



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

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South Dakota Board of Examiners for Counselors & Marriage and Family Therapists
Via Videoconference
March 31, 2023

President Butler called the meeting to order at 9:02 am central and determined a quorum.

Board Members Present via Videoconference: Tiffany Butler, Sherwood Schrenk, Cheryl Hartman, Maureen Gustafson, Jill Janecke, Jay Trenhaile, and Jeff Wangen

Board Members Absent: None

Others Present via Videoconference: Jennifer Stalley, Executive Secretary; Lisa Harsma, administrative staff; Court Roper, Board Legal Counsel, Department of Social Services; Erin Handke, Assistant Attorney General; Tracey Mercer, Department of Social Services; Isabel Eliassen, Council of State Governments, Interim Director, Counseling Compact; Jamie McWade; and Jennifer Mayforth.

Motion to approve the proposed agenda by Wangen. Seconded by Schrenk. **Motion carried.**

Butler asked for comments from the public. There were no comments offered.

Isabel Eliassen, Council of State Governments, Interim Director, Counseling Compact, presented information to the Board on the counseling compact in other states and the Counseling Compact Commission.

Motion to approve the meeting minutes of December 9, 2022, by Trenhaile. Seconded by Schrenk. **Motion carried.**

Motion to accept the financial report as of February 28, 2023, by Wangen. Seconded by Trenhaile. **Motion carried.**

Motion to go into executive session for consideration of contested cases at 9:47 am by Schrenk. Seconded by Trenhaile. **Motion carried.**

Butler declared the Board out of executive session at 10:27 am.

Motion to dismiss Complaint 2022-13 by Hartman. Seconded by Schrenk. **Motion carried.**

Motion to dismiss Complaint 2023-01 and Complaint 2023-02 by Schrenk. Seconded by Wangen. **Motion carried.**

Motion to amend the previously issued Order in the Matter of the License Application of Wendy Lohan to allow for a board approved supervisor to supervise the applicant by Trenhaile. Seconded by Schrenk. **Motion carried.**

Hartman provided an update on the 2023 AASCB meeting.

Stalley provided the dates for the 2023 NBCC and AMFTRB meetings.

The Board discussed the counseling compact and information provide by Ms. Eliassen.

Motion to renew a contract with Albertson Consulting for database hosting and maintenance in the total amount of \$12,000 by Trenhaile. Seconded by Janecke. **Motion carried.**

Motion to renew the contract with Midwest Solutions for administrative and executive services with a 7% increase over the current contract by Hartman. Seconded by Trenhaile. **Motion carried.**

Stalley provide a summary of legislative proposals of interest or impact to counseling from the 2023 legislative session.

Stalley provided an office update. The biennial renewal and subsequent continuing education audit are complete. The board vacancies are awaiting appointments by the governor. Stalley will present at the 2023 South Dakota Counseling Association meeting in April.

Mercer informed the Board the Department has been contacted by the governor's office about board vacancies and announcements on appointments are expected soon.

Motion to change the Board's September meeting date to September 22, 2023 at 10:00 am in Pierre by Hartman. Seconded by Wangen. **Motion carried.**

The Board's next meeting is scheduled for June 9, 2023 at 10:00am (central) in Pierre.

Motion to adjourn at 11:14 am by Trenhaile. Seconded by Wangen. **Motion carried.**

Respectfully Submitted,



Jennifer Stalley, Executive Secretary

Remaining Authority by Object/Subobject

Expenditures current through 09/02/2023 02:20:17 PM

SOCIAL SERVICES -- Summary

FY 2024 Version -- AS -- Budgeted and Informational

FY Remaining: 82.7%

0891	Board of Counselor Examiners - Info						PCT
Subobject		Operating	Expenditures	Encumbrances	Commitments	Remaining	AVL
EMPLOYEE SALARIES							
5101010	F-t Emp Sal & Wages	3,250	0	0	0	3,250	100.0
5101030	Board & Comm Mbrs Fees	3,692	0	0	0	3,692	100.0
Subtotal		6,942	0	0	0	6,942	100.0
EMPLOYEE BENEFITS							
5102010	Oasi-employer's Share	374	0	0	0	374	100.0
Subtotal		374	0	0	0	374	100.0
51 Personal Services							
Subtotal		7,316	0	0	0	7,316	100.0
TRAVEL							
5203030	Auto-priv (in-st.) H/rte	4,331	0	0	0	4,331	100.0
5203100	Lodging/in-state	1,507	0	0	0	1,507	100.0
5203130	Non-employ. Travel-in St.	1,100	0	0	0	1,100	100.0
5203140	Meals/taxable/in-state	112	0	0	0	112	100.0
5203150	Non-taxable Meals/in-st	450	0	0	0	450	100.0
5203260	Air-comm-out-of-state	2,000	0	0	0	2,000	100.0
5203280	Other-public-out-of-state	180	0	0	0	180	100.0
5203300	Lodging/out-state	2,024	0	0	0	2,024	100.0
5203320	Incidentals-out-of-state	75	0	0	0	75	100.0
5203330	Non-employ Travel-out-st.	1,000	0	0	0	1,000	100.0
5203350	Non-taxable Meals/out-st	700	0	0	0	700	100.0
Subtotal		13,479	0	0	0	13,479	100.0
CONTRACTUAL SERVICES							
5204020	Dues & Membership Fees	1,550	0	0	0	1,550	100.0
5204050	Computer Consultant	4,000	0	0	0	4,000	100.0
5204080	Legal Consultant	4,000	0	0	0	4,000	100.0
5204090	Management Consultant	54,605	12,570	78,423	0	-36,388	0.0
5204131	Other Consulting	7,500	0	0	0	7,500	100.0
5204160	Workshop Registration Fee	1,550	0	0	0	1,550	100.0
5204200	Central Services	88	0	0	0	88	100.0
5204201	Central Services	1,584	535	0	0	1,049	66.2
5204204	Central Services	0	85	0	0	-85	0.0
5204207	Central Services	521	0	0	0	521	100.0
5204360	Advertising-newspaper	300	0	0	0	300	100.0
5204460	Equipment Rental	750	0	0	0	750	100.0

Remaining Authority by Object/Subobject

Expenditures current through 09/02/2023 02:20:17 PM

SOCIAL SERVICES -- Summary

FY 2024 Version -- AS -- Budgeted and Informational

FY Remaining: 82.7%

0891 Board of Counselor Examiners - Info							PCT
Subobject	Operating	Expenditures	Encumbrances	Commitments	Remaining		AVL
5204510 Rents-other	3,300	0	0	0	3,300		100.0
5204530 Telecommunications Srves	1,100	0	0	0	1,100		100.0
5204590 Ins Premiums & Surety Bds	2,270	0	0	0	2,270		100.0
5204740 Bank Fees And Charges	0	114	0	0	-114		0.0
5204960 Other Contractual Service	0	25	0	0	-25		0.0
Subtotal	83,118	13,329	78,423	0	-8,634		0.0
SUPPLIES & MATERIALS							
5205028 Office Supplies	400	0	0	0	400		100.0
5205328 Printing-commercial	1,350	0	0	0	1,350		100.0
5205350 Postage	2,000	198	0	0	1,802		90.1
5205390 Food Stuffs	150	0	0	0	150		100.0
Subtotal	3,900	198	0	0	3,702		94.9
52 Operating Subtotal	100,497	13,527	78,423	0	8,547		8.5
Total	107,813	13,527	78,423	0	15,863		14.7

**BOARD OF COUNSELOR EXAMINERS
CASH CENTER BALANCE
FOR MONTH ENDING 08-31-23**

[illegible]

**BOARD OF COUNSELOR EXAMINERS
REVENUE SUMMARY
FOR MONTH ENDING 08-31-23**

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	CENTER	FUND SRC	SUB FUND	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	4293945	0	0	0891000	648		2024	02	\$ 600.00	\$ 500.00
6503	4293946	0	0	0891000	648		2024	02	\$ 400.00	\$ 300.00
6503	4293947	0	0	0891000	648		2024	02	\$ 1,350.00	\$ 900.00
6503	4293950	0	0	0891000	648		2024	02	\$ 700.00	\$ 600.00
6503	4293951	0	0	0891000	648		2024	02	\$ 300.00	\$ 300.00
6503	4293952	0	0	0891000	648		2024	02	\$ 1,575.00	\$ 1,575.00
6503	4293980	0	0	0891000	648		2024	02	\$ 400.00	\$ 200.00
6503	4293981	0	0	0891000	648		2024	02	\$ 100.00	\$ 100.00
6503	4293982	0	0	0891000	648		2024	02	\$ 225.00	\$ 225.00
6503	4920045			0891000	648		2024	02	\$ 6,429.77	\$ 6,429.77
									\$ 12,079.77	\$ 11,129.77

**BOARD OF COUNSELOR EXAMINERS
REVENUE DETAIL
FOR MONTH ENDING 08-31-23**

[illegible]

**BOARD OF COUNSELOR EXAMINERS
EXPENDITURE SUMMARY REPORT
FOR MONTH ENDING 08-31-23**

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	ACCOUNT DESCRIPTION	CENTER	FUND SRC	SUB FUND	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	5204090	0	0	MANAGEMENT CONSULTANT	0891000	648		2024	02	\$ 12,569.70	\$ 6,330.88
6503	5204201	0	0	BFM CENTRAL SERVICES	0891000	648		2024	02	\$ 534.55	\$ -
6503	5204204	0	0	RECORDS MGMT SERVICES	0891000	648		2024	02	\$ 84.54	\$ -
6503	5204740	0	0	BANK FEES AND CHARGES	0891000	648		2024	02	\$ 114.00	\$ 57.00
6503	5204960	0	0	OTHER CONTRACTUAL SERVICE	0891000	648		2024	02	\$ 25.00	\$ 25.00
6503	5205350	0	0	POSTAGE	0891000	648		2024	02	\$ 197.89	\$ 73.65
										\$ 13,525.68	\$ 6,486.53

**BOARD OF COUNSELOR EXAMINERS
EXPENDITURE DETAIL REPORT
FOR MONTH ENDING 08-31-23**

[illegible]

BOARD OF COUNSELOR EXAMINERS
AVAILABLE FUNDS
FOR MONTH ENDING 08-31-23

Available Funds Report

	Budget	Commitment	Encumbrance	MTD Amount	YTD Amount	Remaining Budget	Percent Remaining
5101 - Salaries	6,942.00	0.00	0.00	0.00	0.00	6,942.00	100.00%
5102 - Benefits	374.00	0.00	0.00	0.00	0.00	374.00	100.00%
Total PS	7,316.00	0.00	0.00	0.00	0.00	7,316.00	100.00%
5203 - Travel	13,479.00	0.00	0.00	0.00	0.00	13,479.00	100.00%
5204 - Contractual	83,118.00	0.00	78,423.42	6,412.88	13,327.79	-8,633.21	-10.39%
5205 - Supplies	3,900.00	0.00	0.00	73.65	197.89	3,702.11	94.93%
5206 - Grants	0.00	0.00	0.00	0.00	0.00	0.00	0
5207 - Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0
5208 - Other	0.00	0.00	0.00	0.00	0.00	0.00	0
5228 - Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0
Total OE	100,497.00	0.00	78,423.42	6,486.53	13,525.68	8,547.90	8.51%
Total PS & OE	107,813.00	0.00	78,423.42	6,486.53	13,525.68	15,863.90	14.71%