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**BAPP BOARD OF DIRECTORS MEETING MINUTES  
MARCH 2, 2017 - 10:30 A.M. (CENTRAL STANDARD TIME)  
PARK PLACE CENTER, SIOUX FALLS, SD**

Members Present: Diane Sevening, President  
Amy Hartman, Vice President  
Mark Bontreger, Secretary / Treasurer  
Nicole Bowen  
Terri Brown  
Ellen Hublou  
Linda Peitz  
Jill Viedt

Members Absent: Barb Ohme

Others Present: Robert McCarthy, DSS Sr. Policy Analyst  
Tina Nelson, Administrative Officer  
Paula Koller, Administrative Assistant

President Sevening called the meeting to order at 10:33 a.m.

Welcome new Board Member, Ellen Hublou.

Corrections or additions to the agenda: Sevening received an email from Dee Le Beau-Hein, President of Great Plains American Indian Credentialing Board, inquiring, 'Does the BAPP acknowledge and accept the Great Plains American Indian Credentialing Board's certification? If not, what would be needed to ensure our trainees and certified counselors are recognized by the state?' The Board recommends Sevening refer Le Beau-Hein to the reciprocity section of the BAPP's Standards Manual and suggests she contact DSS regarding 'state recognition', if she's referring to state funding. Sevening will also discuss statute 36-34-13.1 with Le Beau-Hein.

Peitz moved and Viedt seconded a motion to approve the December 1, 2016 Board of Directors meeting minutes. Motion carried by a unanimous vote.

Sevening called for Public Input at 11:00 a.m. Susan Kern was in attendance to discuss the denial of her Certified Addiction Counselor application and the 4-quarter hour addiction specific courses she completed at Colorado Technical University. The 4-quarter hour courses equate to 2.67 semester hours, which does not meet the 3-semester credit requirement. Kim Questad, Behavioral Health Program Specialist at Carroll Institute, was in attendance to support Ms. Kern. The Board suggests Kern contact other colleges/universities to see if they would be willing to offer one-semester hour independent study courses to offset the 4-quarter hour courses she completed.

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1:00 p.m. McCarthy excused himself from the meeting.

1:05 p.m. Bratkiewicz joined the meeting via teleconference to discuss pending ethical matters.

Sevening moved the meeting into Executive Session at 1:07 p.m. pursuant to SDCL 1-25-2(3) to review and discuss confidential and privileged legal matters with the BAPP's General Counsel, Jeff Bratkiewicz. The matters to be reviewed and discussed include, but not limited to, pending ethical complaints and investigations, regulatory and sensitive internal matters, potential litigation, and legal training and information provided by the State of South Dakota concerning state professional licensing boards.

Sevening moved the meeting out of Executive Session at 2:08 p.m.

McCarthy re-joined the meeting at 2:10 p.m.

The Board reviewed P.B.'s email of January 2, 2017 regarding "contract labor" and determined no further action would be taken. A copy of the email correspondence will be placed in ethical files 2016-5 and 2016-6.

2016-4 The Board reviewed the practitioners documentation providing proof of completion of the requirements outlined in the Order/Reprimand. Hartman moved and Bontreger seconded a motion acknowledging that all terms and conditions have been fulfilled; that the matter is resolved; and, the file is closed. However, the practitioner shall not act as a supervisor for an ACT without prior written permission and approval from the BAPP. Motion carried by a unanimous vote.

2016-5 Hartman moved and Bontreger seconded a motion to approve the Final Order. Motion carried by a unanimous vote.

2016-6 The Board reviewed the Referral Slip, which was forwarded from the Governor's Office. Hartman moved and Bontreger seconded a motion for Bratkiewicz to send a letter to the individual stating the matter has been reviewed and considered. She/he has the right to appeal the Board's decision, as outlined in the December 7, 2016 letter. No further action will be taken. Motion carried by a unanimous vote.

2017-1 Hartman moved and Bontreger seconded a motion authorizing Bratkiewicz to send a letter to the practitioner notifying her/him of the ethical complaint submitted to the BAPP. The practitioner will be provided the opportunity to voluntarily relinquish her/his LAC credential. Nelson will send a letter to the complainant verifying receipt of the complaint and will also send written confirmation upon resolution of this matter. Motion carried by a unanimous vote.

The U.S. Department of Health and Human Services will finalize changes to the Confidentiality of Alcohol and Drug Abuse Patient Records regulations, by the end of March 2017. Sevening indicated these changes will not adversely affect the BAPP.

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Bratkiewicz recommends Nelson attend/participate in the Midwest Health Management Services, LLC / SD HPAP meetings. After reviewing the BAPP's Agreement with HPAP and considering Nelson's workload / job responsibilities, it was the Board's consensus the BAPP would not have a representative at these meetings.

Sevening announced she's making an executive decision, prohibiting the BAPP from committing to or assuming additional job responsibilities outside of commitments already in place.

It was the Board's consensus that any LAC working independently and residing in another state, is required to meet South Dakota's independent practice requirements when renewing their license.

The Board prefers individuals have ACT status while attaining the work experience required for certification or licensure. Currently, this is not required by administrative rule or statute.

Hartman moved and Peitz seconded a motion to deny Gary Ambrose request for the Board to 'open up the reciprocity standards or permit him to grandfather back to April 1, 2014'. It was the Board's consensus Ambrose must meet the academic and work experience requirements for either CAC or LAC and submit a completed application, in conjunction with the \$250.00 application fee. However, he will not be required to retake the examination. He also has the option to apply for ACT status. Motion carried by a unanimous vote.

Viedt moved and Bontreger seconded a motion to deny Laura Johnson's request for the Board to accept the re-submitted transcripts/syllabi, and/or accept continuing education units for the academic course work requirements. The Board agreed Johnson must meet the academic and work experience requirements for either CAC or LAC and submit a completed application, in conjunction with the \$250.00 application fee. However, Johnson will not be required to retake the examination. She also has the option to apply for ACT status. Motion carried by a unanimous vote.

Peitz moved and Hartman seconded a motion to approve the budget information and financial report. Motion carried by a unanimous vote.

To obtain approval for the BAPP to become a testing center, offering computer based testing to BAPP applicants, Nelson and Koller had to complete the following: IQT Site Procurement Worksheet, IQT Authorized Exam Delivery Center Agreement, Organization/Business Application Authorized IQT Test Center, CBT Candidate Testing Station Registration Information, Exam Center Supervisor/Proctor Application and Agreement, Exam Center Supervisor/Proctor Background Screening, Background Investigation Personal Inquiry Waiver Authorization for Release of Information, successful completion of the proctor examination, and computer purchase/installation/set-up.

In reference to the recent policy change, reflected in the December 2016 minutes regarding lapsed practitioners and the application / testing process, Hartman moved and Brown seconded the following amendment: "Amending the motion made December 1, 2016 regarding lapsed members retesting. Any lapsed member beyond their 15 day grace period must meet the current requirements, make application, pay application fee, and successfully retest and remove February 1, 2013 from the December 1, 2016 minutes." Motion carried by a unanimous vote.

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In January the BAPP mailed brochures to all practitioners, providing written notice regarding the Board's intent to adopt the updated NAADAC/NCC AP Code of Ethics. Practitioners were provided an opportunity to submit written comments, questions, concerns, or input by March 15, 2017. To date, none have been received.

The Board directed the administrative office to use the Code of Ethics as shown on the NAADAC website; to remove reference to 'NAADAC' in the document and replace with 'BAPP'; to format the document as needed replacing the current code of ethics; and, to have the new document available by April 1, 2017. Also, the 'Professional Code of Ethics' form signed by practitioners needs to be updated, referring practitioners to the new document. The Board decided to include the new Code of Ethics within the Standards Manual, resulting in one document rather than two separate documents.

McCarthy indicated he will follow up with the completion/availability of the 'new Board member training'.

In October 2017 Bontreger's third term ends, and three board members (Brown, Hartman and Ohme) are eligible for re-appointment.

Hartman moved and Viedt seconded a motion to adjourn the meeting at 3:40 p.m. Motion carried by a unanimous vote.

Respectfully Submitted,

Tina Nelson, Administrative Officer