

**SOUTH DAKOTA BOARD OF CERTIFIED PROFESSIONAL MIDWIVES
BOARD MEETING MINUTES**

Thursday, September 19, 2019 1:00pm - 4:00pm (Central Standard Time)

President Debbie Pease **called the meeting to order** at 1:05 p.m. The roll was called. A quorum was present.

Members of the board in attendance: Debbie Pease, Susan Rooks, Kimberlee McKay, Pat Schwaiger and Autumn Cavender-Wilson were all present via phone.

Others in attendance: Justin Williams, DOH and Bob Mercer Keloland News(via phone) and Tammy Weis, SD Board of CPM Exec Secretary.

Pease requested that we reverse the first two items under "Old Business" so that our decision on Fee Reimbursement for applications that are withdrawn or denied, can be made before we go into executive session to discuss an application for licensure. There was no discussion

Rooks moved **approval of the agenda as revised**; seconded by Cavender-Wilson. The board voted by roll call. Pease, Schwaiger, Rooks, McKay, and Cavender-Wilson voted aye. **MOTION PASSED**

Pease **opened the floor for any member of the public** that wished to address the board. No one wished to speak.

The board was asked to consider a policy for the **election of officers for the board**. Since board members terms expire on October 31, and our Fall meeting takes place prior to that and we may have new members joining the board on any given year, the following policy was suggested:

The CPM Board will hold regular elections of officers during the Spring meeting of even numbered years. If an officer is leaving the board, the board will vote to replace that officer at the meeting closest to the time of the officer's departure.

Cavender-Wilson moved that the board adopt the policy as written Schwaiger seconded. The board voted by roll call. Pease, Schwaiger, Rooks, McKay, and Cavender-Wilson voted aye. **MOTION PASSED**

Pease nominated Rooks to fill the Vice President position starting Nov 1st when Schwaiger's term expires. Cavender-Wilson seconded. The board voted by roll call. Pease, Schwaiger, Rooks, McKay, and Cavender-Wilson voted aye. **MOTION PASSED**

There were no additions or corrections to the **Draft Meeting Minutes of March 19, 2019.**

Schwaiger moved to accept them as presented. Rooks seconded. The board voted by roll call. Pease, Schwaiger, Rooks, McKay, and Cavender-Wilson voted aye. **MOTION PASSED**

The Financial Report included the Condition Report for fiscal year(FY) 2019, Cash balance for FY 2019, and the Budget for FY 2019-2020. Exec Sec Weis was thanked for helping to keep the board within budget. There were no questions or discussion. The Report will be filed as presented.

Justin Williams, Dept of Health liaison, gave background information about how other boards handle **fee reimbursement for applications that are withdrawn or a license is not granted**. He cited SDCL 36-9C 19 and Legislative Rules 20-86-01. He commented that our fees are the highest of all of the boards. There is less of a potential for complaints if we refund some of the money. He suggested that we establish a policy now to be reviewed later. It should be placed into the rules for clarification when we have an opportunity.

Schwaiger moved that **the \$1000 CPM licensure fee will include 2 components: a \$500 nonrefundable portion and a \$500 portion that is refundable if the application is withdrawn or denied. This will be documented on the application form and its instruction sheet.**

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Cavender-Wilson seconded. The board voted by roll call. Pease, Schwaiger, Rooks, McKay, and Cavender-Wilson voted aye. **MOTION PASSED**

Cavender-Wilson moved that we go to Executive Session pursuant to SDCL 1-25-2 (6) and subdivision 1-27-1.5(22) to discuss records which, if disclosed, would constitute an unreasonable release of personal information concerning a pending application for licensure. Rooks second. The board voted by roll call. Pease, Schwaiger, Rooks, McKay, and Cavender-Wilson voted aye. **MOTION PASSED**

Cavender-Wilson explained that An application for licensure which contained unusual information was discussed during Executive Session. She moved to **postpone the final decision on the applicant and to accept the report from the Executive Session**. McKay second. The board voted by roll call. Pease, Schwaiger, Rooks, McKay, and Cavender-Wilson voted aye. **MOTION PASSED**

Weis stated that the FBI provided us with the preprinted background check cards that we requested on Nov 1, 2018 on March 28, 2019

Williams presented information about possible changes to the complaint process for all SD State boards but stated that we should have our complaint process in place now. The board **reviewed the final complaint algorithm document**. Pease noted one grammatical error which will be corrected. **Cavender-Wilson moved to accept it as revised**. Schwaiger seconded. The board voted by roll call. Pease, Schwaiger, Rooks, McKay, and Cavender-Wilson voted aye. **MOTION PASSED**

At our last meeting the board had asked for a separate application form for those who are already licensed as student CPMs in South Dakota. Weis requested that all applicants use the same form for application regardless of whether they were first licensed as student CPMs in SD or not. **Rooks moved that all applicants will use the same form and a new form need not be developed**. Cavender-Wilson seconded. The board voted by roll call. Pease, Schwaiger, Rooks, McKay, and Cavender-Wilson voted aye. **MOTION PASSED**

Jackie Lopez CPM was submitted to the Dept of Health as a **possible appointment to the board**. The Dept of Health agreed with the submission and presented her biography to the Governor's office.

Justin Williams discussed possible 2020 legislative changes to how South Dakota boards handle hiring attorneys to represent them. All hired attorneys must be on a list approved by the Dept of Health. South Dakota Attorney General's Office has assigned an attorney to our board.

A new information packet concerning Documenting Births in South Dakota was presented to the board for approval. **Cavender-Wilson moved to approve the packet** and have it posted to the web page. Schwaiger seconded. The board voted by roll call. Pease, Schwaiger, Rooks, McKay, and Cavender-Wilson voted aye. **MOTION PASSED**

Pease moved to ask the Vital Records Division of the Dept of Health to add CPM to the Certifier's Worksheet for Completing the Birth Certificate form. Rooks second. The board voted by roll call. Pease, Schwaiger, Rooks, McKay, and Cavender-Wilson voted aye. **MOTION PASSED**

A new information packet concerning Newborn screening procedures in South Dakota was presented to the board for approval. **Rooks moved to approve the packet as revised** Cavender-Wilson Second. The board voted by roll call. Pease, Schwaiger, Rooks, McKay, and Cavender-Wilson voted aye. **MOTION PASSED**

Rooks presented a letter and information about Sanford not accepting CPM lab and ultrasound orders. Discussion followed. Rooks will follow up on this issue.

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Williams gave a short overview Governor's Board Review and possible pending legislation concerning how all South Dakota Boards operate.

Pease reported that there are currently no new pending applications which could impact the board financially. At this time there are four midwives and two students licensed. There have been four CPM attended births in 2019 to date.

Next Meeting March 19, 2020, 1pm CST

At 3:56pm **Cavender-Wilson moved to adjourn** Rooks Second. The board voted by roll call. Pease, Schwaiger, Rooks, and Cavender-Wilson voted aye. McKay Absent **MOTION PASSED**