

**BAPP BOARD OF DIRECTORS MEETING MINUTES  
JUNE 1, 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  
Barb Ohme  
Jill Viedt

Members Absent: Linda Peitz

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

Sevening called the meeting to order at 10:37 a.m.

Nelson received conference call instructions from Pierson. Nelson dialed into InterCall so persons could join the meeting via conference call, if interested. The conference code provided was invalid. Teleconference was not available for this meeting. McCarthy will check into this matter for future meetings.

Ohme moved and Bontreger seconded a motion to approve the agenda. Motion carried by a unanimous vote.

Hartman moved and Bowen seconded a motion to approve the March 2, 2017 Board of Directors meeting minutes. Motion carried by a unanimous vote.

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

Ohme moved and Bontreger seconded a motion to approve the 2017 Agreement for Legal Services, using the same contract amount and legal counsel identified in the 2016 Agreement. Motion carried by a unanimous vote.

Bowen moved and Hartman seconded a motion to deny J. Hall's request to waive the reinstatement fee (\$150.00). Motion carried by a unanimous vote.

D. Rose submitted the following request, regarding D. Widow: 'This request is to allow him to pay the retest fee of \$200.00 and be authorized to take the written exam in September 2017.' Hartman moved and Bowen seconded a motion to deny the request and send notice to D. Widow requiring he complete all requirements under the current provisions for CAC or LAC; submit the application; and, pay the \$250.00 application and testing fee. Motion carried by a unanimous vote.

McCarthy excused himself from the meeting at 11:05 a.m.

At 11:10 a.m. Bratkiewicz joined the meeting via teleconference to discuss pending ethical matters.

Sevening moved the meeting into Executive Session at 11:15 a.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 12:27 p.m.

McCarthy re-joined the meeting at 12:30 p.m.

H.R. submitted a request asking the BAPP write a letter for a potential employer, verifying status and stating that she/he is unrestricted and eligible to supervise Trainees. Hartman moved and Ohme seconded a motion for Nelson to send a letter to H.R., referring her/him to Chapter 4 – Supervision of Addiction Professionals in the Standards Manual; suggest review of the Order Releasing From Probation; include verification of the practitioner's credential and status; and, point out that all practitioners are subject to the same rules and standards of professionalism and competence set forth by the Board. Motion carried by a unanimous vote.

2016-5 Payments were not submitted in April and May. Nelson will send a letter reflecting this matter requires immediate attention and must be rectified.

2016-6 Application was not processed. File closed, no correspondence is necessary and the matter will not be reported to the NPDB, IC&RC or Disciplinary Actions section of the BAPP's website.

2017-1 Hartman moved and Ohme seconded a motion to accept and ratify the Order. Motion carried by a unanimous vote.

2017-2 Hartman moved and Ohme seconded a motion to accept and ratify the Order. Nelson will submit the information to the NPBD, IC&RC and Disciplinary Actions Section of the BAPP's website. Motion carried by a unanimous vote.

A.P. Self-report. Hartman moved and Ohme seconded a motion for Nelson to send a letter to the practitioner to schedule a meeting with Sevening and Bratkiewicz, in person, to discuss the matter. Brown and Viedt abstained and were not present when the Board reviewed the information and discussed the matter. Credential renewal will be processed. Motion carried by a unanimous vote.

The South Dakota Board of Medical and Osteopathic Examiners is no longer a participating Board of Midwest Health Management Services, LLC / SD HPAP.

IC&RC will be increasing fees effective July 1, 2017. The estimated increase for the BAPP is \$721.50 annually.

Sevening is interested in the BAPP utilizing the National Certification Commission for Addiction Professionals (NCC AP), for credentialing. Sevening, president-elect of the National Association of Addiction Professionals (NAADAC), assured the Board that NCC AP and NAADAC are not affiliates. Sevening, Viedt and Hartman will research and gather information regarding NCC AP's credentialing process. This information will be presented at the September Board meeting.

After review of the BAPP Records Retention and Destruction Schedule, Viedt moved and Bowen seconded a motion authorizing destruction of syllabi obtained through course evaluations. Motion carried by a unanimous vote.

Sevening called for Public Input at 1:00 p.m. Hearing none, she proceeded with the agenda.

The Board provided clarification regarding language that was unclear, in the newly adopted NAADAC/NCC AP Code of Ethics.

Practitioners were provided an opportunity to submit written comments by March 15, 2017, regarding questions, concerns, or input, pertaining to the NAADAC/NCC AP Code of Ethics. None were received.

The Board reviewed the *draft* State Board and Commission Members Code of Conduct and House Bill No. 1170.

McCarthy reported the 'new Board member training' is being updated.

Bontreger's term expires October 30, 2017. Nominations are needed to fill this position.

Sevening, Viedt, and Hartman (members of the Portfolio Review Committee) will meet at 10:00 a.m. on July 21, 2017. The meeting will take place at the Park Place Center, 3101 W. 41<sup>st</sup> Street, Sioux Falls, SD.

Viedt moved and Brown seconded a motion to nominate Sevening as President. Motion carried by a unanimous vote.

Viedt moved and Brown seconded a motion to nominate Hartman as Vice-President. Motion carried by a unanimous vote.

Hartman moved and Bowen seconded a motion to nominate Viedt as Secretary / Treasurer. Motion carried by a unanimous vote.

Bowen, Brown and Hublou volunteered to join the Nominating Standing Committee.

Bowen volunteered to join the Ethics Standing Committee.

Hartman moved and Viedt seconded a motion to adjourn the meeting at 3:30 p.m. Motion carried by a unanimous vote.

Respectfully Submitted,  
Tina Nelson  
Administrative Officer