are members of the following state boards, commissions and authorities:

- (1) South Dakota Building Authority;
- (2) Board of Economic Development;
- (3) South Dakota Housing Development Authority;
- (4) South Dakota Health and Education Facilities Authority;
- (5) Science and Technology Authority Board of Directors;
- (6) South Dakota Ellsworth Development Authority;
- (7) South Dakota Commission on Gaming;
- (8) South Dakota Lottery Commission;

- (9) State Brand Board;
- (10) Game, Fish and Parks Commission;
- (11) Banking Commission;
- (12) Board of Trustees of the South Dakota Retirement System;
- (13) Aeronautics Commission;
- (14) South Dakota State Railroad Board;
- (15) Transportation Commission;
- (16) South Dakota Board of Education;
- (17) Board of Regents;
- (18) Board of Pardons and Paroles;
- (19) Board of Minerals and Environment;
- (20) Board of Water and Natural Resources;
- (21) South Dakota Railroad Authority; and
- (22) Board of Water Management.

The prohibitions apply while the member serves on the board, and for a period of one year after the end of the member's term.

What the Conflicts Laws do:

The Conflicts Laws prohibit a Board Member from contracting with the state, or from deriving a direct benefit from a contract or transaction with the state, if the contract or transaction is within the jurisdiction or relates to the subject matter of the Member's Board. The Conflict Laws also prohibit a Board Member from contracting with, or deriving a direct benefit from, a contract with a political subdivision of the state if the political subdivision administers or executes similar subject matter programs as the Member's Board. The foregoing prohibitions also apply to certain former Board Members, as will be explained below.

What "derive a direct benefit" from a contract means:

A Board Member derives a direct benefit from the contract if one or more of the following is true of the Member, the Member's spouse, or a person with whom the Member lives with and commingles assets:

- 1) Has a five percent ownership or other interest in an entity that is party to the contract
- 2) Derives income, compensation or commission directly from the contract or acquires property under the contract
- 3) Acquires property under the contract
- 4) Serves on the board of directors of an entity that derives income or commission directly from the contract or acquires property under the contract (this includes serving on nonprofit boards).

“Direct benefit” does not include gain from a contract based solely on the value of a Board Member’s investment in an entity that is a party to the contract, if that investment represents less than a five percent ownership in the entity. It also does not apply to contracts or transactions where the Board Member only benefits from an act of the Board that has general application, such as a decision by the Board to increase or decrease a fee that many South Dakotans pay.

How the Conflict Laws affect former Board Members:

The law prohibits a Board Member from entering into a conflicted transaction for a period of one year after the Member’s term on the Board. The law becomes effective July 1, 2016. The law is not retroactive, and thus does not apply to former Board Members whose term ended before July 1, 2016. Accordingly, Board Members who intend to enter into or renew contracts effective on or after July 1, 2016 that would otherwise constitute a conflict under this law should consider resignation before July 1, 2016. *Note that resignations should be submitted as soon as possible since resignations are generally not effective until a replacement board member is appointed.*

CONTRACTS AWARDED PRIOR TO JULY 1, 2016

The Conflict Laws are not retroactive, and thus do not apply to contracts or transactions entered into and effective prior to July 1, 2016 – even if the contract continues in effect on or after July 1, 2016. The exception is a contract that was entered into prior to July 1, 2016 which includes a discretionary renewal that is effective on or after July 1, 2016. A Board Member who, prior to July 1, 2016, entered into or derived a direct benefit from a contract with a state or political subdivision which contains such a renewal provision should go through the waiver process described below.

EXAMPLES OF TRANSACTIONS PROHIBITED ABSENT A WAIVER

- 1) A current commissioner of Game, Fish and Parks enters into a seasonal contract to mow Game Fish and Park properties, or a contract with a city or county to mow park properties. These are prohibited direct contracts with the state related to the subject matter of the commission or contracts with a political subdivision of the state that administers similar programs as the commission (Parks). The contracts is allowable only if proper waiver is sought and secured from the Commission.

- 2) A current member of the Board of Education lives with and commingles assets with a person employed by a staff recruiting agency. That recruiting agency enters into a contract with the Pierre School District to recruit speech and language pathologists for the school district. This is a prohibited contract with a political subdivision of the state (Pierre School District) that administers similar subject matter programs (education) as the Board of Education. The contract is allowable only if proper waiver is sought and secured from the Board.

- 3) A current member of the Board of Water Management who is a licensed well driller enters into a contract to drill a water well for a city public utility. This is a prohibited contract with a political subdivision of the state that administers or executes a similar subject matter program. The contract is allowable only if proper waiver is sought and secured from the Board.

AGENCY-SPECIFIC CONFLICTS STATUTES

There may be more specific conflict of interest provisions relating to a board, commission or authority. In the event the Conflicts Laws described in these instructions and the laws specific to the -board, commission, or authority are different, the more restrictive law will be applied.

PENALTIES FOR NON-COMPLIANCE WITH THE CONFLICT LAWS

Any Board Member who knowingly violates the provisions of the Conflict Laws shall be removed from the Board and is guilty of a Class 1 misdemeanor. The contract is voidable by the Board. Any benefit that the Board Member received from the contract is subject to forfeiture.

WAIVERS

A waiver may be granted to authorize a Board Member to derive a direct benefit from a contract with the state or with a political subdivision that administers or executes programs similar to the subject matter of the Board if the following conditions are met:

1. The Board Member provides a full written disclosure to the Board;
2. The Board reviews the essential terms of the contract or transaction and the Member's role in the contract or transaction;
3. The transaction and terms of the contract are fair and reasonable and not contrary to the public interest; and
4. The authorization of the Board is in writing and filed with the Auditor-General.

PROCESS TO OBTAIN A WAIVER

A written request for a waiver should be submitted to the Board prior to a meeting. Boards are advised to have a standing item at the beginning of their meeting agendas during which the Board will to address any Board Member Requests. At such time the Board should consider written requests. The requesting Board Member should be prepared to answer any questions the Board may have. Then, the requesting -Board Member should leave the meeting while the other Board members discuss the request and determine whether authorization for waiver is

appropriate. The request and the Board's determination shall be included in the minutes of the meeting.

CAUTION: The failure of a Board to act on a request for a waiver does not mean the waiver was or will be allowed. The Board Member requesting waiver is responsible to follow up on waiver requests as necessary.

CAUTION: No "blanket" waivers may be granted under the Conflicts Law. For example, a Board Member could not seek approval to enter into "any land lease transaction with the Department of Game, Fish and Parks." Because the essential terms must be reviewed, each contract must be given separate approval.

INSTRUCTIONS FOR STATE BOARD MEMBERS SEEKING WAIVER

If the potential for a conflict exists, you should immediately prepare and submit the form Request for State Board Waiver. This should be done before entering into a conflicted contract or transaction. If in doubt whether a conflict exists, disclose.

Briefly describe your relationship to the contract in question and why you believe it may be covered by the law, including how you, your spouse or anyone with whom you live and commingle assets might benefit from the contract. Examples of persons other than your spouse might include a girlfriend, boyfriend, or other roommate or an adult child.

Briefly describe the essential terms of the contract. What goods or services are provided? What price is paid? What parties are involved? What is the timeframe of the transaction?

Also, briefly describe why you believe a waiver would not be contrary to the public interest. For example, was the contract part of a competitive bidding process? Were others involved in the decision-making process? Are the terms consistent with other, similar contracts?

THE REQUEST FOR WAIVER IS A PUBLIC DOCUMENT THAT WILL BE OPEN TO PUBLIC INSPECTION.

INSTRUCTIONS FOR THE STATE BOARD ACTING ON A REQUEST FOR WAIVER

A procedure for receiving and distributing waiver requests prior to a meeting should be adopted. Boards are also advised to have a standing item at the beginning of their meeting agendas during which the Board will address conflict requests.

The request for a waiver should be reviewed by the other Board Members prior to the next Board meeting and, to the extent necessary, the other Board Members should be prepared to ask the

requesting Board Member questions during the meeting in order to determine whether the contract or transaction is eligible for waiver.

In the interest of fairness to Board Members requesting waivers and persons with whom they may be dealing, all waiver requests should be decided at the meeting in which the request is brought forth. If you deem the request form incomplete, you must ask for additional information from the requesting Board Member. The Board should avoid using an incomplete request form as a reason to extend the time for review if the needed information is readily provided by the Board Member.

Unless readily apparent from the disclosure or written request, you should ask questions to determine the requesting party's relationship to the contract (for example, why did you recommend approval; what was the process for determining the award of the contract); the requesting party's relationship to the outside contracting party (for example, what is your relationship with the principals of the company; have you or any family members worked for this company in the past; do you or any of your family members plan to work for them in the future; are the terms of this contract consistent with other, similar contracts with other parties); whether the contract terms are reasonable and in the public interest (for example, price, the contractor's experience, the process used to award the contract); and any other questions you believe will help establish the true facts and circumstances surrounding the award of the contract and the request for waiver.

Facts and circumstances that should raise red flags, lead to further questions and possibly result in the denial of a waiver include the lack of any meaningful competitive process before the award of the contract, price or other terms that seem unusual, and a job or employment terms offered to someone leaving a Board that are not generally consistent with the person's prior experience and pay.

If the authorization is granted, the decision must be included in the meeting minutes. In addition, following the meeting a written authorization should be prepared using the appropriate State Conflict Laws Waiver Authorization form, signed by the chair of the Board or other authorized Board Member, and filed with the Auditor General

ALTERNATIVE PROCESS FOR AUTHORIZATION

An alternative procedure may be used for authorization of certain contracts, transactions, or other conflicts- during a meeting of the Board. In order to utilize the alternative procedure, the Board's agenda for the meeting must include an item for conflicts disclosure prior to consideration of any substantive matters on the agenda and the conflict item must relate to a substantive matter on the agenda. Under these circumstances, a Board Member may publicly disclose the existence of a prohibited contract or direct benefit or other conflict in regard to a substantive matter on the agenda without prior written disclosure. After the Member discloses the conflict and answers questions from the other Board Members, the requesting Member must be excused from discussion and consideration of the substantive matter. The Board may waive

the conflict if it determines that, based upon a review of the essential terms of the contract, transaction or conflict and the Member's role in the same, the transaction and terms of the contract are fair, reasonable, and not contrary to the public interest. **Both the disclosure by the Member and determination by the Board must be included in the official minutes made available to the public and a copy of the minutes must be filed with the Auditor-General.**

REQUEST FOR STATE BOARD WAIVER

THIS IS A PUBLIC DOCUMENT

Date: _____

Name of Board Member or Former Board Member: _____

Name of Board, Authority or Commission: _____

Brief explanation of your potential conflict of interest:

Brief explanation of the current or anticipated business transaction with a state agency or with a political subdivision of the state (other than a contract of employment) and your role in the transaction:

Brief explanation of the essential terms of the contract or transaction.

Brief explanation of why you believe a waiver should be granted:

STATE OF SOUTH DAKOTA

(insert name of board/commission/authority)

STATE CONFLICT LAWS
WAIVER AUTHORIZATION
PURSUANT TO SDCL 3-23-3 (current member)

A written request for waiver of conflict, dated _____, was received from
_____. The request was acted upon by the members of
_____ (insert name of board/commission/authority) during a meeting held on
_____.

(check one)

_____ The request for waiver was denied for the following reasons:

_____ The request for waiver was authorized for the following reasons:

_____ The request for waiver was authorized subject to the following conditions:

Signature of Chairperson or Authorized Member

Date

Printed Name: _____

Date mailed to Auditor-General: _____

STATE OF SOUTH DAKOTA

(insert name of board/commission/authority)

STATE CONFLICT LAWS
WAIVER AUTHORIZATION
PURSUANT TO SDCL 3-23-4 (former member)

A written request for waiver of conflict, dated _____, was received from
_____. The request was acted upon by the members of
_____ (insert name of board/commission/authority) during a meeting held on
_____.

(check one)

The request for waiver was denied for the following reasons:

The request for waiver was authorized for the following reasons:

The request for waiver was authorized subject to the following conditions:

Signature of Chairperson or Authorized Member

Date

Printed Name: _____

Date mailed to Auditor-General: _____

SD BAPP

From: SD BAPP <bapp@midconetwork.com>
Sent: Tuesday, May 17, 2016 2:32 PM
To: bapp@midconetwork.com; jeff bratkiewicz (jeffb@bangsmccullen.com)
Subject: FW: SBIC - materials
Attachments: State of South Dakota Subrecipient Attestation Form.docx; State of South Dakota Subrecipient Attestation Form.pdf; Code of Conduct - SD - DRAFT.docx; Code of Conduct - SD - DRAFT.pdf; Conflict of Interest Policy - DRAFT.docx; Conflict of Interest Policy - DRAFT.pdf

Below is an email received from the state that I realized had not been forwarded to the Board.

Tina Nelson
Administrative Officer
SD BAPP Administrative Office
3101 W. 41st Street, Suite 205
Sioux Falls, SD 57105
Phone: (605) 332-2645
Fax: (605) 332-6778
Web: dss.sd.gov/bapp

CONFIDENTIAL NOTICE: This e-mail, attachments, and their contents, are confidential and legally privileged under state and federal law and cannot be used as evidence in any legal proceeding without written authorization of the South Dakota Board of Addiction and Prevention Professionals (BAPP) in accordance with the requirements of South Dakota statutory and case law. Confidentiality and privilege are not waived through inadvertent disclosure to intended recipients or through unauthorized dissemination by authorized recipients. If you are not the intended recipient of this communication, be advised that unauthorized use, disclosure, copying, distribution, or the taking of any action in reliance of this information is unauthorized and prohibited. This communication is for administrative purposes only and all communications to and from this e-mail address are considered to be made for, and on behalf of, only the BAPP, as part of its official duties and responsibilities, and do not constitute the individual or personal actions of any staff; employee; agent; attorney; representative; or current, former, or future BAPP Board Member.

From: Senger, Keith [mailto:Keith.Senger@state.sd.us]
Sent: Thursday, May 05, 2016 6:16 PM
To: Michels, Matt (Lt. Governor) <Matt.Michels@state.sd.us>; Dilges, Jason <Jason.Dilges@state.sd.us>; Barnett, Steve <Steve.Barnett@state.sd.us>; Darnall, Tamara <Tamara.Darnall@state.sd.us>; Kramer, Monte <Monte.Kramer@sdbor.edu>; Williams, Kari <Kari.Williams@state.sd.us>; Sattizahn, Greg <Greg.Sattizahn@UJS.STATE.SD.US>; Schaeffer, Laura <Laura.Schaeffer@state.sd.us>; BFM - INTERNAL CONTROL OFFICERS <BFM.CONTROLOFFICERS@state.sd.us>; David.Kneafsey@ellsworthauthority.org; todd@sdhda.org; Geary, Nancy <ngeary@sanfordlab.org>; Don Templeton <don.templeton@sdhefa.com>; Dustin Christopherson (Dustin.Christopherson@sdhefa.com) <Dustin.Christopherson@sdhefa.com>; 'sdoilseeds@yahoo.com' <sdoilseeds@yahoo.com>; 'jfreking@sdsoybean.org' <jfreking@sdsoybean.org>; 'kbjordan@sdsoybean.org' <kbjordan@sdsoybean.org>; 'wmeck@midwestdairy.com' <wmeck@midwestdairy.com>; 'lisal@sdcorn.org' <lisal@sdcorn.org>; 'accounting@sdcorn.org' <accounting@sdcorn.org>; 'caren@mmsisd.com' <caren@mmsisd.com>; Nelson, Tina <bapp@midconetwork.com>; 'sdbce.msp@midconetwork.com' <sdbce.msp@midconetwork.com>; 'proflic@rushmore.com' <proflic@rushmore.com>; 'sdbce.msp@midconetwork.com' <sdbce.msp@midconetwork.com>; 'sdbce@iw.net' <sdbce@iw.net>; 'brittany@sdboardofdentistry.com'

<brittany@sdboardofdentistry.com>; 'proflic@rushmore.com' <proflic@rushmore.com>; venturecomm.net, sdoptboard <sdoptboard@venturecomm.net>; 'proflic@rushmore.com' <proflic@rushmore.com>; 'proflic@rushmore.com' <proflic@rushmore.com>; 'sdbmt@midwestsolutionssd.com' <sdbmt@midwestsolutionssd.com>; 'sdnfa@midwestsolutionssd.com' <sdnfa@midwestsolutionssd.com>; 'exedir@sdonecall.com' <exedir@sdonecall.com>; Ward, Emily <Emily.Ward@state.sd.us>; Guindon, Marty <Marty.Guindon@state.sd.us>; Houlette, Chris <Chris.Houlette@state.sd.us>; Kessler, Grace <Grace.Kessler@state.sd.us>; Lemieux, Angela <Angela.Lemieux@state.sd.us>; Swanson, Robert <Robert.Swanson@state.sd.us>; Tentinger, Jeremy <Jeremy.Tentinger@state.sd.us>; Tidball-Zeltinger, Brenda <Brenda.Tidball-Zeltinger@state.sd.us>; Wilson, Laura <Laura.Wilson@state.sd.us>; Nelson, Jacqueline <Jacqueline.Nelson@sdstate.edu>; Jastram, Karen <karen.jastram@sdstate.edu>; Starr, Suzanne <Suzanne.Starr@uj.s.state.sd.us>; Schiefen, David <David.Schiefen@state.sd.us>; Preister, Jessica <Jessica.Preister@usd.edu>; Hare, Sara <Sara.Hare@dsu.edu>; Timothy M. Engel (tme@MAGT.COM) (tme@MAGT.COM) <tme@MAGT.COM>; Holzhauser, Ann <Ann.Holzhauser@state.sd.us>
Cc: ALL STAFF-BFM/BFM <ALLBFM@state.sd.us>

Subject: SBIC - materials

The SBIC presentations and DRAFT meeting minutes have been posted as PDF files on the Boards and Commissions website - <http://boardsandcommissions.sd.gov/Meetings.aspx?BoardID=164>

The decision has been made to pull the DRAFT policies and forms from the website. Thus they are attached to this message as MS Word and PDF files.

The SBIC requested your input, comments and questions for each. Please contact the following:

Conflict of Interest - Mark.Edwardson@state.sd.us

Code of Conduct - Teresa.Evans@state.sd.us

Grant Attestation form - Amy.Juso@state.sd.us

These individuals will accumulate and summarize all input, questions and comments for consideration. **Please contact these individuals by Friday May 20.**

Feel free to call Ron Wire or me with questions.

Keith Senger

SD BAPP

From: Senger, Keith <Keith.Senger@state.sd.us>
Sent: Thursday, May 05, 2016 6:16 PM
To: Michels, Matt (Lt. Governor); Dilges, Jason; Barnett, Steve; Darnall, Tamara; Kramer, Monte; Williams, Kari; Sattizahn, Greg; Schaeffer, Laura; BFM - INTERNAL CONTROL OFFICERS; David.Kneafsey@ellsworthauthority.org; todd@sdhda.org; Geary, Nancy; Don Templeton; Dustin Christopherson (Dustin.Christopherson@sdhefa.com); 'sdoilseeds@yahoo.com'; 'jfreking@ssoybean.org'; 'kbjordan@ssoybean.org'; 'wmeck@midwestdairy.com'; 'lisal@sdcorn.org'; 'accounting@sdcorn.org'; 'caren@mmsisd.com'; Nelson, Tina; 'sdbce.msp@midconetwork.com'; 'proflic@rushmore.com'; 'sdbce.msp@midconetwork.com'; 'sdbce@iw.net'; 'brittany@sdboardofdentistry.com'; 'proflic@rushmore.com'; venturecomm.net, sdoptboard; 'proflic@rushmore.com'; 'proflic@rushmore.com'; 'sdbmt@midwestsolutionssd.com'; 'sdnfa@midwestsolutionssd.com'; 'exedir@sdonecall.com'; Ward, Emily; Guindon, Marty; Houlette, Chris; Kessler, Grace; Lemieux, Angela; Swanson, Robert; Tentinger, Jeremy; Tidball-Zeltinger, Brenda; Wilson, Laura; Nelson, Jacqueline; Jastram, Karen; Starr, Suzanne; Schiefen, David; Preister, Jessica; Hare, Sara; Timothy M. Engel (tme@MAGT.COM) (tme@MAGT.COM); Holzhauser, Ann
Cc: ALL STAFF-BFM/BFM
Subject: SBIC - materials
Attachments: State of South Dakota Subrecipient Attestation Form.docx; State of South Dakota Subrecipient Attestation Form.pdf; Code of Conduct - SD - DRAFT.docx; Code of Conduct - SD - DRAFT.pdf; Conflict of Interest Policy - DRAFT.docx; Conflict of Interest Policy - DRAFT.pdf

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Feel free to call Ron Wire or me with questions.

Keith Senger

State Board of Internal Control

Statewide Conflict of Interest Policy for State Agencies

Purpose and Scope:

- This policy is intended to:
 - Provide a basic, statewide conflict of interest policy to be adopted by all state agencies;
 - Supplement, but not replace, any applicable state or federal laws governing conflict of interest applicable to the State of South Dakota and any state agency; and
 - Define general principles regarding a conflict of interest policy for use by all state agencies, excluding the Unified Judicial System.

Definitions:

- *State Agency*: SDCL 1-56-1 defines state agency as “the Legislature; any constitutional officer; the Unified Judicial System; and, any department, division, bureau, board, commission, authority, or agency of the State of South Dakota.”
- *Conflict of Interest*: Any action, decision, or recommendation by a person acting in any capacity for a state agency, in which the effect could or would be to the private benefit or detriment of the person, a relative, or a business associated with the person or relative (include other persons, friends/associates??).

Conflict of Interest Policy:

- A person acting in any capacity for a state agency cannot have either a direct or an indirect interest, financial or otherwise; engage in a business, transaction, or professional activity; or incur an obligation of any nature that results in a conflict of interest.
- A person acting in any capacity for a state agency cannot have either a direct or an indirect interest, financial or otherwise, in a contract, sale, lease, purchase, grant, or any other transaction that results in a conflict of interest.
- A person acting in any capacity for a state agency cannot accept any direct or indirect compensation, gratuity, or reward from any other person with an interest in the contract, sale, lease, purchase, grant, or any other transaction.

- A person acting in any capacity for a state agency cannot employ, recommend the employment of, or supervise the employment of an immediate family member.
- A person acting in any capacity for a state agency shall recuse himself or herself from involvement in any decision, discussion, or signing of a contract, sale, lease, purchase, grant or any other transaction in which he or she has a conflict of interest.

Adoption:

- All state agencies must adopt this statewide conflict of interest policy and add state agency specific language to the policy to best protect each individual state agency against conflicts of interest.
- Each state agency will be responsible for implementing their state agency specific conflict of interest procedures to prevent, monitor, and detect conflicts of interest.

Do you want this policy to include disclosing of conflicts of interest or should that be left up to the agencies???

State Board of Internal Control

Formatted

Statewide Code of Conduct for State Agencies

Purpose and Scope

This policy is intended to:

- 1) Provide a basic, statewide code of conduct to be adopted by all state agencies;
- 2) Supplement, but not replace, any applicable state or federal laws governing codes of conduct applicable to the State of South Dakota and any state agency; and
- 3) Define general principles regarding a code of conduct for use by all state agencies, excluding the Unified Judicial System.

Definition

State Agency: SDCL 1-56-1 defines state agency as "the Legislature; any constitutional officer; the Unified Judicial System; and, any department, division, bureau, board, commission, authority, or agency of the State of South Dakota."

Overview

It is the policy of the State of South Dakota (herein referred to as the State) that in all cases, persons acting in any capacity for a state agency will perform their duties for the benefit of the citizens and constituents. They shall conduct the operations of the State with loyalty, integrity, and impartiality, without allowing prejudice, favoritism, or the opportunity for personal gain to influence their decisions or actions or to interfere with serving the public interest. The purpose of this policy is to establish legal and ethical standards of conduct for all persons acting in any capacity for a state agency. All persons acting in any capacity for a state agency shall adhere to the following code of conduct to build public trust and ensure equitable treatment for all.

Trustworthiness

All persons acting in any capacity for a state agency should demonstrate the highest standards of personal integrity, truthfulness, and honesty in all public activities. The protection of confidential information from inappropriate use is of utmost importance and should be handled accordingly. No person acting in any capacity for a state agency shall use the funds, property, equipment, supplies, or labor of the State for a purpose which is for the private benefit of such person or any other individual or group of individuals unless the same benefit is available to the general public on equal terms or the use is in accordance with State policies and/or ordinances.

Gifts or Gratuities

No person acting in any capacity for a state agency shall directly or indirectly solicit, accept, or receive any gift or consideration whether in the form of money, services, loan, travel, meals, business luncheons, entertainment, or thing of promise from any vendor, company, person, or entity who presently does business with the State, has done business with the State in the past, or is seeking to do business with the State. No person acting in any capacity for a state agency, acting within the scope of their official duties or because of their position, shall accept any non-

monetary item or items with a total value of more than \$10.00 received during one calendar day. The following shall not constitute gifts or consideration for purposes of this section:

- 1) Discounts offered to all State employees.
- 2) Discounts offered to the general public or to private groups such as professional organizations, religious, or service organizations.
- 3) Entertainment provided at a public, professional, or community event in which multiple officials or employees of the State or other governments are invited. Examples include: Picnics, holiday parties, and civic celebrations.
- 4) Entertainment such as golf outings, hockey games, football games, baseball games, or other sporting events available to all State employees.
- 5) Acceptance of a professional or public award reflecting positive performance or community service.
- 6) Campaign contributions reported in full compliance with federal, state, and local ordinances as they may apply.
- 7) Informational materials such as books, reports, pamphlets, calendars, or periodicals not prominently displayed.
- 8) Greeting cards and items with little intrinsic value such as plaques, certificates, and trophies which are intended solely for presentation.
- 9) Luncheons, dinners, or other events where membership dues cover the price of the meal or where food is served in conjunction with training previously authorized by a supervisor.
- 10) Contributions and donations from businesses or others used for charitable events, such as United Way fundraisers.
- 11) Actual expenses for food, beverages, registration, travel, and lodging which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities. Any employee who attends a business lunch with a vendor shall be responsible for payment of their own meal.

Drug-free Work Force

No person acting in any capacity for a state agency shall possess, use, manufacture, dispense, sell, or distribute alcoholic beverages or illegal drugs while on duty, in a State vehicle, on State property, or wearing a State uniform (on or off duty); nor shall any such person be under the influence of such substances while in the named situations. Provided that consumption of such substances as an authorized part of a law enforcement training program or while doing law enforcement work in an undercover capacity may be permitted, but only to the extent approved by appropriate supervisors.

Conflicts of Interest

All persons acting in any capacity for a state agency shall act in accordance with the Statewide Conflict of Interest Policy for State Agencies.

Respect, Caring, and Attitude

Persons acting in any capacity for a state agency should treat all individuals in a respectful, courteous, and professional manner. Persons acting in any capacity for a state agency shall not exceed their authority, breach any laws, or ask others to do so and should work in full compliance with others unless prohibited from doing so by law. Every person acting in any capacity for a state agency is viewed as a representative of the State and should display loyalty, honesty, courtesy, reliability, and helpfulness whether they are receiving criticism or answering a question from private citizens or from fellow employees. The attitude of every person acting in any capacity for a state agency is a reflection upon the State's service. The creation and maintenance of positive relationships is important. All persons acting in any capacity for a state agency should strive to find solutions to customer issues and problems and offer suggestions for improvement to leadership when appropriate.

Responsibility

A primary goal of the State is to uphold the public trust. All persons acting in any capacity for a state agency should perform job duties diligently and promptly and make no promises of any kind which conflict with one's public duties and responsibilities. No person acting in any capacity for a state agency, either on that person's behalf or on behalf of any other person, shall have any financial or personal interest in any business or transaction with the governing body, a board, commission, committee, or other public body of the State.

Personal Appearance

Personal appearance is important. All persons acting in any capacity for a state agency will dress in a manner that creates a good impression upon the people served. The head of each state agency has the authority to adopt specific dress codes for the use within their state agencies; provided that all such dress codes that are adopted must be in writing and prominently posted or otherwise distributed to give the employees reasonable notice of the requirements of the dress code.

Use of State Property

Persons acting in any capacity for a state agency are expected to use and operate State property in a careful and safe manner. State property shall be used for State government purposes only except when a specific policy, contract, or agreement provides for personal use. Responsibility for State property is a part of every job for persons acting in any capacity for a state agency. Use of State property, including uniforms, for political campaign purposes shall result in disciplinary action. As used herein, the wearing of any shirt, jacket, hat, insignia, badge, or other emblem of office which is used to identify persons acting in any capacity for a state agency, or which was purchased or provided by the State, is prohibited while campaigning, whether or not all or some portion of the item is masked or obscured. The uses of insignia used to identify a labor organization is not prohibited, unless the labor insignia has been altered or obscured in such a way as to make it appear to be State property or a portion of a State uniform.

Fairness

All persons acting in any capacity for a state agency should treat others with impartiality and equity. No special favors or privileges should be provided or accepted that could be perceived as influencing the performance of one's duties. Applicable laws and regulations will be applied impartially to everyone.

Outside Employment

Persons acting in any capacity for a state agency may be self-employed or may take occasional part-time jobs if, in the opinion of the persons appointing authority (ARSD 55:10:01:06), there is no conflict with working hours, the person's efficiency in the State duties, or with the interest of the State. An employee of a state agency must obtain approval from their appointing authority before accepting outside employment or venturing into a business. An employee of a state agency may not engage in outside employment while on duty, nor may State property be used for any reason other than State functions except as authorized by a specific policy, agreement, or contract.

Social Responsibility

All persons acting in any capacity for a state agency should make decisions that benefit the public interest and engage only in activities that are consistent with the performance of one's duties.

Political Activity

The following standards of conduct should be applied to circumstances involving political activity:

- 1) Any person acting in any capacity for a state agency who files as a candidate for State elected office shall be considered to have resigned from State employment (their capacity with any state agency) effective on the date that the candidacy is filed. Persons acting in any capacity for a state agency may file as candidates for other public offices without being subject to disciplinary action, provided that they are able to perform their normal duties for the State at normal hours and without interference. In the event the person acting in any capacity for a state agency wins the election and is subsequently sworn into an office, if the office requires the person's full-time attention during all or any portion of the year, the person shall be deemed to have resigned from State employment effective on the date that the person is sworn into the office.
- 2) No person acting in any capacity for a state agency may use State equipment, including State uniforms, while campaigning for office, or while campaigning on behalf of another candidate.
- 3) No person acting in any capacity for a state agency may place campaign literature or signs advocating or supporting or opposing any person or issue on any real estate, buildings, or equipment which is owned or leased by the State or any of its trusts. No person acting in any capacity for a state agency may park a privately-owned vehicle on State owned property if such vehicle has such campaign materials in any form that are placed so as to be observable from the exterior of the vehicle. As used in this subsection, the term "State owned property" shall not include land in which the State

merely owns a right-of-way or easement (anything else to exclude?? State parks, hunting land, ...): Campaign materials shall not be interpreted as including two or fewer adhesive-backed bumper stickers, which do not exceed six inches by 24 inches each and which are fully adhered to the bumper, tailgate, nose cone or rear window of a private vehicle in an otherwise lawful manner.

State of South Dakota Grant Recipient or Sub-Recipient Attestation

All requested information must be attested to in Sections A and B below.

Section A: Entity Information

Entity's Legal Name: _____

DBA, If Applicable: _____

Physical Address: _____

Mailing Address: _____

Phone: _____ Fax: _____

Employer Identification Number (EIN): _____ DUNS Number: _____

Entity's Website: _____

Section B: Requirements of Senate Bill 162, Section 10

A conflict of interest policy is enforced within the recipient's or sub-recipient's organization: Yes No

The Internal Revenue Service Form 990 has been filed, if applicable, in compliance with federal law, and is displayed immediately after filing on the recipient's or sub-recipient's website: Yes No N/A

An effective internal control system is employed by the recipient's or sub-recipient's organization: Yes No

If applicable, the recipient or sub-recipient is in compliance with the federal Single Audit Act, in compliance with § 4-11-2.1, and audits are displayed on the recipient's or sub-recipient's website: Yes No N/A

Section C: Attestation

Printed Name of Person Completing Form: _____

Printed Title of Person Completing Form: _____

Signature of Person Completing Form: _____ Date: _____

Email: _____ Phone: _____

CONTINUING PROFESSIONAL TRAINING CLARIFICATION

Mary Wood Fossen

Julie Pfeifer

Spices as Natural Medicines

April 22, 2016

Mary Wood Fossen
Compass Point
1807 Williams Street
Sturgis, SD 57785

Dear Ms. Wood Fossen:

Thank you for the additional information requested for the 'Mind Body Medicine' training held from February 19 to April 29, 2016. Tina Nelson approved the training for 16.25 contact hours (see enclosed).

She indicated that you wanted the contact hours broken down by day. Therefore, the breakdown would be as follows:

<u>Date</u>	<u>Minutes</u>	<u>Hours</u>
2-19-16	110	1.84
2-26-16	110	1.84
3-4-16	20	.34
3-11-16	110	1.84
3-18-16	80	1.34
3-25-16	110	1.84
4-1-16	110	1.84
4-15-16	100	1.67
4-22-16	110	1.84
4-29-16	<u>110</u>	<u>1.84</u>
Totals	970	16.23

If you have questions, please contact the BAPP Administrative Office.

Sincerely,



Paula Koller
Administrative Assistant

Enclosure

APR 11 2016

**BOARD OF ADDICTION AND PREVENTION PROFESSIONALS (BAPP)
REQUEST FOR APPROVAL OF CONTINUING PROFESSIONAL TRAINING**

(This request must be submitted 30 days before or after the training activity is held.)

Date Submitted: 4-5-16

Name of Training Activity: Mind-Body Medicine

Is there a Registration Fee for this Training Activity? No Yes Amount \$ _____

Sponsoring Agency: Compass Point

Date of Activity: 2-19-16, 2-26-16, 3-4-16, 3-11-16, 3-18-16, 3-25-16, 4-1-16, 4-15-16, 4-22-16, 4-29-16

Hours of Continuing Professional Training Requested: 19

Location of Activity (Site): Compass Point 1807 Williams Street

City: Sturgis State: SD

Instructor(s): Patrick Powers MA (LPC-MH)

Qualifications of Instructor(s): (Sponsoring Agency attach Vitae): Licensed as LPC-MH in SD

Documentation of Training Activity must be attached. (Include Brochures, Course Descriptions, Course Syllabus, Time Frames, Agenda, etc., to assist in evaluating the validity of the training.

Information of Person Submitting this Form:

Name: Mary Wood Fossen

I am attending this activity: OR I am a sponsor representative:
(Include home address below) (Include agency name and agency address below)

Name of Sponsoring Agency (if a sponsor representative): Compass Point

Address: 1807 Williams

City: Sturgis State: SD Zip: _____

Phone #: 605-347-3003 Fax #: 605-347-4944

**COMPLETE THE ABOVE INFORMATION AND SUBMIT ORIGINAL AND ONE COPY OF THIS FORM,
ALONG WITH THE TRAINING DOCUMENTATION, TO:
BAPP, 3101 West 41st Street, Suite 205, Sioux Falls, SD 57105**

APPROVAL: The BAPP Administrative Office will complete this section, and one copy of this form will be returned to you for your records.

THIS TRAINING ACTIVITY HAS BEEN APPROVED FOR:

16.25 Hours of Continuing Professional Training

Mary Wood Fossen
Authorized Signature

April 20, 2016
Date

COMPASS POINT

APR 11 2016

*STURGIS OFFICE (605) 347-3003
Outpatient-1807 Williams Street
Inpatient-1809 Williams Street
P.O. Box 277, Sturgis, SD 57785-0277*

*SPEARFISH OFFICE (605) 642-7093
3025 1ST Ave, Box 3, Spearfish, SD 57783
3025 1ST Ave, Box 3
Spearfish, SD 57783*



April 4, 2016

Board of Addiction and Prevention Professionals
Tina Nelson, Administrative Officer
3101 W. 41st St. Suite 205
Sioux Falls, SD 57105
Phone: 605.332.2645
Fax: 605.332.6778
Email: bapp@midconetwork.com

Dear Ms. Nelson:

I am re-sending our request for approval for training for Mind Body Medicine with the additional information that you requested.

I understand from your letter dated February 5 that the BOD does not consider this type of training to be addiction specific and you gave me the information that I could travel to Sioux Falls to visit directly with the BOD about how it is pertinent to addiction but I am hopeful that this will not be necessary given the additional information I am giving you at this time.

In addition to the sheet on "Learning Objectives" of the Mind Body Medicine's training and the email from Klara Royal of the Center for Mind-Body Medicine, I am also including a flyer for a training on using Spices as Natural Medicines: A Seminar for Health Professionals that has been approved by NAADAC for SA Professionals and ask you to consider the fact that what may have not been considered pertinent to addictions in the past has changed.

I also want to let you know that we are half-way through our training and several counselors report that they have been able to utilize what they have learned to teach their clients skills to reduce anxiety that contributes to relapse.

If I still need to visit with your BOD about this, I will because I feel strongly that mindfulness and meditation and stress reduction are necessary components of recovery.

Sincerely,

Mary Wood Fossen

A handwritten signature in cursive script that reads "Mary Wood Fossen".

Mary Wood Fossen

From: Klara Royal [kroyal@cmbm.org]
Sent: Monday, February 22, 2016 4:59 PM
To: Mary Wood Fossen
Subject: Re: Training approval
Attachments: Mind-Body Medicine 2015 Bibliography.pdf; Learning Objectives Mind-Body Medicine 2015.doc; Mind-Body Skills Groups - time breakdown.docx

Hi Mary,

I am so sorry to hear they are giving you hard time with the approval.

1. It looks like we cannot do much about meditation piece, so we'll need to deduct 5 minutes at the beginning and at the end of each group. For the group focusing on meditation, we will probably deduct additional 30 minutes. I am attaching a more detailed outline that hopefully will help. It's really hard to put times on the parts of the group, but I tried to stress the didactic in case they really don't want to credit any experiential... I believe they should count the didactic on meditation, and I am attaching our bibliography that includes studies done on effectiveness of meditation.
2. As to the approval itself, we can point out other approvals that they seem to accept have been received by CMBM. "Patrick Powers has been trained by the Center for Mind-Body Medicine (CMBM) in this approach. The CMBM training teaches the same skills and model is approved by by NAADAC, AMA (University of Minnesota), NASW, APA (through R Cassidy Seminars) and by NBCC. CMBM has been teaching scientifically-proven skills to health professionals for 25 years. Our Founder & Director is James S. Gordon, MD, a Harvard educated psychiatrist, is a world-renowned expert in using mind-body medicine to heal depression, anxiety, and psychological trauma. He is a Clinical Professor in the Departments of Psychiatry and Family Medicine at Georgetown Medical School. Dr. Gordon served as the first Chairman of the Program Advisory Council to NIH's Office of Alternative Medicine and as Chairman of the White House Commission on Complementary and Alternative Medicine Policy under Presidents Clinton and G.W. Bush. We have several substance abuse specialists on our faculty, among others Jose Calderon-Abbo, MD, who is board certified in Addiction Medicine, and Judith Pedersen-Benn, MS, CADC, CHT, addiction counselor. The feedback from participating addiction professionals have been very positive."
3. The other thing I am attaching in case it's handy is the learning objectives for the training. I guess you could rewrite them to say something like "addiction professional will learnt to utilize with client the following approaches?"
4. As to this approach not being relevant, we could point out the [NIH National Institute on Drug Abuse](#) lists mindfulness as an effective approach.
5. We can also point out a [study that shows that mindfulness might lower burn out rates specifically among addiction health professionals](#). We have also done a study while back on health professionals having [increased well being and using mind-body skills with their patients](#) following the training.
6. Additionally, we could say that "Many studies have shown a link between trauma/PTSD and substance abuse (see below for just two examples). This model has been shown to be very effective with trauma - [see our published studies in peer-reviewed journals for details](#)"
 1. Veterans with PTSD were more likely to be prescribed addictive pain medicine, a new [study](#) published in the Journal of the American Medical Association shows, and they were also more likely to take them at higher doses and suffer other drug-related problems. The study tracked 141,029 veterans of the Iraq and Afghanistan wars from October 2005 to December 2010 who had received a pain diagnosis within one year of entering the VA health system. Further information and commentary on the article can be found on the Veterans Administration news blog [Vantage Point](#).

2. PTSD Increases Risk of Acquiring Alcohol Abuse Problems A recent study of National Guard soldiers with no history of substance use found they face a high risk of alcohol abuse problems post deployment. The study also found that developing PTSD or depression during or after deployment significantly increased the risk of alcohol abuse during this same period.

I hope some of this will make a difference! Let me know if anything else comes to mind that you could use. I'll have my fingers crossed! :-)

Take care,
Klara

Klára Royal
Associate Director of Program Development
202-966-7338, ext. 241 kroyal@cmbm.org
www.cmbm.org



The Center for Mind-Body Medicine
Teaching thousands to heal millions

Support the work

On Mon, Feb 22, 2016 at 4:07 PM, Mary Wood Fossen <mary@thecompasspoint.org> wrote:

Klara,

I left a message for you on your phone but thought I'd follow up with this email and include the letter I received from the SD Board of Addiction and Prevention Professionals denying our request for CEUs for Patrick Powers' training on Mind Body Medicine as well as the list of pre-approved sponsors and the continuing professional training requirements.

I appreciate your help with this. ~~Mary Wood Fossen, Compass Point~~

APR 11 2016

2-19-16
9-11 A.M.

☺ bathroom
break

GROUP #1: Drawings

- Welcoming remarks – 10 minutes
- ~~Opening Meditation – 5 minutes~~
- Discussion of group guidelines: – 10 minutes
 - Confidentiality
 - Mutual Respect
 - "I Pass"
 - Punctuality
 - Commitment
 - Home Practice
- Introductions – 30 minutes
 - Tell us about yourself (work, family, health, what brought you here, previous group experience, etc.)
 - Goals for the group?
- Experiential Exercise: Drawings – 60 minutes
 - Draw yourself:
 - (1) as you see yourself now
 - (2) with your biggest problem
 - (3) with your biggest problem solved
 - Process/Share drawings
 - Collect drawings
- ~~Closing Meditation – 5 minutes~~

110 minutes (-) meditation

2-26-16
9-11

☺ bathroom
break

GROUP #2: Autogenic Training & Biofeedback

- ~~Opening meditation – 5 minutes~~
- Check-in – 20 minutes
- Continuation of drawings (if necessary)
- Biofeedback and autogenics exercise: Background Information – 30 minutes
 - Fight or flight response and self regulation
 - Acute vs. chronic stress
 - How the nervous, immune and endocrine systems adapt to chronic stress
 - Discuss the sympathetic and parasympathetic parts of the NS
 - Discuss the interaction of mind and body (psycho-neuro-endo-immunology)
 - Discuss ramifications for people on medications
- Autogenics – 30 minutes
 - What is it?
 - How does it work?
 - Why is it helpful?
 - Discuss use of imagery in autogenics
 - Discuss phrases and how they affect physiology

- Biofeedback
 - What is it?
 - How do biodots work with brain and body?
 - When might it be helpful?
 - What is the goal?
 - What are the pitfalls?
 - How do you put on and use the thermister or biodot?
- Experiential Exercise: Autogenics & Biofeedback - 30 minutes
- Share
 - How was this for you? What did you notice?
 - Give instructions for homework, (using the biodots- how, when, where etc.)
 - Take home message: *we can control and affect our physiology.*
- ~~Closing Meditation - 5 minutes~~

110 min (-) meditation 10 min

GROUP # 3: Meditation

*3-4-16
9-11 AM
@ Bathroom
Break*

- ~~Opening Meditation - 5 minutes~~
- Check-in - 20 minutes
- Didactic: 30 minutes
 - What is Meditation?
 - Discuss the three different kinds of Meditation
 - What are the benefits of meditation? Short and long term
 - How to get started and how to choose which kind to do- now and in the future
 - Discuss what might happen in meditation
- Experiential Exercise: 30 minutes Do a meditation. (If there is time, you can do more than one meditation but provide an opportunity for participants to share after each exercise). Meditations may include: Soft Belly, Shaking and Dancing, Walking Meditation, Mindfulness Meditation and others.
- Share 20 minutes
- Invite participants to try a meditation exercise as "homework" and see what they notice over the course of the week. 10 minutes
- Closing Meditation - 5 minutes

80 minutes (- 40 min med)

GROUP #4: Guided Imagery

*3-11-16
9-11 A.M
@ Bathroom
Break*

- ~~Opening Meditation - 5 minutes~~
- Check-in - 25 minutes
- Didactic Presentation 35 minutes
 - What is imagery?
 - What is visualization?

NO

- Define active vs. receptive imagery
- Give examples of the power of imagery
- Discuss the use of all senses in imagery
- How, when and why is imagery helpful?
- Discuss imagery and the mind-body connection
- Review how an image can affect physiology and psychology
- Discuss how participants can use imagery in various ways
- Experiential Exercise 30 minutes
 - "Special Place" & "Inner Guide"/"Wise Self"/"Spirit Guide" imagery
- Share - 20 minutes
- ~~Closing Meditation - 5 minutes~~

110 min (-10 min med)

*3-18-16
9-11 AM
@ Bathroom
Break*

GROUP #5: Dialogue with a Symptom

- ~~Opening Meditation - 5 minutes~~
- Check-in 20 minutes
- Didactic: 30 minutes
 - Discuss how writing is a form of self-expression, a way of accessing the unconscious
 - Explore the importance of being in a relaxed state & trusting the unconscious
 - Discuss how and when writing can be helpful
- Experiential exercise: Dialogue with a Symptom, Emotion or Body Part 30 minutes
- Share 30 minutes
- ~~Closing Meditation - 5 minutes~~

110 min (-10 min med)

*3-25-16
9-11 A.M
@ Bathroom
Break*

GROUP #6: Genograms

- ~~Opening Meditation - 5 minutes~~
- Check-in - 20 minutes
- Didactic: 30 minutes
 - What are Genograms and why do we use them?
 - How can genograms help us better understand ourselves, the ways we interact with others, and how we experience the world around us?
 - How is a Genogram different from a family tree?
 - Explain how we can follow a trait, behavior, health condition, addiction, etc. through our family lineage using a genogram.
 - Explore how Genograms can differ from one family member to the next and from one point in our own lives, to the next. They are living documents that are always influenced by our own unique experiences of being who we are in relation to our family members.

- Experiential: Create a genogram 30 minutes
- Sharing of genograms 30 minutes
- ~~Closing Meditation - 5 minutes~~

110 min (- 10 min med)

4-1-16
9-11 AM
@ Bathroom
Break

GROUP #7: Genograms (continued)

- ~~Opening Meditation - 5 minutes~~
- Check-in 20 minutes
- Continue sharing Genograms 90 minutes
- ~~Closing Meditation - 5 minutes~~

110 min (- 10 min med)

4-15-16
9-11 A.M.
@ Bathroom
Break

GROUP #8: Relationship with Food & Mindful Eating

- ~~Opening Meditation - 5 minutes~~
- Check-in - 20 minutes
- Didactic: Mindful Eating - 50 minutes
 - Explain why we include mindful eating in the skill's group
 - What is the emphasis?
 - Discuss whole foods vs. process foods and effects on health
 - Discuss the typical American diet
 - What would a basic good diet look like?
 - What role did food have in your family growing up?
 - Discuss experimentation
- ~~Do an eating Meditation - 10 minutes~~
- Share - 25 minutes
- Invite participants to do a "take-home" assignment, for example, notice how you feel after eating or experiment with limiting something like dairy or wheat - 5 minutes
- ~~Closing Meditation - 5 minutes~~

110 min (- 5 min med)

4-22-16
9-11 A.M.
@ Bathroom
Break

GROUP #9: Closing Drawings

- ~~Opening Meditation - 5 minutes~~
- Check-in, talk about termination issues since this is next to last group - 20 minutes
 - Discuss the meaning/importance of closure
- Drawings: 30 minutes
 - Draw:
 - (1) yourself as you are now
 - (2) yourself as you'd like to be
 - (3) how you are going to get there

- Process and compare w/ first set **30 minutes**
- Talk briefly w/ your group about designing a ritual or you may design one of your own.
- Discuss the meaning of closure and the importance of closing rituals **30 minutes**
- ~~Closing Meditation - 5 minutes~~

110 min (- 10 min med)

GROUP #10: Closing Ritual

*4-29-16
9-11 AM
of Ballroom
Break*

- ~~Opening Meditation - 5 minutes~~
- Check-in: This is the last group - **40 minutes**
- Finish processing drawings if needed **40 minutes**
- Do a Closing ritual **30 minutes**
- Depending on your closing ritual, you may still want to end with a very simple, ~~brief, closing meditation. 5 minutes~~

110 min (- 10 min med)



February 5, 2016

Mary Wood-Fossen
Compass Point
1807 Williams Street – PO Box 277
Sturgis, SD 57785

Dear Ms. Wood-Fossen:

The Board of Addiction and Prevention Professionals (BAPP) received your 'Request for Approval of Continuing Professional Training' and 'Educational Provider Status Agreement' forms, for the 'Mind-Body Medicine' training, held February – March, 2016.

Unfortunately, more information is needed before the BAPP can process your request.

Per BAPP policy - It is required that the following information be submitted with the approval form: copies of the brochure or agenda for the training event, to include: qualifications of all instructors; an outline of the event; the topics covered; the date(s) of the event, and the time schedule (actual hours for sessions, breaks, lunches, etc.) Continuing Professional Training is measured in units of "clock hours". A clock hour is a continuous fifty-minute period. Time devoted to mealtimes, breaks, exercise, meditation, prayer, etc., will not be consider or included when awarding Continuing Professional Training hours.

The information you submitted does not include an agenda identifying time frames, which is necessary to determine the actual number of contact hours awarded for the training. Also, the 'Sample: 10-Session Small Group Outline' you submitted, reflects each sessions opens and closes with Meditation and at least one of the sessions is devoted entirely to Meditation; which cannot be included when awarding contact hours.

BAPP policy reflects: "Continuing Professional Training means training gained from attendance and participation in approved counseling related trainings, addiction, behavioral health, or prevention courses, lectures, workshops, or seminars; training provided by the practitioner's employer; and teaching or training in the counselor core functions. It constitutes an organized program of learning, which contributes directly to the competency of the practitioner in serving the public. This includes the areas of prevention, treatment, counseling and the administration of programs to improve professional skills and upgrade the standards of all addiction counselors and prevention specialists."

The training information you submitted does not appear to be addiction specific.

The BAPP is unable to approve your request and is returning the information. If you feel the training is addiction related, please feel free to re-submit the appropriate forms, with pertinent information documenting that the training meets the BAPP's criteria.

If you have questions, please contact the Administrative Office.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tina Nelson', is written over the word 'Sincerely,'.

Tina Nelson
Administrative Officer

Enclosures

Autogenic training

From Wikipedia, the free encyclopedia

Autogenic training is a desensitisation-relaxation technique developed by the German psychiatrist Johannes Heinrich Schultz and first published in 1932. The technique involves the daily practice of sessions that last around 15 minutes, usually in the morning, at lunch time, and in the evening. During each session, the practitioner will repeat a set of visualisations that induce a state of relaxation. Each session can be practiced in a position chosen amongst a set of recommended postures (for example, lying down, sitting meditation, sitting like a rag doll). The technique can be used to alleviate many stress-induced psychosomatic disorders.

Autogenic training was popularized in North America and the English-speaking world by Wolfgang Luthe, who co-authored, with Schultz, a multi-volume tome on autogenic training. In 1963 Luthe discovered the significance of "autogenic discharges", paroxysmic phenomena of motor, sensorial, visual and emotional nature related to the traumatic history of the patient, and developed the method of "autogenic abreaction". His disciple Luis de Rivera, a McGill University-trained psychiatrist, introduced psychodynamic concepts^[1] into Luthe's approach, developing "autogenic analysis"^[2] as a new method for uncovering the unconscious.

There are many parallels between autogenic training and progressive relaxation. Herbert Benson, MD, a Harvard professor, also did significant research in the area and wrote an influential book, *The Relaxation Response*.

Abbé Faria and Émile Coué are the forerunners of Schultz.

Like many techniques (progressive relaxation, yoga, qigong, varieties of meditation) which have been developed into advanced, sophisticated processes of intervention and learning, autogenic training, as Luthe and Schultz wrote in their master tome, took well over a year to learn to teach and over a year to learn. But some biofeedback practitioners took the most basic elements of autogenic imagery and developed "condensed" simplified versions that were used in combination with biofeedback. This was done at the Menninger Foundation by Elmer Green, Steve Fahrio, Patricia Norris, Joe Sargent, Dale

Autogenic training

Intervention

MeSH

D001326

Mind–body interventions

- Aromatherapy
- Autosuggestion
- **Autogenic training**
- Biofield therapy
- Energy medicine
- Expressive therapy
- Hypnotherapy
- Medical intuition
- Meditation
- Mindfulness
- Music therapy
- Physical exercise
- Psychoneuroimmunology
- Somatic psychology

Stylized methods

- Alexander technique
- Eurythmy
- Feldenkrais method
- Franklin method
- Qigong
- Rolfing Structural Integration
- Tai chi
- Trager Approach
- Watsu
- Yoga
- Zero Balancing

NCCAM classifications

Walters and others, where they took the hand warming imagery of autogenic training and used it as an aid to develop thermal biofeedback.

Contents

- 1 Effects
- 2 Contraindications
- 3 Clinical evidence
- 4 References
- 5 Further reading
- 6 See also
- 7 External links

1. Alternative medical systems
2. Mind-body interventions
3. Biologically based therapy
4. Manual methods
5. Energy therapy

See also

- Alternative medicine
- Glossary of alternative medicine
- Bodymind interventions

Effects

Autogenic training restores the balance between the activity of the sympathetic (flight or fight) and the parasympathetic (rest and digest) branches of the autonomic nervous system. This has important health benefits, as the parasympathetic activity promotes digestion and bowel movements, lowers the blood pressure, slows the heart rate, and promotes the functions of the immune system.

Contraindications

Autogenic training has been said to be contraindicated for people with heart conditions or psychotic disorders.^[3]

Clinical evidence

Autogenic training has been subject to clinical evaluation from its early days in Germany, and from the early 1980s worldwide. In 2002, a meta-analysis of 60 studies was published in *Applied Psychophysiology and Biofeedback*,^[4] finding significant positive effects of treatment when compared to normals over a number of diagnoses; finding these effects to be similar to best recommended rival therapies; and finding positive additional effects by patients, such as their perceived quality of life.

In Japan, four researchers from the Tokyo Psychology and Counseling Service Center have formulated a measure for reporting clinical effectiveness of autogenic training.^[5]

References

1. Rivera, José Luis González de (1997). "Autogenic psychotherapy and psychoanalysis" (PDF). In Guimón, J. *The body in psychotherapy: international congress, Geneva, February 1–3, 1996*. Basel; New York: Karger. pp. 176–181. ISBN 9783805562850. OCLC 36511904.

- Rivera, José Luis González de (2001). *Autogenic analysis: the tool Freud was looking for* (PDF). *International Journal of Psychotherapy* **6**. pp. 67–76. doi:10.1080/13569080120042216.
- Rosa, Karl Robert (1976). *Autogenic training*. London: Victor Gollancz. ISBN 0575021004. OCLC 2615822.
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- Ikezuki, M; Miyauchi, Y; Yamaguchi, H; Koshikawa, F (February 2002). "自律訓練法の臨床効果測定用尺度 (ATCES) の開発 [Development of Autogenic Training Clinical Effectiveness Scale (ATCES)]". *心理学研究 (Shinrigaku Kenkyu)* (in Japanese) **72** (6): 475–481. doi:10.4992/jjpsy.72.475. PMID 11977841.

Further reading

- Bird, Jane; Pinch, Christine (2002). *Autogenic therapy: self-help for mind and body*. Dublin: Newleaf. ISBN 9780717134229.
- Luthe, Wolfgang; Schultz, Johannes Heinrich (1969). *Autogenic therapy*. New York: Grune & Stratton. ISBN 9780808906643. OCLC 47990. Republished in 2001 by The British Autogenic Society. In six volumes.

Vol. 1 Autogenic Methods
Vol. 2 Medical Applications
Vol. 3 Applications in Psychotherapy
Vol. 4 Research and Theory
Vol. 5 Dynamics of Autogenic Neutralisation
Vol. 6 Treatment with Autogenic Neutralisation

See also

- Affirmations
- Hypnosis
- Self-hypnosis
- Suggestion
- Yoga nidra

External links

- The Autogenic Training Institute of Australia (<http://www.autogenics.com.au/>)
- The British Autogenic Society (<http://www.autogenic-therapy.org.uk/>)
- Spanish Society of Psychotherapy and the Institute for Autogenic Psychotherapy (<http://www.psicoter.es/>) (in Spanish)

Retrieved from "https://en.wikipedia.org/w/index.php?title=Autogenic_training&oldid=703504746"

Categories: All articles with unsourced statements | Meditation | Hypnosis | Psychiatric treatments
| Mind–body interventions

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SEARCH

Article Link: <http://www.webmd.com/a-to-z-guides/biofeedback-therapy-uses-benefits>

Overview of Biofeedback

In this article

[How Does Biofeedback Therapy Work?](#)[Biofeedback Uses](#)[Getting Started With Biofeedback Therapy](#)

When you raise your hand to wave hello to a friend, or lift your knee to take another step on the Stairmaster, you control these actions. Other body functions -- like heart rate, skin temperature, and blood pressure -- are controlled involuntarily by your nervous system. You don't think about making your heart beat faster. It just happens in response to your environment, like when you're nervous, excited, or exercising.

One technique can help you gain more control over these normally involuntary functions. It's called biofeedback, and the therapy is used to help prevent or treat conditions, including migraine headaches, chronic pain, incontinence, and high blood pressure.

The idea behind biofeedback is that, by harnessing the power of your mind and becoming aware of what's going on inside your body, you can gain more control over your health.

How Does Biofeedback Therapy Work?

Researchers aren't exactly sure how or why biofeedback works. They do know that biofeedback promotes relaxation, which can help relieve a number of conditions that are related to stress.

During a biofeedback session, electrodes are attached to your skin. Finger sensors can also be used. These electrodes/sensors send signals to a monitor, which displays a sound, flash of light, or image that represents your heart and breathing rate, blood pressure, skin temperature, sweating, or muscle activity.

When you're under stress, these functions change. Your heart rate speeds up, your muscles tighten, your blood pressure rises, you start to sweat, and your breathing quickens. You can see these stress responses they happen on the monitor, and then get immediate feedback as you try to stop them. Biofeedback

sessions are typically done in a therapist's office, but there are computer programs that connect the biofeedback sensor to your own computer.

A biofeedback therapist helps you practice relaxation exercises, which you fine-tune to control different body functions. For example, you might use a relaxation technique to turn down the brainwaves that activate when you have a headache.

Several different relaxation exercises are used in biofeedback therapy, including:

- Deep breathing
- Progressive muscle relaxation -- alternately tightening and then relaxing different muscle groups
- Guided imagery -- concentrating on a specific image (such as the color and texture of an orange) to focus your mind and make you feel more relaxed
- Mindfulness meditation -- focusing your thoughts and letting go of negative emotions

1 | 2 | 3 NEXT PAGE >

This Week in Health



Alzheimer's Disease: Signs and Symptoms
Celebrities With Multiple Sclerosis
12 Concentration Killers You Can Fix
20 Reasons for Blood Sugar Swings

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SEARCH

Article Link: <http://www.webmd.com/a-to-z-guides/biofeedback-therapy-uses-benefits?page=2>

Overview of Biofeedback

How Does Biofeedback Therapy Work? continued...

As you slow your heart rate, lower your blood pressure, and ease muscle tension, you'll get instant feedback on the screen. Eventually, you'll learn how to control these functions on your own, without the biofeedback equipment.

Different types of biofeedback are used to monitor different body functions:

Electromyogram (EMG). This measures muscle activity and tension. It may be used for back pain, headaches, anxiety disorders, muscle retraining after injury, and incontinence.

Thermal. This measures skin temperature. It may be used for headache and Raynaud's disease.

In this article

[How Does Biofeedback Therapy Work?](#)[Biofeedback Uses](#)[Getting Started With Biofeedback Therapy](#)

Understand your cancer.
Know your options.



FROM OUR SPONSOR



Discover advanced technologies and treatment options

Learn about integrative cancer care

Hear from doctors and patients

Learn More

Neurofeedback or electroencephalography (EEG). This measures brain waves. It may be used for attention deficit hyperactivity disorder (ADHD), epilepsy and other seizure disorders.

Electrodermal activity (EDA). This measures sweating and can be used for pain and anxiety.

Heart rate variability (HRA). This measures heart rate. It may be used for anxiety, asthma, chronic obstructive pulmonary disease (COPD), and irregular heartbeat.

Each biofeedback therapy session lasts about 30 minutes. Usually, you can start to see biofeedback benefit within 10 sessions or less. Some conditions, such as high blood pressure, can take 20 or more sessions to improve.

Biofeedback Uses

Biofeedback can help many different conditions. Here is a rundown of some biofeedback benefits:

Chronic pain. By helping you identify tight muscles and then learn to relax those muscles, biofeedback may help relieve the discomfort of conditions like low back pain, abdominal pain, temporomandibular joint disorders (TMJ), and fibromyalgia. For pain relief, biofeedback can benefit people of all ages, from children to older adults.

Headaches. Headaches are one of the best-studied biofeedback uses. Muscle tension and stress can trigger migraines and other types of headaches, and can make headache symptoms worse. There is good evidence that biofeedback therapy can relax muscles and ease stress to reduce both the frequency and severity of headaches. Biofeedback seems to be especially beneficial for headaches when it's combined with medications.

Anxiety. Anxiety relief is one of the most common uses of biofeedback. Biofeedback lets you become more aware of your body's responses when you're stressed and anxious. Then you can learn how to control those responses.

< PREVIOUS PAGE 1 | 2 | 3 NEXT PAGE >

This Week in Health



- Alzheimer's Disease: Signs and Symptoms
- Celebrities With Multiple Sclerosis
- 12 Concentration Killers You Can Fix
- 20 Reasons for Blood Sugar Swings

Living with Osteoarthritis Knee Pain?

- Learn about a different treatment option
- Find out which exercises can help you manage pain
- Get the most out of your doctor's appointment

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US.SYN.15.10.042

From Our Sponsor



May 18, 2016

Julie Pfeifer
1405 Stewart Drive
Aberdeen, SD 57401

Dear Ms. Pfeifer:

Since our last email communication regarding your Request for Approval of Continuing Professional training for the 'Caring Professionals Conference: Nurturing the Caregiver', held May 5, 2016, the BAPP received another request for the same training, which included the documentation necessary to determine the validity of the event.

The information received from the other practitioner reflected that this training was approved by the Board of Counselor Examiners (BCE). Since BCE is on the list of BAPP Pre-Approved Sponsors for Continuing Professional Training, this training has been approved for five (5) contact hours of Board approved continuing professional training. The list of Pre-Approved Sponsors is available on the BAPP's website.

Since you raised concerns regarding the approval process, please feel free to address this with the Board of Directors. All Board meeting agendas include Public Input, which allows for public participation at any Board meeting. During Public Input, the Board shall listen to an individual wishing to address the Board, but no actions or decisions are required. Individuals who wish to place or present a matter on the agenda shall, by written request, make known the nature of their business. This written request must be submitted to the BAPP Administrative Office at least five business days prior to the date of the meeting. The June 9, 2016 Board of Directors meeting, will be held at the Park Place Center, 3101 W. 41st Street, in Sioux Falls, SD. Public Input will begin at 11:00 a.m. (CST). If you wish to address the Board, please submit your written request to the BAPP administrative office.

If you have questions or need additional information, please contact me at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tina M. Nelson', is written over a light blue horizontal line.

Tina M. Nelson
Administrative Officer

Enclosure

SD BAPP

From: SD BAPP <bapp@midconetwork.com>
Sent: Friday, April 08, 2016 5:31 PM
To: 'Julie Pfeifer'
Subject: RE: denial letter

Julie,

I would like to address your concerns regarding this matter. Would you like to have a telephone conversation, so I could answer questions / explain the approval process? I will be out of the office next week. However, I could call you upon my return, the week of April 18th?

Thank you,

Tina Nelson

BAPP Administrative Officer

SD BAPP Administrative Office
3101 W. 41st Street, Suite 205
Sioux Falls, SD 57105
Phone: (605) 332-2645
Fax: (605) 332-6778
Web: dss.sd.gov/bapp

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From: Julie Pfeifer [mailto:julie.pfeifer@avera.org]
Sent: Wednesday, April 06, 2016 1:03 PM
To: BAPP <bapp@midconetwork.com>
Cc: Julie Pfeifer <julie.pfeifer@avera.org>
Subject: RE: denial letter

Sorry, in all my years I have never found it SO difficult to get an educational opportunity approved and I am not going to try anymore it just is not worth the fight. Through the years we have sent in many and have not had the problems we have run into in the last couple of months, I just don't get it, you have NEVER asked for what you are asking for now, it feels like we are being singled out for something, maybe I asked the wrong question or something, I don't know, but I'm done with fighting

something that I can't win. The reference to the core functions is right in your policy statement, "and teaching or training in the counselor core functions".

Julie

Julie J Pfeifer, LAC
Clinical Manager
Worthmore Addiction Services
Avera St Lukes
Aberdeen SD 57401
605-622-5800
605-622-5808-fax

What if you woke up TODAY, with only the things you thanked GOD for YESTERDAY?

From: BAPP [mailto:bapp@midconetwork.com]

Sent: Wednesday, April 06, 2016 12:08 PM

To: Julie Pfeifer

Subject: FW: denial lettter

Julie,

The BAPP has not "denied" this training activity. You were sent a letter (April 1), asking for additional documentation. Without this information, I am unable to make an informed decision in determining the validity of the training.

The BAPP's intent is not to make this process "more difficult". The procedure for approving continuing professional training is simplistic, if all required information is submitted.

The agenda you provided does include time frames, and we can award credit for the "Welcome" and "Conclusion". However, I am unable to determine the amount of contact time to be awarded, because the "Opening Prayer" and "Closing Prayer" (which cannot be approved), are included within the same time frame.

Your email mentions *but the rest you said does not meet with the policy of the 12 core functions.* I apologize if I'm overlooking something, but I cannot find reference to this comment, in my April 1 letter.

What I am asking for are descriptions of the topics being presented. For example: "Keynote: The Energy Bus" and "Keynote: The Carpenter"; the only information the BAPP received were the titles. As stated in my April 1 letter, "in order for the BAPP to determine whether the subject matter meets the criteria for approval of continuing professional training, more information is needed regarding the content of the Keynote speaker's topic 'The Energy Bus' and 'The Carpenter'; as well as the topics 'Spirituality Through Adversity' and 'Curiosity and Improvisation in Pastoral Practice'."

Your email mentions the BAPP awarding credit for Laugh Therapy, at the SDAAPP conference. If continuing professional training was awarded, that signifies the training met the Standards of Approval. If the BAPP receives a presentation description for Art Therapy and Recreational Therapy, for the May 5th training, credit may be awarded for these topics, as well.

Because approval cannot be awarded for meditation and prayer (i.e. "Praying the Psalms" and "Meditation and Scripture"), I will need to know which sessions you are attending in order to determine the total amount of contact hours to be awarded. Also, I asked for more information (presentation descriptions) on "Spirituality Through Adversity" and "Curiosity and Improvisation in Pastoral Practice" to determine if these sessions will meet the standards for approval.

BAPP

From: BAPP <bapp@midconetwork.com>
Sent: Wednesday, April 06, 2016 12:08 PM
To: 'julie.pfeifer@avera.org'
Subject: FW: denial letter

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I too, am hopeful that "we can find a resolution to this matter". The Standards Manual, available on the BAPP's website, includes a detailed section outlining the Standards of Approval for continuing professional training.

I am also available to have telephone conversation, to explain the process and answer any questions regarding the approval of continuing professional training.

Thank you,
Tina Nelson
Administrative Officer
SD BAPP Administrative Office

3101 W. 41st Street, Suite 205
Sioux Falls, SD 57105
Phone: (605) 332-2645
Fax: (605) 332-6778
Web: dss.sd.gov/bapp

CONFIDENTIAL NOTICE: This e-mail (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521, is confidential and may be legally privileged. Confidentiality and privilege are not waived through inadvertent disclosure. This e-mail contains information that is private, confidential, or is protected by the attorney/client and/or work-product doctrine, and is intended only for the use of the individual(s) named herein. If you are not the intended recipient, be advised that unauthorized use, disclosure, copying, distribution, or the taking of any action in reliance of this information is unauthorized and prohibited. If you received this e-mail in error, please immediately notify the sender by replying, and please delete this message and any attachments.

From: Julie Pfeifer [<mailto:julie.pfeifer@avera.org>]

Sent: Tuesday, April 05, 2016 9:23 AM

To: bapp@midconetwork.com

Cc: Julie Pfeifer <julie.pfeifer@avera.org>

Subject: denial letter

Tina, I am in receipt of your denial letter of my request for continuing education, dated April 1st. A couple of questions,

(1st –you reference that you want a detailed agenda showing time frames and the one I sent did have all the time frames on it, and if you do not give credit for welcome and prayer that is fine, but the rest you said does not meet with the policy of the 12 core functions.

(2nd –please explain how last fall a full morning of “laugh therapy” at the SDAPP conference could be given credit but this cannot.

Tina this day workshop has been given hours for, Social Workers, Counselors and Marriage Family Therapists, Nursing Home Administrators, Continuing Medical Education and Continuing Nursing Education, how can it be denied for us??

It is becoming more and more difficult to obtain the hours that the Board requires, and situations like this make it even more challenging. I am hopeful that we can find a resolution to this matter.

Thanks! Julie

Julie J Pfeifer, LAC
Clinical Manager
Worthmore Addiction Services
Avera St Lukes
Aberdeen SD 57401

605-622-5800
605-622-5808-fax

What if you woke up TODAY, with only the things you thanked GOD for YESTERDAY?

April 1, 2016

Julie Pfeifer
1405 Stewart Drive
Aberdeen, SD 57401

Dear Ms. Pfeifer:

The Board of Addiction and Prevention Professionals (BAPP) received a Request for Approval of Continuing Professional training for the 'Caring Professionals Conference: Nurturing the Caregiver' to be held on May 5, 2016.

Unfortunately, the BAPP is unable to approve the training at this time and is returning the information you submitted. BAPP policy reflects that time devoted to meditation and prayer cannot be included when awarding Continuing Professionals Training hours. Policy prohibits the BAPP from approving the Opening and Closing Prayer; and, such topics as 'Praying the Psalms' and 'Meditation and Scripture'.

In order to receive credit for the training sessions that meet the criteria for approval of continuing professional training, a detailed agenda is required, showing the time frames, for each topic presented.

Also, in order for the BAPP to determine whether the subject matter meets the criteria for approval of continuing professional training, more information is needed regarding the content of the Keynote speaker's topics 'The Energy Bus' and 'The Carpenter'; as well as the topics 'Spirituality Through Adversity' and 'Curiosity and Improvisation in Pastoral Practice'. Please feel free to re-submit the approval form, agenda, topic descriptions, and the time frame for each topic presented.

Upon receipt of all information, the BAPP Administrative Office will review the information for approval of continuing professional training.

BAPP policy reflects:

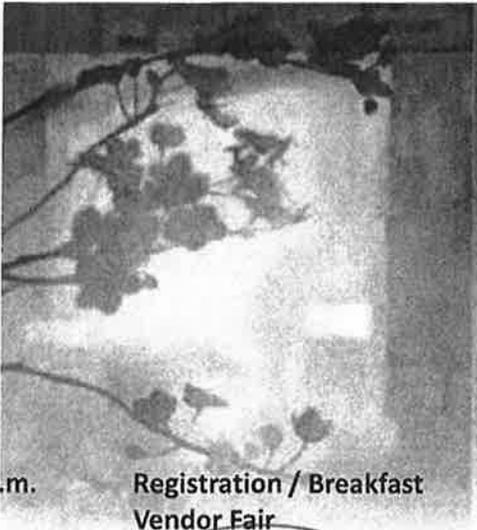
Continuing Professional Training means training gained from attendance and participation in approved counseling related trainings, addiction, behavioral health, or prevention courses, lectures, workshops, or seminars; training provided by the practitioner's employer; and teaching or training in the counselor core functions. It constitutes an organized program of learning, which contributes directly to the competency of the practitioner in serving the public. This includes the areas of prevention, treatment, counseling and the administration of programs to improve professional skills and upgrade the standards of all addiction counselors and prevention specialists. It is conducted by individuals considered experts in the subject matter of the program because of education, training, or experience; and, it is accompanied by a paper, manual, written outline, or electronic documentation which substantially pertains to the subject matter of the program.

Please feel free to call the BAPP if you have questions or need additional information.

Sincerely,

Tina Nelson
Administrative Officer

Enclosure



Caring Professionals Conference: Nurturing the Caregiver

Thursday, May 5, 2016 • 8:30 a.m. – 4 p.m.

Holiday Inn City Centre

100 West 8th Street • Sioux Falls, SD

AGENDA

8 a.m. Registration / Breakfast
Vendor Fair

8:30 a.m. Opening Prayer and Welcome

Sr. Joan Reichelt
Executive Vice President of Culture, Avera
Gail Sommerfeld
Vice President of Mission, Avera

9 a.m. Keynote: "The Energy Bus"

Melissa Johnson, Owner
Oh My Cupcakes! and Oh My Word

~~10 a.m.~~ Break and Vendor Fair

10:20 a.m. Education Session 1 (Choose 1)

Spirituality Through Adversity
Megan Bartel, LSW, Pharmacy Business Analyst, Avera
Curiosity and Improvisation in Pastoral Practice
Steve Corum, ACPE, BCC, DMin
Associate Director for Clinical Pastoral Education, Avera
Laura Hoffman, M Div PC
Hospice Chaplain Coordinator, Sanford
Self Care: Refresh your Spirit
Mary Hill, BSN, MA, JD
Vice President of Ethics, Avera

Keynote Speaker: Melissa Johnson

With ten years of broadcasting experience, Melissa Johnson is a skilled communicator, speaker and workshop facilitator. Traveling across the nation and abroad, Melissa speaks to school administrations, corporations, civic and community groups. A talk or workshop by Melissa engages, inspires and motivates the audience.

As an entrepreneur, wife and mother of three children Melissa shares invaluable stories and advice based on real life experiences that resonate with her audiences. She considers perseverance, attitude and an unshakable optimistic spirit as her greatest gifts.



Avera 

11:25 a.m. Education Session 2 (Choose 1)

Praying the Psalms
Shane Heilman, BA, M.Ed., Ed.S
Producer/Chief Songwriter
The Psalms Project

The Grief Gap
Marcie Moran, RN, Ed.D., Clinical Director
Catholic Family Services Dioceses of Eastern
South Dakota

Art Therapy
Jen Albrecht, MAT, LPC-MH, LAC
Mental Health and Addiction Therapist
Avera

12:30 p.m.

Lunch Prayer

Tweeter Henseler, Director of Chaplaincy
Avera

Lunch / Vendor Fair

1:30 p.m.

Education Session 3 (Choose 1)

Art Therapy
Jen Albrecht, MAT, LPC-MH, LAC
Mental Health and Addiction Therapist
Avera

Recreational Therapy
Alysa Klein, MA, CAC
Outpatient Therapist, Avera

Music Therapy
Mark VandeBraak, Ph.D., FT, MT-BC
Fellow in Thanatology, Avera
Meditation and Scripture
Cecelia Dachtler, MA, LSW
Division Director and Professional Life Coach
Journey Counseling Services

2:30 p.m.

Break

2:40 p.m.

Keynote: "The Carpenter"

Melissa Johnson, Owner
Oh My Cupcakes! and Oh My Word

3:40 p.m.

Closing Prayer

Tami Mabee, CSW-PIP, Hospice and Home
Health Social Worker, Avera

NO

Caring Professionals Conference 2016

Please answer for those you attended

75%

Certificate of Attendance

This is to certify that

(Name of Participant)

Has successfully completed the following educational activity provided by Avera:

Avera Caring Professionals Conference
May 5, 2016
Sioux Falls, SD
8:30 am - 3:40 pm

Avera is accredited by the Accreditation Council for Continuing Medical Education to provide continuing education for physicians.

Avera designates this educational activity for a maximum of 5.25 AMA PRA Category 1 Credit. Physicians should only claim credit commensurate with the extent of their participation in the activity.

Avera is an Approved Provider of continuing nursing education by the Alabama State Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. A total of 5.25 contact hours can be received upon completion of this activity.

Avera has been awarded 5 contact hours from the South Dakota Board of Social Work Examiners for this activity. Program number 381.

Avera is an authorized provider of Nursing Home Administrator continuing education credits. Avera approves this course for 5 NHA hours

Avera has been awarded 5 total general clock hours of continuing education credit from the SD Board of Examiners for Counselors and Marriage & Family Therapists approval (BCE2017-21).



Registration Closed

Avera Caring Professionals Conference: Nurturing the Caregiver

May May 5, 2016 Holiday Inn City Centre - Sioux Falls
5 *Thursday* Sioux Falls, SD
Thu 8:30 AM - 3:30 PM

This conference seeks to foster greater understanding and appreciation of whole-person care and its significance in health care today. Providers of whole-person care will learn best practices and gain fresh insights, including spiritual approaches designed to help them achieve balance and perspective in their practice and personal lives.

Registration Details

Registration is closed.

Avera Employees:

Ask my leader to register me via email.

Send an email > Employees: please include your home phone number, your email address and your credentials in this email.

ADA Statement

Please indicate if you need special food or accommodations as afforded by regulations outlined in the Americans With Disabilities Act and consistent with Avera's commitment to encouraging accessibility to continuing education for all individuals (please specify) in the Comment Field.

Fees & Payment

\$40 / person

\$30 / student

Cancellation Policy

Cancellations are not refundable; however substitution participants may be made at any time. Please note that if you do not cancel and do not attend, you are still responsible for payment.

Description

Agenda / Presentations / Handouts

[Agenda>>](#)

[Vendor List](#)

HANDOUTS:

[Grieving the Loss of a Loved One](#)

[Hope Stone Instructions](#)

[Poster 10 Rules](#)

[The Use of Curiosity and Improvisation in Pastoral Care](#)

Target Audience

Physicians, Nurse Practitioners, Physician Assistants, Registered Nurses, Licensed Practical Nurses, Social Workers, Marriage and Family Therapists and any other health care professionals.

Continuing Education

Physician:

Avera is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians. Application will be made for continuing medical education.

Nursing:

Avera Health is an approved provider of continuing nursing education by the Alabama State Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. Application will be made for continuing nursing education.

Social Workers:

This educational activity has been approved by the South Dakota Board of Social Work Examiners for 5 contact hours. Program 381.

Counselors and Marriage & Family Therapists:

This educational activity has been approved by the SD Board of Examiners for Counselors and Marriage & Family Therapists for 5 hours. Program number BCE2017-21.

Nursing Home Administrators:

Avera is an authorized provider of Nursing Home Administrator continuing education credits. Avera approves this course for 5 NHA hours.

Contact

Continuing Education at 605-322-7879 or [send an email](#)

Schedule & Location

Schedule

Date	Time	Location
------	------	----------

1. Thu, May 05	8:30 AM to 3:30 PM	Holiday Inn City Centre - Sioux Falls
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Location Details

Holiday Inn City Centre - Sioux Falls

100 W. 8th Street

Sioux Falls, SD

Main: 605-339-2000

Related Events

Related Events

[View all upcoming dates for Avera Caring Professionals Conference: Nurturing the Caregiver](#)

[Find more events](#)

At this location [Holiday Inn City Centre - Sioux Falls](#)

Beginning on [May 5, 2016](#)

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- **Type 2 Diabetes:** Almond, Basil, Chili, Cinnamon, Cocoa, Coriander, Cumin, Curcumin, Curry, Fenugreek Seed, Garlic, Green Tea, Juniper Berry, Lemongrass, Onion, Pomegranate, Rosemary, and Sage.
- **Diabetic Neuropathy:** Capsaicin, Cinnamon, and Nutmeg.
- **Coronary Artery Disease:** Almond, Cumin Seed, Cardamom, Chili, Cinnamon, Cocoa, Curcumin, Fennel Seed, Garlic, Marjoram, Onion, Oregano, Rosemary, Sage, Sesame Seed, Tamarind, and Tomato.

Brain and Behavior

- **Chronic Stress:** cortisol regulation and Basil, Cocoa, Curcumin, Mint, Quercetin, and Rosemary.
- **Appetite Control:** Almond, Apple, Black Pepper, Chili, Cinnamon, Coconut, Curcumin, Fenugreek Seed, Kokum, Oregano, and Pomegranate.
- **Anxiety and Insomnia:** Chamomile, Coriander, Ginger, Hops, Lemongrass, Mint, Rosemary, Saffron, and Sage.
- **Depression:** Black Cumin Seed, Curcumin, Rosemary, and Saffron.
- **Age-Related Cognitive Decline:** Blueberries, Cocoa, Curry Leaf, Rosemary, Saffron, and Sage.
- **Stroke:** Almond, Celery Seed, Chili, Cinnamon, Cocoa, Curcumin, Fennel Seed, Garlic, Ginger, Marjoram, and Rosemary.
- **Vascular (Multi-Infarct) Dementia:** Cocoa, Fennel Seed, and Garlic.
- **Alzheimer's Disease:** Curcumin, Cocoa, Garlic, and Resveratrol.

Preparing Spices to Optimize Their Benefits

- **Sources:** finding the best common and rare spices and ensuring purity and avoiding spoilage.
- **Preparation:** how to grind and cook spices; using oils to enhance medicinal effects and flavor.
- **Combining Spices:** combinations indicated for specific conditions, e.g., Curcumin absorption is enhanced by Black Pepper.

ABOUT THE INSTRUCTOR

Dr. Merrily Kuhn received a doctoral degree in Physiology followed by doctorates in Naturopathic Medicine and Holistic Medicine. She has taught graduate programs in pharmacology and complementary medicine and has been affiliated with SUNY at Buffalo. As a practicing Naturopathic Physician, Dr. Kuhn treats a wide range of disorders presented in this program.

Dr. Kuhn has developed and presented educational programs for health professionals throughout the USA and is one of the nation's most popular lecturers in continuing education. An outstanding, knowledgeable and humorous speaker, she presents discoveries from medicine and complementary medicine in a practical terms.

Over the course of the second half of the lunch break and by the end of the day, Dr. Kuhn will answer your questions and conclude.



SPICES AS NATURAL MEDICINES

A NEW 6-HOUR SEMINAR FOR HEALTH PROFESSIONALS

Schedule: Check in: 8:15-9 AM, program starts: 9 AM, lunch (on own): 11:30 AM, Q&A and discussion with instructor: 12-12:30 PM, lecture resumes: 12:30 PM, adjournment: 4 PM. Please register early and arrive before the start time. Space is limited.

Group Registrations: Rates apply for 3 or more pre-registered guests enrolling together. Please complete a separate registration form for each person. Members of a group can attend on different dates.

Confirmation Notices and Certificates of Completion: We will confirm your registration by email or by letter. Please attend even if you do not receive a confirmation. Registrants are responsible for parking fees, if any. Successful completion includes full attendance and submission of the evaluation form. No partial credit will be given. Certificates of completion are provided at the time of adjournment.

Transfers and Cancellations: Registrants can transfer to another seminar if space is available. Registrants canceling up to 48 hours before a seminar will receive a tuition refund less a \$15 administrative fee, an audio CD or DVD recording of the seminar with the instructional outline, if available, or if requested, a full-value voucher good for one year, for a future seminar. In the unlikely event that the seminar cannot be held (e.g., an act of God), registrants will receive free admission to a rescheduled seminar or a full-value voucher, good for one year, for a future seminar. All requests must be made in writing or online. No IBP program has ever been cancelled as the result of low attendance. We anticipate that participants will have desks at most locations.

Customer Service: Call 888-202-2938 to ask about course content, instructors, request accommodations for disability, submit a formal grievance, or remove your name from a list. For other questions, call 866-652-7414.

Institute for Brain Potential: We are the leading provider of accredited programs on the brain and behavioral sciences. Our non-profit organization (tax ID 77-0026830) has presented cost-effective, informative and practical seminars by outstanding speakers since 1984.

SPICES AS NATURAL MEDICINES

NURSES: Institute for Brain Potential (IBP) is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation

IBP is awarded "accreditation with distinction," the highest recognition awarded by the ANCC

This program provides 6 contact hours for nurses

PSYCHOLOGISTS: IBP is approved by the American Psychological Association to sponsor continuing education for psychologists. IBP maintains responsibility for this program and its content. This program provides 6 CE credits

COUSINSEORS & MARRIAGE AND FAMILY THERAPISTS: IBP Provider #75342 is an NBCC-Approved Continuing Education Provider (ACEP) and may offer NBCC-approved clock hours for events that are approved by NBCC

SOCIAL WORKERS: IBP provider 1160, is approved as a provider for continuing education by the Association of Social Work Boards (ASWB), 400 South Ridge Parkway, Suite B, Culpeper, VA 22701. www.aswb.org. ASWB Approval Period: 11/11/2014 - 11/11/2017. Social workers should contact their regulatory board to determine course approval. Social workers will receive 6 clinical continuing education clock hours for participating in this intermediate-level course.

SUBSTANCE ABUSE PROFESSIONALS: IBP is approved by the NAADAC Approved Education Provider Program, Provider #751. This program provides 6 continuing education clock hours.

PHARMACISTS AND PHARMACY TECHNICIANS: IBP is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education. This knowledge-based activity provides 6 contact hours (6 CEUs). UANs: 0492-0001-14-046-1047 and 0492-0001-14-046-1047

DENTAL PROFESSIONALS: IBP is designated as an Approved PACE Program Provider by the Academy of General Dentistry (AGD). The formal continuing dental education programs of this provider are accepted by the AGD for Fellowship/Membership and membership maintenance credit. Approval does not imply acceptance by a state or provincial board of dentistry or AGD endorsement. The current term of approval extends from 12/01/14 - 11/30/16. Provider ID# 312413, Subject Code 557. This program is 6 CE hours.

OCCUPATIONAL THERAPISTS: IBP is an American Occupational Therapy Association (AOTA) Approved Provider, #6050. The assignment of AOTA CEUs does not imply endorsement of specific course content, products or clinical procedures by AOTA. This program provides 0.6 AOTA CEUs or 6 contact hours. Content Level: Intermediate Content Focus: Occupational Therapy Process (Outcomes).

NURSING HOME ADMINISTRATORS: IBP is a Certified Sponsor of professional continuing education with the NAB and has approved this program for 6 clock hours under its sponsor agreement with NAB/NCERS. State licensure boards, however, have final authority on the acceptance of individual courses.

PHYSICAL THERAPISTS: IBP is approved as a provider of physical therapy continuing education by the CA Physical Therapy Board and IL Department of Professional Regulation, Sponsor #216,000210. The MT Board of SPEECH-LANGUAGE PATHOLOGISTS. This program is pending approval by the MT Board of Speech-Language Pathology, Audiology & Hearing Aid Dealing and Fitting for 6 hours of continuing education credit.

MASSAGE THERAPISTS: IBP is approved by NCBTMB as a CE Approved Provider, #50939-09. This course provides NCBTMB-approved 6 CE hours of Advanced Science credit.

CASE MANAGERS: This program has been pre-approved by the Commission for Case Manager Certification to provide 6 CE contact hours to CCM® board certified case managers.

DIETITIANS: IBP is a Continuing Professional Education (CPE) Accredited Provider with the Commission on Dietetic Registration (CDR). Registered dietitians (RDS) and dietetic technicians, registered (DTRs) will receive 6 continuing professional education units (CPEUs) for completion of this program. Continuing Professional Education Provider Accreditation does not constitute endorsement by CDR of a provider, program, or materials. Provider Number: BRP01. CPE Level: II. Suggested Learning Codes: 2010, 2020, 2090, and 4040.

EDUCATORS: This program is designed to meet the needs of educators. Participants will receive a certificate of completion for 6 hours.

In the last decade, major medical centers have identified how selected spices can complement the prevention and management of chronic disorders.

Based on human clinical trials published in the last decade, this unique 6-hour seminar separates popular claims from scientifically validated discoveries for the use of spices as natural medicines.

Participants completing this program should be able to identify selected spices indicated for preventing or treating:

1. Disorders of the GI tract,
2. Pain and inflammation,
3. Respiratory disorders,
4. Cardiometabolic disorders, and
5. Disorders affecting the brain and behavior.

Understanding Spices

- Medicinal Spices: edible, aromatic and dried from the root, bark, stem, bud, leaves, flower, fruit, or seed.
- Key Properties: antioxidant and anti-inflammatory properties with unique medicinal characteristics; classification of spices.
- Spices with Medical Characteristics: protective properties of selected plants have powerful and selective actions.

GI Tract

- Bioavailability: disorders of the GI tract impair absorption of spices.
- Stress and Digestive Disorders: Capsaicin (chili), Curcumin (turmeric), Gingerol (ginger), Quercetin (e.g., garlic), and Resveratrol. Gut-Brain Connection: most serotonin is synthesized in the GI tract; inflamed gut, irritable brain and mood.
- Celiac Disease: gluten- and casein-free diets; role in autism.
- Irritable Bowel Syndrome: Cinnamon, Coriander, Mint, Peppermint; adding spices to probiotics.

Pain and Inflammation

- NSAID Effects: Cherry, Curcumin, Ginger, Willow, Wintergreen.
- Steroid Effects: Basil, Curcumin, Licorice, Mint, Quercetin, Rosemary.
- Steroid-Related Osteoporosis: Cumin, Quercetin, Sesame, Tomato.
- Dental Disorders: periodontal disease, Chamomile, Curcumin, Mint and Pomegranate; tooth decay, Thyme and Mint; oral sensitivity and Clove.
- Rheumatoid Arthritis: Bay Leaf, Black Cumin Seed, Celery Seed, Curcumin, Fennel Seed, Ginger, Pomegranate and Rosemary.
- Osteoarthritis: Bay Leaf, Capsaicin, Celery Seed, Chili, Curcumin, Fennel Seed, Ginger, Juniper Berry, Pomegranate, and Rosemary.

Respiratory Disorders

- Allergies: Black Cumin Seed, Curcumin, Mint, and Onion.
- Rhinitis and Sinusitis: Black Cumin Seed, Cineole Oil (e.g., cardamom), Horseradish, and Sage.
- Influenza: Asafoetida, Garlic, Juniper Berry, Pomegranate, and Thyme.
- Asthma: Black Cumin Seed, Cardamom, Curcumin, and Ginger.
- Chronic Inflammatory Lung Disorders: Almonds, Curcumin, Green Tea, and Resveratrol.

Cardiometabolic Disorders

- Hypertension: Almond, Black Cumin Seed, Cardamom, Cinnamon, Cocoa, Curcumin, Fennel Seed, Garlic, Green Tea, Juniper Berry, Onion, Oregano, Pomegranate, Saffron, Sesame Seed, and Tomato.
- Platelet Aggregation: Cardamom, Chili, Garlic, Rosemary, Sun-Dried Tomato, and Thyme.
- Triglycerides: Almond, Basil, Blueberries, Cinnamon, Curry Leaf, Fenugreek Seed, Garlic, Ginger, Lemongrass, Oregano, Pumpkin Seed, and Sesame Seed.
- Insulin Resistance: Almond, Blueberries, Casein, Cinnamon, Cocoa, Fenugreek Seed, Mustard Bran, Oregano, and Sweet Potato.

MONITORING / REGULATING WORK EXPERIENCE REQUIREMENTS

CHAPTER 2 – ACADEMIC & WORK EXPERIENCE REQUIREMENTS

RECOGNITION, CERTIFICATION, AND LICENSURE PROCESS

The process for obtaining recognition, certification, or licensure:

- Addiction Counselor Trainee or Prevention Specialist Trainee recognition is granted upon completion of the application and payment of the applicable fee. Recognition status may be granted for up to five years and is renewed annually during the Trainee's birth month following the issuance of the certificate. Recognition expires on the last day of the Trainee's birth month.
- Certified Addiction Counselor or Certified Prevention Specialist certification is granted upon completion of the application process and successfully passing the IC&RC Written Examination. Certification is renewed annually during the practitioner's birth month following issuance of the certificate. Certification expires on the last day of the practitioner's birth month
- Licensed Addiction Counselor licensure is granted upon completion of the application process and successfully passing the IC&RC Written Examination. The license is renewed annually during the practitioner's birth month following issuance of the certificate. The license expires on the last day of the practitioner's birth month.

The process for obtaining approval of specialized education courses:

- All specialized education course work must be approved by the Board and must be completed at an accredited post secondary institution.
- To request approval the applicant must submit a 'Portfolio Review – Course Evaluation' form, transcripts, course syllabus, and the portfolio review fee. The BAPP Portfolio Review Committee will review the information and determine approval or denial of the course work. (The form can be downloaded from the BAPP website.)
- The Board shall maintain and make available upon request the list of approved specialized education courses.

ADDICTION COUNSELOR TRAINEE (ACT)

Addiction Counselor Trainee recognition is available to persons with a minimum of a high school diploma or general education diploma (GED) who are working in the addictions field.

Applicants must have a current place of employment where it is possible to gain the necessary experience and supervision. The experience must be in direct service with clients who have a diagnosis of alcohol or other drug abuse or dependence. This experience must include both direct and indirect activities related specific to the alcohol and drug counselor domains to include the Twelve Core Functions. Formal education and unsupervised work experience after Trainee recognition is granted may not be substituted for the experience requirements. All experience must be documented and verifiable.

Work completed in agencies accredited or recognized through statute by the Division of Behavioral Health or under the control and auspices of an equivalent accrediting or sponsoring body is considered work experience meeting the requirements of the BAPP.

To have Trainee recognition status, a person must be employed on either a paid or voluntary basis. Trainees are required to be supervised by a qualified Certified Addiction Counselor (CAC) or Licensed Addiction Counselor (LAC) throughout their entire recognition period as a Trainee. **Supervision must include a minimum of eight (8) contact hours each month with a minimum of one (1) hour of supervision for every ten (10) hours of client contact.** The supervisor shall determine and direct any need for supervision beyond the eight hours per month requirement. A Trainee may not be supervised by a relative.

Find Your Local Office

Local Office Listings

AURORA

Mental Health

- Dakota Counseling Institute
605.996.9686

BEADLE

Mental Health

- Community Counseling Services
605.352.8596

Addiction Treatment

- Community Counseling Services
605.352.8596
- Our Home, Inc Rediscovery
605.353.1025

BENNETT

Mental Health

- Behavioral Management Systems
605.343.7262

Addiction Treatment

- Martin Addiction Recovery Center
605.685.6710

BON HOMME

Mental Health

- Lewis & Clark Behavioral Health Services
605.665.4606

BROOKINGS

Mental Health

- East Central Behavioral Health
605.697.2850

Addiction Treatment

- East Central Behavioral Health
605.697.2850
- First Step Counseling Services
605.361.1505

BROWN

Mental Health

- Northeastern Mental Health Center
605.225.1010

Addiction Treatment

- Avera St. Luke's Worthmore Addiction Services
605.622.5800 or 1.800.952.2250

BRULE

Mental Health

- Dakota Counseling Institute
605.996.9686

Addiction Treatment

- Dakota Counseling Institute
605.996.9686

BUFFALO

Mental Health

- Capital Area Counseling Services, Inc.
605.224.5811

Addiction Treatment

- New Dawn Center
605.456.2968

BUTTE

Mental Health

- Behavior Management Systems
605.343.7262

CAMPBELL

Mental Health

- Northeastern Mental Health Center
605.225.1010

CHARLES MIX

Mental Health

- Lewis & Clark Behavioral Health Services
605.665.4606

Addiction Treatment

- Lewis & Clark Behavioral Health Services
605.665.4606

CLARK

Mental Health

- Human Service Agency
605.886.0123

CLAY*Mental Health*

- Lewis & Clark Behavioral Health Services
605.665.4606

Addiction Treatment

- Lewis & Clark Behavioral Health Services
605.665.4606
- USD - Student Counseling Center
605.677.5777

CODINGTON*Mental Health*

- Human Service Agency
605.886.0123

Addiction Treatment

- Human Service Agency
605.886.0123
- Dr. Mark Bontreger
605.882.0800

CORSON*Mental Health*

- Three Rivers MH/CD Center
605.374.3862

Addiction Treatment

- Three Rivers MH/CD Center
605.374.3862

CUSTER*Mental Health*

- Behavior Management Systems
605.343.7262

Addiction Treatment

- Addictions Recovery Center of the Black Hills
605.745.6300

DAVISON*Mental Health*

- Dakota Counseling Institute
605.996.9686

Addiction Treatment

- Dakota Counseling Institute
605.996.9686

DAY*Mental Health*

- Northeastern Mental Health Center
605.225.1010

DEUEL*Mental Health*

- Human Service Agency
605.886.0123

DEWEY*Mental Health*

- Three Rivers MH/CD Center
605.374.3862

Addiction Treatment

- Three Rivers MH/CD Center
605.374.3862

DOUGLAS*Mental Health*

- Lewis & Clark Behavioral Health Services
605.665.4606

EDMUNDS*Mental Health*

- Northeastern Mental Health Center
605.225.1010

FALL RIVER*Mental Health*

- Behavior Management Systems
605.343.7262

Addiction Treatment

- Addictions Recovery Center of the Black Hills
605.745.6300

FAULK*Mental Health*

- Northeastern Mental Health Center
605.225.1010

GRANT*Mental Health*

- Human Service Agency
605.886.0123

GREGORY*Mental Health*

- Southern Plains Behavioral Health Services
605.842.1465

HAAKON*Mental Health*

- Capital Area Counseling Services, Inc.
605.224.5811

HAMLIN*Mental Health*

- Human Service Agency
605.886.0123

HAND*Mental Health*

- Community Counseling Services
605.352.8596

HANSON*Mental Health*

- Dakota Counseling Institute
605.996.9686

HARDING*Mental Health*

- Behavior Management Systems
605.343.7262

HUGHES*Mental Health*

- Capital Area Counseling Services, Inc.
605.224.5811

Addiction Treatment

- Capital Area Counseling Services, Inc.
605.224.5811
- South Dakota Urban Indian Health
605.224.5811

HUTCHINSON*Mental Health*

- Lewis & Clark Behavioral Health Services
605.665.4606

HYDE*Mental Health*

- Capital Area Counseling Services, Inc.
605.224.5811

JACKSON*Mental Health*

- Behavior Management Systems
605.343.7262

JERAULD*Mental Health*

- Community Counseling Services
605.352.8596

JONES*Mental Health*

- Capital Area Counseling Services, Inc.
605.224.5811

KINGSBURY*Mental Health*

- Community Counseling Services
605.352.8596

Addiction Treatment

- Community Counseling Services
605.352.8596

LAKE*Mental Health*

- Community Counseling Services
605.352.8596

Addiction Treatment

- Community Counseling Services
605.352.8596

LAWRENCE*Mental Health*

- Behavior Management Systems
605.343.7262

Addiction Treatment

- Northern Hills Alcohol and Drug Services, Inc DBA Compass Point
605.347.3003

LINCOLN*Mental Health*

- Southeastern Behavioral Health
605.336.0510

Addiction Treatment

- Keystone Treatment Center
605.987.5659, 605.335.7711, or 1.800.992.1921

LYMAN*Mental Health*

- Capital Area Counseling Services, Inc.
605.224.5811

MARSHALL*Mental Health*

- Northeastern Mental Health Center
605.225.1010

MCCOOK*Mental Health*

- Southeastern Behavioral Health
605.336.0510

MCPHERSON*Mental Health*

- Northeastern Mental Health Center
605.225.1010

MEADE*Mental Health*

- Behavioral Management Systems
605.343.7262

Addiction Treatment

- Northern Hills Alcohol and Drug Services, Inc DBA Compass Point
605.347.3003

MELLETTTE*Mental Health*

- Southern Plains Behavioral Health Services
605.842.1465

MINER*Mental Health*

- Community Counseling Services
605.352.8596

Addiction Treatment

- Community Counseling Services
605.352.8596

MINNEHAHA*Mental Health*

- Southeastern Behavioral Health
605.336.0510

Addiction Treatment

- Avera Behavioral Health Outpatient Clinic
605.322.4079
- Bartels Counseling Services
605.310.0032
- Carroll Institute
605.336.2556 or 1.888.254.4543
- Choices Recovery Services
605.334.1822
- Counseling Resources
605.331.2419
- Dakota Drug and Alcohol dba PrairieView Prevention
605.331.5724
- First Step Counseling Services
605.361.1505
- Glory House
605.988.9100
- Keystone Treatment Center – Outreach
605.335.1820 or 1.800.992.1921
- Minnehaha County Detox
605.367.5297
- Sioux Falls Treatment Center
605.332.3236
- South Dakota Urban Indian Health
605.339.0420
- Southeaster Behavioral HealthCare
605.336.0510
- Volunteers of America – Dakotas
605.334.1414 or 1.800.365.8336

MOODY*Mental Health*

- Community Counseling Services
605.352.8596

Addiction Treatment

- Community Counseling Services
605.352.8596

Oglala Lakota*Mental Health*

- Behavior Management Systems
605.343.7262

Addiction Treatment

- Oglala Sioux Tribe – Anpetu Luta Otipi
605.455.2331

PENNINGTON*Mental Health*

- Behavior Management Systems
605.343.7262

Addiction Treatment

- Addiction Recovery Centers of the Black Hills
605.716.7841
- Behavior Management Systems
605.343.7262
- Lifeways
605.716.6555
- Pennington County dba City/County Alcohol and Drug Programs
605.394.6128
- ROADS Outpatient Treatment Program, Inc
605.348.8026
- Wellspring, Inc
605.718.4870 or 605.342.0345
- Youth and Family Services
605.342.4789

PERKINS*Mental Health*

- Three Rivers MH/CD Center
605.374.3862

Addiction Treatment

- Three Rivers MH/CD Center
605.374.3862

POTTER*Mental Health*

- Northeastern Mental Health Center
605.225.1010

ROBERTS*Mental Health*

- Human Service Agency
605.886.0123

Addiction Treatment

- Human Service Agency
605.886.0123
- Dakota Pride Treatment Center dba Sisseton-Wahpeton Sioux Tribe
605.698.3917

SANBORN*Mental Health*

- Dakota Counseling Institute
605.996.9686

SPINK*Mental Health*

- Northeastern Mental Health Center
605.225.1010

STANLEY*Mental Health*

- Capital Area Counseling Services, Inc.
605.224.5811

SULLY*Mental Health*

- Capital Area Counseling Services, Inc.
605.224.5811

TODD*Mental Health*

- Southern Plains Behavioral Health Services
605.842.1465

TRIPP*Mental Health*

- Southern Plains Behavioral Health Services
605.842.1465

Addiction Treatment

- Main Gate Counseling Services
605.842.0312

TURNER*Mental Health*

- Southeastern Behavioral Health
605.336.0510

UNION

Mental Health

- Lewis & Clark Behavioral Health Services
605.665.4606

WALWORTH

Mental Health

- Northeastern Mental Health Center
605.225.1010

Addiction Treatment

- Northeastern Mental Health Center
605.225.1010

YANKTON

Mental Health

- Lewis & Clark Behavioral Health Services
605.665.4606

Addiction Treatment

- Lewis & Clark Behavioral Health Services
605.665.4606
- Human Services Center – Adolescent Chemical Dependency Treatment Program (Steps Beyond)
605.668.3316 or 605.668.3418

ZIEBACH

Mental Health

- Three Rivers MH/CD Center
605.374.3862

**CONSIDER INCLUDING INDEPENDENT PRACTICE
LANGUAGE TO THE ADDICTION COUNSELOR
TRAINEE RECOGNITION / RENEWAL
APPLICATION**

From: SD BAPP [mailto:bapp@midconetwork.com]

Sent: Wednesday, March 23, 2016 12:41 PM

To: Diane.Sevening@usd.edu; a.hartman@voa-dakotas.org; drmark@midconetwork.com

Subject: BAPP clarification

Dear Executive Committee,

Current policy regarding Independent Practice reflects:

"Independent practice of addiction counseling means a person who is a Licensed Addiction Counselor (LAC), as recognized by the South Dakota Board

of Addiction and Prevention Professionals, who has established their own business entity and provides, for compensation, counseling-related services to an individual, group, organization, corporation, institution, or the general public.

In order for a practitioner to qualify as a private independent addiction counselor, the practitioner must meet the following requirements:

Hold an active Licensed Addiction Counselor (LAC) credential with the Board.

Have completed a minimum of two years of qualifying supervised work experience in the field of addiction counseling. The work experience must be years accrued after initial certification or licensure.

The requirements do not apply to people engaged in independent practice prior to April 1, 2014."

Please respond whether you believe the statement, 'The requirements do not apply to people engaged in independent practice prior to April 1, 2014' does or does not pertain to Addiction Counselor Trainees.

For example, if a person had their own independent practice prior to April 1, 2014, are they exempt from the Independent Practice requirements and eligible to practice independently as a Trainee going forward?

This appears to be a grey area, that needs clarity. Please reply at your earliest convenience. Thank you in advance for your time and attention to this matter.

Tina Nelson

BAPP Administrative Officer

SD BAPP Administrative Office

3101 W. 41st Street, Suite 205

Sioux Falls, SD 57105

Phone: (605) 332-2645

Fax: (605) 332-6778

Web: dss.sd.gov/bapp

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INDEPENDENT PRACTICE

“Independent practice of addiction counseling” means a person who is a Licensed Addiction Counselor (LAC), as recognized by the South Dakota Board of Addiction and Prevention Professionals, who has established their own business entity and provides, for compensation, counseling-related services to an individual, group, organization, corporation, institution, or the general public.

In order for a practitioner to qualify as a private independent addiction counselor, the practitioner must meet the following requirements:

- Hold an active Licensed Addiction Counselor (LAC) credential with the Board.
- Have completed a minimum of two years of qualifying supervised work experience in the field of addiction counseling. The work experience must be years accrued after initial certification or licensure.

The requirements do not apply to people engaged in independent practice prior to April 1, 2014.

**CONSIDER REVISIONS TO THE RENEWAL /
IDENTIFICATION CARDS**



SD Board of Addiction & Prevention Professionals (BAPP)

Identification Card

Name: Vicki Albers
Credential: Certified Addiction Counselor (CAC)
Issue Date: June 1, 2016
Expiration Date: May 31, 2017

Authorizing Official:
This card certifies that the person named above has met all standards and requirements as set forth by the BAPP.



SD Board of Addiction & Prevention Professionals (BAPP)

Identification Card

Name:
Credential: Certified Addiction Counselor (CAC)
Issue Date: June 1, 2016
Expiration Date: May 31, 2017

Authorizing Official:
This card certifies that the person named above has met all standards and requirements as set forth by the BAPP.



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SD Board of Examiners for Counselors & Marriage & Family Therapists
PO Box 2164
Sioux Falls, SD 57101-2164
www.counselorsd.gov (605) 331-2927

Licensure Information Card

Name:

License Number: LPC-MH

Issue Date:

Expiration Date:

*This card is your proof of a valid license for
calendar year 2014.*