



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

P.O. Box 340, 1351 N. Harrison Ave., Pierre, SD 57501-0340

Ph: 605-224-1721

Fax: 1-888-425-3032

E-mail: [SDBCE@midwestsolutionssd.com](mailto:SDBCE@midwestsolutionssd.com) [dss.sd.gov/licensingboards/examiners.aspx](http://dss.sd.gov/licensingboards/examiners.aspx)

**SOUTH DAKOTA STATE BOARD OF EXAMINERS FOR COUNSELORS &  
MARRIAGE AND FAMILY THERAPISTS  
Friday, September 30, 2022 – 9:00 AM CDT**

Join the Meeting via Zoom

<https://us02web.zoom.us/j/87664889503?pwd=N2JZMjNjNDMjVzN3djWHMxdVpJT2pEZz09>

or call 1-312-626-6799

Meeting ID: 876-6488-9503

Passcode: 855254

**Proposed Meeting Agenda**

- 1) Call to Order
- 2) Approval of Agenda
- 3) Open Forum: *5 minutes for the public to address the Board*
- 4) Approval of Minutes: July 22, 2022
- 5) Financial Report as of August 31, 2022
- 6) New Business
  - a. Hearing in the Matter of the Professional License of J. Kaiser (2021-11 and 2022-01)
  - b. Hearing in the Matter of the Licensed Professional Counselor by Endorsement Application of V. Scott
- 7) Executive Session (Pursuant to SDCL 1-25-2(3) for consultation with legal counsel for consideration of proposed contested cases or litigation)
- 8) Other Business
  - a. DSS Updates
- 9) Announcements
  - a. Next Meetings: October 14, 2022 and December 9, 2022
- 10) Adjourn



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South Dakota Board of Examiners for Counselors & Marriage and Family Therapists  
Via Videoconference  
July 22, 2022

President Rice Brinkworth called the meeting to order at 10:12 am central and determined a quorum.

**Board Members Present via Videoconference:** Lynell Rice Brinkworth, Tiffany Butler, Cheryl Hartman, Jill Janecke, Roswitha Konz, Woody Schrenk and Jay Trenhaile.

**Board Members Absent:** Maureen Gustafson, Jeff Wangen

**Others Present via Videoconference:** Karen Cudmore, administrative staff; Court Roper, Board Legal Counsel, Department of Social Services and Erin Handke, Assistant Attorney General.

Motion to approve the proposed agenda by Trenhaile. Seconded by Konz. **Motion carried.**

Board members introduced themselves to Court Roper, Board Legal Counsel, Department of Social Services.

Rice Brinkworth asked for comments from the public. There were no comments offered.

Motion to approve the meeting minutes of June 10, 2022, by Schrenk. Seconded by Trenhaile. **Motion carried.**

Hearing in the matter of the Professional License of J. Kaiser (2021-11 and 2022-01) was continued as agreed to by all parties.

Motion to go into executive session for consideration of contested cases at 10:21 am by Trenhaile. Seconded by Konz. **Motion carried.**

Rice Brinkworth declared the Board out of executive session at 10:33 am.

Motion to dismiss Complaint 2022-05 by Schrenk. Seconded by Konz. **Motion carried.**

Motion to dismiss Complaint 2022-06 by Butler. Seconded by Trenhaile. **Motion carried.**

Motion to dismiss Complaint 2022-07 by Janecke. Seconded by Hartman. **Motion carried.**

Rice Brinkworth noted the time and place for the hearing in the matter of the Licensed Professional Counselor by Endorsement Application of L. Mashak. Mashak appeared before the Board and presented information concerning her application for licensure by endorsement.

Motion to go into executive session for consideration of contested cases at 11:30 am by Konz. Seconded by Hartman. **Motion carried.**

Rice Brinkworth declared the Board out of executive session at 11:52 am.

Motion to approve the License Professional Counselor by Endorsement Application of L. Mashak by Hartman. Seconded by Trenhaile. **Motion carried.**

The Board considered proposed changes to administrative rules for purposes of beginning the rules process.

Motion to propose changes to rules regarding methods of supervision, national examinations for licensed professional counselors and marriage and family therapists, the requirements for certain internships and practicums, and the expiration of plans of supervision by Trenhaile. Seconded by Butler. **Motion carried.**

The Board's next meeting is scheduled for September 30, 2022, in Pierre.

Motion to adjourn by Trenhaile. Seconded by Schrenk. **Motion carried.**

The Board adjourned at 12:41 pm.

Respectfully Submitted,

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Jennifer Stalley, Executive Secretary



**BOARD OF COUNSELOR EXAMINERS  
REVENUE SUMMARY  
FOR MONTH ENDING 08-31-22**

<b>COMP</b>	<b>ACCOUNT</b>	<b>BDGT YEAR</b>	<b>GRANT YEAR</b>	<b>CENTER</b>	<b>FUND SRC</b>	<b>SUB FUND</b>	<b>FISCAL YEAR</b>	<b>FISCAL MONTH</b>	<b>YTD AMOUNT</b>	<b>MTD AMOUNT</b>
6503	4293945	0	0	0891000	648		2023	02	\$ 1,300.00	\$ 800.00
6503	4293946	0	0	0891000	648		2023	02	\$ 700.00	\$ 400.00
6503	4293947	0	0	0891000	648		2023	02	\$ 2,475.00	\$ 1,575.00
6503	4293950	0	0	0891000	648		2023	02	\$ 1,000.00	\$ 900.00
6503	4293951	0	0	0891000	648		2023	02	\$ 300.00	\$ 100.00
6503	4293952	0	0	0891000	648		2023	02	\$ 1,800.00	\$ 900.00
6503	4293980	0	0	0891000	648		2023	02	\$ 100.00	\$ -
6503	4293981	0	0	0891000	648		2023	02	\$ 200.00	\$ 200.00
6503	4293982	0	0	0891000	648		2023	02	\$ 675.00	\$ 675.00
6503	4920045			0891000	648		2023	02	\$ 1,790.45	\$ 1,790.45
									<b>\$ 10,340.45</b>	<b>\$ 7,340.45</b>

**BOARD OF COUNSELOR EXAMINERS  
REVENUE DETAIL  
FOR MONTH ENDING 08-31-22**

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	FUND CENTER	FISCAL SRC	FISCAL MONTH	FISCAL DAY	FISCAL YEAR	SOURCE CODE	DESCRIPTION	AMOUNT
6503	4293945	0	0	0891000	648	02	02	2023	C08230024	BOARD OF COUNSELOR EXAMINERS C	\$ (400.00)
6503	4293945	0	0	0891000	648	02	02	2023	C08230024	BOARD OF COUNSELOR EXAMINERS C	\$ 400.00
6503	4293945	0	0	0891000	648	02	02	2023	C08230024	BOARD OF COUNSELOR EXAMINERS C	\$ 400.00
6503	4293947	0	0	0891000	648	02	02	2023	C08230024	BOARD OF COUNSELOR EXAMINERS C	\$ 225.00
6503	4293950	0	0	0891000	648	02	02	2023	C08230024	BOARD OF COUNSELOR EXAMINERS C	\$ 500.00
6503	4293952	0	0	0891000	648	02	02	2023	C08230024	BOARD OF COUNSELOR EXAMINERS C	\$ 450.00
6503	4293945	0	0	0891000	648	02	08	2023	C08230030	BOARD OF COUNSELOR EXAMINERS C	\$ (100.00)
6503	4293945	0	0	0891000	648	02	08	2023	C08230030	BOARD OF COUNSELOR EXAMINERS C	\$ 100.00
6503	4293945	0	0	0891000	648	02	08	2023	C08230030	BOARD OF COUNSELOR EXAMINERS C	\$ 100.00
6503	4293946	0	0	0891000	648	02	08	2023	C08230030	BOARD OF COUNSELOR EXAMINERS C	\$ 100.00
6503	4293947	0	0	0891000	648	02	08	2023	C08230030	BOARD OF COUNSELOR EXAMINERS C	\$ 225.00
6503	4293950	0	0	0891000	648	02	08	2023	C08230030	BOARD OF COUNSELOR EXAMINERS C	\$ 200.00
6503	4293981	0	0	0891000	648	02	08	2023	C08230030	BOARD OF COUNSELOR EXAMINERS C	\$ 200.00
6503	4293982	0	0	0891000	648	02	08	2023	C08230030	BOARD OF COUNSELOR EXAMINERS C	\$ 450.00
6503	4920045			0891000	648	02	01	2023	IP22124	ANNUAL INTEREST PRORATION C	\$ 1,790.45
6503	4293945	0	0	0891000	648	02	22	2023	C08230038	BOARD OF COUNSELORS EXAMINERSC	\$ (300.00)
6503	4293945	0	0	0891000	648	02	22	2023	C08230038	BOARD OF COUNSELORS EXAMINERSC	\$ 300.00
6503	4293945	0	0	0891000	648	02	22	2023	C08230038	BOARD OF COUNSELORS EXAMINERSC	\$ 300.00
6503	4293946	0	0	0891000	648	02	22	2023	C08230038	BOARD OF COUNSELORS EXAMINERSC	\$ 300.00
6503	4293947	0	0	0891000	648	02	22	2023	C08230038	BOARD OF COUNSELORS EXAMINERSC	\$ 1,125.00
6503	4293950	0	0	0891000	648	02	22	2023	C08230038	BOARD OF COUNSELORS EXAMINERSC	\$ 200.00
6503	4293951	0	0	0891000	648	02	22	2023	C08230038	BOARD OF COUNSELORS EXAMINERSC	\$ 100.00
6503	4293952	0	0	0891000	648	02	22	2023	C08230038	BOARD OF COUNSELORS EXAMINERSC	\$ 450.00
6503	4293982	0	0	0891000	648	02	22	2023	C08230038	BOARD OF COUNSELORS EXAMINERSC	\$ 225.00
											<b>\$ 7,340.45</b>

**BOARD OF COUNSELOR EXAMINERS  
EXPENDITURE SUMMARY REPORT  
FOR MONTH ENDING 08-31-22**

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	ACCOUNT DESCRIPTION	CENTER	FUND SRC	SUB FUND	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	5101030	0	0	BOARD & COMM MBRS FEES	0891000	648		2023	02	\$ 900.00	\$ 420.00
6503	5102010	0	0	OASI-EMPLOYER'S SHARE	0891000	648		2023	02	\$ 68.85	\$ 32.13
6503	5204020	0	0	DUES & MEMBERSHIP FEES	0891000	648		2023	02	\$ 1,000.00	\$ -
6503	5204090	0	0	MANAGEMENT CONSULTANT	0891000	648		2023	02	\$ 11,934.10	\$ 6,115.33
6503	5204130	0	0	OTHER CONSULTING	0891000	648		2023	02	\$ -	\$ -
6503	5204201	0	0	BFM CENTRAL SERVICES	0891000	648		2023	02	\$ 535.74	\$ -
6503	5204204	0	0	RECORDS MGMT SERVICES	0891000	648		2023	02	\$ 235.60	\$ -
6503	5204207	0	0	HUMAN RESOURCES SERVICES	0891000	648		2023	02	\$ 227.14	\$ 227.14
6503	5204740	0	0	BANK FEES AND CHARGES	0891000	648		2023	02	\$ 24.00	\$ 12.00
6503	5204960	0	0	OTHER CONTRACTUAL SERVICE	0891000	648		2023	02	\$ 41.00	\$ -
6503	5205020	0	0	OFFICE SUPPLIES	0891000	648		2023	02	\$ 37.18	\$ 37.18
6503	5205310	0	0	PRINTING-STATE	0891000	648		2023	02	\$ 1,793.32	\$ 379.65
6503	5205350	0	0	POSTAGE	0891000	648		2023	02	\$ 253.17	\$ 193.23
										<b>\$ 17,050.10</b>	<b>\$ 7,416.66</b>

BOARD OF COUNSELOR EXAMINERS  
 EXPENDITURE DETAIL REPORT  
 FOR MONTH ENDING 08-31-22

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	FUND CENTER	SUB SRC	FISCAL MONTH	FISCAL DAY	FISCAL YEAR	SOURCE CODE	VENDOR NUMBER/ INVOICE NUMBER	CHECK NUMBER	VENDOR NAME	AMOUNT
6503	5101030	0	0	0891000	648	02	01	2023	CGEX220727	C			\$ 420.00
6503	5102010	0	0	0891000	648	02	01	2023	CGEX220727	C			\$ 32.13
6503	5205310	0	0	0891000	648	02	01	2023	CD307016	CENTRAL DUPLICATING SERVICES C		0891	\$ 379.65
6503	5204740	0	0	0891000	648	02	02	2023	D0823BF007	BD OF COUNSELOR BANK FEES C	F23054		\$ 12.00
6503	5204740	0	0	0891000	648	02	02	2023	D0823BF007	BD OF COUNSELOR BANK FEES C	F23054		\$ 12.00
6503	5204740	0	0	0891000	648	02	02	2023	D0823BF007	BD OF COUNSELOR BANK FEES C	F23054		\$ (12.00)
6503	5204090	0	0	0891000	648	02	09	2023	030549	1219990223SC081003-JUL 0M	00100804560	MIDWESTSOL	\$ 6,115.33
6503	5205350	0	0	0891000	648	02	10	2023	MS307032	CENTRAL MAIL SERVICES C		0891	\$ 193.23
6503	5205020	0	0	0891000	648	02	12	2023	034735	1212441436294 010M	00100806455	JCOFFICESU	\$ 37.18
6503	5204207	0	0	0891000	648	02	18	2023	PL307040	HUMAN RESOURCE SERVICES BILLK		0891	\$ 227.14
													<b>\$ 7,416.66</b>



**Board of Counselors Revenue Codes**

\$100.00	LPC Application Fee	4293945
\$100.00	LPC Endorsement Application Fee	4293946
\$100.00	LPC Biennial License Fee	4293947
\$100.00	LPC Renewal Fee	4293948
\$100.00	LPC-MH Application Fee	4293950
\$100.00	LPC-MH Endorsement Application Fee	4293951
\$75.00	LPC-MH Biennial License Fee	4293952
\$75.00	LPC-MH Renewal Fee	4293953
\$100.00	MFT Application Fee	4293980
\$100.00	MFT Endorsement Application Fee	4293981
\$100.00	MFT Biennial License Fee	4293982
\$100.00	MFT Renewal Fee	4293983
\$25.00	LPC Inactive License Fee	4293961
\$25.00	LPC-MH Inactive License Fee	4293962
\$25.00	LMFT Inactive License Fee	4293963
	Annual Interest	4920045
	Investment Council Interest	4491000