



SOUTH DAKOTA BOARD OF CERTIFIED PROFESSIONAL MIDWIVES

27705 460th Avenue, Chancellor, SD 57015

Phone: 605-743-4451 Email: cpmsdlicense@gmail.com

Home Page: doh.sd.gov/boards/midwives/

**VIA TELECONFERENCE
SOUTH DAKOTA BOARD OF CERTIFIED PROFESSIONAL MIDWIVES
BOARD MEETING**

27705 460th Ave. Chancellor SD

Thursday, March 19, 2026 1:00pm - 4:00pm (CST)

Dial-in Number: **(605) 472-5220**

Access Number: **117-198**

Online Meeting ID: **cpmsdlicense**

Please let me know if you have any questions.

Tammy Weis
Executive Secretary
South Dakota Board of Certified Professional Midwives

Persons interested in joining the meeting may do so by appearing in person for the teleconference at the location listed above or by calling 605-743-4451 to arrange for a dial in number for the teleconference



SOUTH DAKOTA BOARD OF CERTIFIED PROFESSIONAL MIDWIVES

27705 460th Avenue, Chancellor, SD 57015

Phone: 605-743-4451 Email: cpmsdlicense@gmail.com

Home Page: doh.sd.gov/boards/midwives/

**VIA TELECONFERENCE
SOUTH DAKOTA BOARD OF CERTIFIED PROFESSIONAL MIDWIVES
BOARD MEETING**

27705 460th Ave. Chancellor SD

Thursday, March 19, 2026 1:00pm - 4:00pm (CST)

1. Call to Order/ Roll Call/Quorum
2. Approval of Agenda
3. Open Forum – time for the public to address the Board pursuant to SDCL 1-25-1 (5 min./topic)
4. Approval of Draft Meeting Minutes from Sept 18, 2025
5. Office update
 - a. Financial Report
 - b. Board Member Compensation
 - c. Licenses: 8 CPMs, 4 Midwifery Students, 2 Inactive Status
 - d. Birth Report Assessments for 2025
 - e. Complaints
6. 2026 Legislative Report
 - a. HB 1127 did not pass
 - b. Changes to ARSD process (Administrative Rules)
 - c. Changes to Open Meeting regulation
7. Open Meeting Information
 - a. Printable, in the meeting documents
8. Document approvals
 - a. Chart Review document approval
 - b. Change for Maternal Transport document approval
9. Policy approvals
 - a. Birth Report assessment/document
 - b. Post-dates definition policy
 - c. Pregnancy Loss policy
10. Executive Secretary Contract for 2027
11. ARSD propagation for student midwives.
12. **At 3pm we will pause the agenda and move to Executive Session pursuant to SDCL 1-25-2 (3) to consult with Legal Counsel concerning the disposition of complaints. We will then return to the meeting, complete any Executive Session business before returning to complete the agenda.**
13. Announcements/Other business
 - a. Next Meeting Sept17, 2026 (1-4pm CST)
14. Adjourn

Persons interested in joining the meeting may do so by appearing in person for the teleconference at the location listed above or by calling 605-743-4451 to arrange for a dial in number for the teleconference



SOUTH DAKOTA BOARD OF CERTIFIED PROFESSIONAL MIDWIVES

27705 460th Avenue, Chancellor, SD 57015

Phone: 605-743-4451 Email: cpmsdlicense@gmail.com

Home Page: doh.sd.gov/boards/midwives/

VIA TELECONFERENCE

SOUTH DAKOTA BOARD OF CERTIFIED PROFESSIONAL MIDWIVES

27705 460th Ave. Chancellor SD

Thursday September 18, 2025 1pm – 4:00pm (12-3pm MT)

President **Chandell Brink welcomed everyone** and offered some instruction to help run the meeting more effectively. She called the **meeting to order at 1:03pm CST, (12:03pm MT)**.

Exec. Sec Tammy Weis **called the roll. A quorum was present.** Members of the board in attendance: Chandell Brink, President; Eudine Stevens CPM, Vice President; Chelsea Iverson CNM, and Dr. Amy Lueking were present via phone.

Also present by phone was Megan Borchert, Legal Counsel; Kaitlin Sherer, DOH Liaison, and Grace Fox CPM. Tammy Weis, Exec Secretary was present at the CPM office. Cavender CPM joined the meeting later.

Item #2 Stevens moved to **approve the agenda as presented.** Iverson second. The board voted unanimously. **MOTION CARRIED.**

Item #3 President Brink introduced **Chelsea Iverson CNM.** She is the CNM appointed to the board when Sue Rooks CNM retired. Chelsea lives in Whitewood, has worked in hospital, birth center, and home settings. The board welcomed her knowledge and perspective.

Item #4 Brink announced the need to elect a **Secretary** since Rooks retired. She opened the floor for nominations. Stevens nominated Chelsea Iverson for Secretary. Brink second. Stevens moved to close nominations. Iverson second. The board voted unanimously. **MOTION CARRIED.**
Chelsea Iverson, CNM was unanimously voted Secretary

Item #5 No member of the public chose to speak during the public forum time. A letter concerning well woman care by CPMs that was submitted was read aloud.

Item #6 Stevens moved to **approve the draft minutes as corrected from March 20, 2025** Iverson second. The board voted unanimously. **MOTION CARRIED**

Item #7 Weis presented the office update: CPM Board income for FY 2026 is \$6711.17 with expenditures of \$2129.00. On record as not desiring financial compensation for serving on the board are Brink, Iverson, and Stevens. Dr. Lueking does receive compensation. There are eight CPM, 3 Midwifery Student, 2 Inactive Status licenses. We had a total of 21 Births Reports since the beginning of the fiscal year on July 1. There have been 61 births reported to date for the 2025 calendar year. There were no questions.

Item #8 Last legislative session a bill was passed requiring all board to **review the law governing open meetings in South Dakota.**

SDCL 1-25-13. Annual review of open meeting laws--Acknowledgment.

Any agency, as defined in § 1-26-1, or political subdivision of this state, that is required to provide public notice of its meetings pursuant to § 1-25-1.1 or 1-25-1.3 must annually review the following, during an official meeting of the agency or subdivision:

- (1) The explanation of the open meeting laws of this state published by the attorney general, pursuant to § 1-11-1; and
- (2) Any other material pertaining to the open meeting laws of this state provided by the attorney general.

The agency or subdivision must include in the minutes of the official meeting an acknowledgement that the review was completed.

Source: SL 2025, ch 7, § 2.

The document which was prepared by the Attorney General's office for board review was distributed in the meeting documents

Item #9 The ARSD propagation process was reviewed. There was discussion concerning the lack of clear rules for student midwives. **Brink moved that we create a work group of Eudine StevensCPM, Chelsea IversonCNM and Tammy Weis to create a draft of rules to begin the process of formally adopting rules for student midwives. Stevens second.** . The board voted unanimously. . **MOTION CARRIED**

Item #10 There was discussion about whether to create a board policy or an Administrative Rules draft for a framework for care that may be provided by CPMs for non-viable pregnancy. Iverson moved **to create a work group of Dr Lueking, Cavender CPM and Sec Weis to work together to bring a proposal concerning miscarriage and IUFD policy to the board at the next meeting.** Iverson second. The board voted unanimously. . **MOTION CARRIED** It was mentioned that there could be a policy, not a set of procedures.

Item #11 Brink announced that the next meeting will be **March 19, 2026** (1-4pm CST) Weis announced we have three complaints that are in various stages of the process. When those are ready for board approval we will **need to call a special meeting** to address them. **Autumn Cavender CPM gave a lecture** concerning medical ethics and reproductive justice at a conference on Sept 18, 2025. **South Dakota Birth Matters is planning to bring legislation** concerning birth centers this legislative session. At this time they are planning language that will include CPMs

Item #12 At 2:34p Iverson moved to **adjourn.** Cavender Second. The board voted unanimously. . **MOTION CARRIED**

Remaining Authority by Object/Subobject

Expenditures current through 02/28/2026 01:20:14 PM

HEALTH -- Summary

FY 2026 Version -- AS -- Budgeted and Informational

FY Remaining: 33.7 %

09213 Board of Certified Prof Midwives - Info						PCT
Subobject	Operating	Expenditures	Encumbrances	Commitments	Remaining	AVL
EMPLOYEE SALARIES						
5101030 Board & Comm Mbrs Fees	2,006	332	0	0	1,674	83.4
Subtotal	2,006	332	0	0	1,674	83.4
EMPLOYEE BENEFITS						
5102010 Oasi-employer's Share	184	25	0	0	159	86.4
Subtotal	184	25	0	0	159	86.4
51 Personal Services						
Subtotal	2,190	357	0	0	1,833	83.7
TRAVEL						
5203030 Auto-priv (in-st.) H/rte	590	0	0	0	590	100.0
5203100 Lodging/in-state	646	0	0	0	646	100.0
5203140 Meals/taxable/in-state	300	0	0	0	300	100.0
5203260 Air-comm-out-of-state	1,500	0	0	0	1,500	100.0
5203320 Incidentals-out-of-state	200	0	0	0	200	100.0
Subtotal	3,236	0	0	0	3,236	100.0
CONTRACTUAL SERVICES						
5204090 Management Consultant	14,607	7,000	6,845	0	762	5.2
5204200 Central Services	395	295	0	0	100	25.3
5204207 Central Services	0	60	0	0	-60	0.0
5204590 Ins Premiums & Surety Bds	900	0	0	0	900	100.0
Subtotal	15,902	7,355	6,845	0	1,702	10.7
CAPITAL OUTLAY						
5207900 Computer Hardware	700	0	0	0	700	100.0
Subtotal	700	0	0	0	700	100.0
52 Operating						
Subtotal	19,838	7,355	6,845	0	5,638	28.4
Total	22,028	7,712	6,845	0	7,471	33.9

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 02/28/2026

AGENCY: 09 HEALTH
BUDGET UNIT: 09213 BOARD OF CERTIFIED PROF MIDWIVES - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	092100062401	1140000	9,027.63	DR	BOARD OF CERTIFIED PROFESSIONAL MIDWIVES
COMPANY/SOURCE TOTAL 6503 624			9,027.63	DR *	
COMP/BUDG UNIT TOTAL 6503 09213			9,027.63	DR **	
BUDGET UNIT TOTAL		09213	9,027.63	DR ***	
AGENCY TOTAL		09	11,660,870.96	DR ****	

SD Board of CPM Complaints. Est March 1, 2019

1	6/23/2022	Four Complaints/all medical	Twins/PPH	Minnesota	Out of jurisdiction	
2	7/6/2022	Medical	Neonatal transfer	Investigated	Dismissed	
3	9/28/2022	SD Board of CPM	Preterm transfer	Investigated	Dismissed	
4	10/21 2022	SD Board of CPM	Late Report	Investigated	Dismissed	
5	6/22/2023	Medical	Med Error	Minnesota	Out of jurisdiction	
6	11/15/2023	Family Member/ SD Board of CPM	Delayed Transfer	Investigated	Withdrawn/ Informal Resolution	
7	6/11/2025	Medical	Twins/Retained Placenta	Investigated	Informal Resolution	
8	7/13/2025	Medical	IUFD	Investigation	Informal Resolution	

South Dakota Legislative Update

Bill:	An Act to:	Sponsor	Status
HB 1023	Establish requirements and liability protection for RNs and LPNs serving on ambulance crews. Allows RN and LPN to be employed/volunteer for ambulance service if competent in EMS & within scope. Excludes from liability for civil damages.	Representative Walburg (prime) Study Committee on EMS	Signed
HB 1104	Revise application requirements for special license plates & parking permits for individuals with disabilities. In addition to physician, allows PA, chiropractor, physical therapist, & CNP to sign a parking permit for physically disabled person.	Representative Mulder	Signed
HB 1143	Authorize possession & self-administration of nasal glucagon by a student on school property & at school-related events & activities.	Representative Rehfeldt	Signed
HB 1184	Define man and woman throughout the state and prohibit funding for anything to the contrary. Requires board to strictly adhere to definition of female.	Representative Hansen	Passed House Pending Senate Judiciary
HB 1219	Require the provision of interpreter or translator services for parties to an administrative contested case. Services paid by state agency; prevailing party in case may recover expenditures of interpreter/translator.	Representative Muckey	Passed Senate & House
HB 1257	Amend the definition of an abortion. Any person who administers, prescribes, or procures any medicine, drug, or substance or uses an instrument or other means with intent to procure an abortion to a pregnant female, unless reasonable medical judgment that abortion is necessary to preserve life of female, is guilty of Class 6 felony.	Representative Soye	Passed Senate & House
HB 1274	Prohibit the dispensing, distribution, sale, or advertisement of certain articles or things for purposes of unlawful abortion and provide a criminal and civil penalty. Attorney general may bring action against and impose civil penalty.	Representative Hughes	Passed House Passed Senate State Affairs
SB 8	Permit a school district to administer epinephrine using a nasal spray. Allows school to acquire and maintain stock of epi auto injectors and adds nasal spray.	Chair of Committee on Education at request of DOE	Signed
SB 46	Modify the requirements for open meeting agendas and provide a penalty. Agenda must list items in sufficient detail to inform public of official business at meeting.	Chair of Committee on Local Government at request of AG	Signed
SB 47	Revise requirements for executive sessions and closed meetings. May only hold session upon majority vote of members present. Motion must include applicable subdivision for reason held.	Chair of Committee on Local Government at request of AG	Signed
SB 48	Clarify that official open meeting agenda must be posted online at least 72 hours before scheduled start of meeting. No significant changes as to how Board posts.	Chair of Committee on Local Government at request of AG	Signed
SB 56	Require that agencies promulgating permanent rules publish rules & associated rulemaking forms on state website. Removes publishing on 'agency' website and replaces with a single website designated by Governor and executive department.	Senators Howard & Rep Hansen, etc. at request of Interim Rules Review Comm.	Signed
SB 63	Establish the state office of apprenticeship within the DOL and Regulation. Establishes state office of apprenticeship within dept. and authority to promulgate rules.	Chair of Committee on Commerce & Energy at request of DOL & Regulation	Passed Senate & House
SB 87	Clarify and establish requirements related to forensic medical examinations. Replaces 'physician' with 'provider'; includes sexual assault nurse examiner as provider.	Senator Reed	Passed Senate & House
SB 133	Provide additional legislative oversight of rulemaking. Requires board to submit a regulatory impact analysis for any proposed permanent rules. Statement must detail alternative options, cost-benefit analysis, compliance costs, etc. & if a major rule over \$3 million to implement.	Senator Sue Peterson	Passed Senate and House



2026 South Dakota Legislature

House Bill 1127

Introduced by: **Representative Soye**

1 **An Act to revise provisions related to birth centers and the practice of certified**
 2 **professional midwives at birth centers.**

3 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF SOUTH DAKOTA:

4 **Section 1. That § 34-12-59 be AMENDED:**

5 **34-12-59.** Except as provided in § 34-12-60, no person may establish or operate
 6 a birth center in this state without ~~an appropriate~~ a license issued under §§ 34-12-57 to
 7 34-12-63, inclusive by the Department of Health in accordance with § 34-12-61.

8 **Section 2. That § 34-12-60 be AMENDED:**

9 **34-12-60.** The following facilities are exempt from the requirements of §§ 34-12-
 10 57 to ~~34-12-63~~ section 5 of this Act, inclusive:

- 11 (1) A hospital licensed pursuant to this chapter; and
- 12 (2) A critical access hospital licensed pursuant to this chapter.

13 **Section 3. That § 34-12-61 be AMENDED:**

14 **34-12-61.** ~~An applicant for~~ A person seeking a birth center license shall submit an
 15 application to the Department of Health on a form prescribed by the department. The
 16 application ~~shall~~ must be accompanied by a nonrefundable license fee of five hundred
 17 dollars. The department shall issue a license if, after inspection and investigation, the
 18 department finds that the application and birth center meet the requirements of §§ 34-
 19 12-57 to ~~34-12-63~~ section 5 of this Act, inclusive. The birth center license is renewable
 20 annually on a form prescribed by the department.

21 **Section 4. That § 34-12-63 be AMENDED:**

1 **34-12-63.** A birth center shall adopt, implement, and enforce a written risk
 2 assessment system that conforms to the patient assessment protocols established
 3 pursuant to § 34-12-62. ~~A birth center~~ A practitioner shall perform the risk assessment of
 4 a potential client prior to accepting the client for admission and ~~shall only~~ may admit only
 5 a client ~~that~~ who has been assessed to have a low-risk pregnancy. ~~A birth center client~~
 6 practitioner shall ~~be continually assessed~~ assess a client to identify if her condition
 7 deviates from a low-risk pregnancy at any time during the pregnancy, delivery, or
 8 postpartum period. At least one practitioner or registered nurse must be on duty in the
 9 birth center at all times if a client is in active labor. ~~The birth center practitioner~~ shall refer
 10 or transfer the client to a physician or hospital in accordance with the standards
 11 established pursuant to § 34-12-62.

12 Any licensed practical nurse or other nursing personnel involved in client care must
 13 be under the direct supervision of a practitioner or registered nurse licensed in accordance
 14 with chapter 36-9.

15 For purposes of this section, "practitioner" means a:

- 16 (1) Physician licensed in accordance with chapter 36-4;
 17 (2) Certified nurse midwife authorized to practice nurse midwifery as provided in
 18 chapter 36-9A; or
 19 (3) Certified professional midwife licensed in accordance with chapter 36-9C.

20 **Section 5. That a NEW SECTION be added to chapter 34-12:**

21 A birth center must have a written plan for each client that:

- 22 (1) Addresses the client's medical, physical, mental, and emotional needs;
 23 (2) Is based on a physical examination of the client and an assessment of the client's
 24 medical history upon admission; and
 25 (3) Is approved by the client's attending practitioner, as defined § 34-12-63.

26 Each client's attending practitioner is responsible for documenting orders and
 27 progress notes on the client's medical record.

28 **Section 6. That § 34-12-58 be REPEALED.**

29 ~~Any birth center shall be located within thirty minutes normal driving time of a~~
 30 ~~hospital licensed pursuant to this chapter that provides routine birth services.~~

and any person that has made a written request for such determinations. If the commission finds a violation of this chapter, the commission shall issue a public reprimand to the offending official or governmental entity. However, no violation found by the commission may be subsequently prosecuted by the state's attorney or the attorney general. All findings and public censures of the commission shall be public records pursuant to § 1-27-1. Sections 1-25-6 to 1-25-9, inclusive, are not subject to the provisions of chapter 1-26.

1-25-8. OMC Members. The South Dakota Open Meeting Commission is comprised of five state's attorneys or deputy state's attorneys appointed by the attorney general. Each commissioner serves at the pleasure of the attorney general. The members of the commission shall choose a chair of the commission annually by majority vote.

1-25-12. DEFINITIONS. Terms used in the open meetings laws mean:

(1) "Official meeting," any meeting of a quorum of a public body at which official business or public policy of that public body is discussed or decided by the public body, whether in person or by means of teleconference or electronic means, including electronic mail, instant messaging, social media, text message, or virtual meeting platform, provided the term does not include communications solely to schedule a meeting or confirm attendance availability for a future meeting;

(2) "Political subdivision," any association, authority, board, municipality, commission, committee, council, county, school district, task force, town, township, or other local governmental entity, which is created by statute, ordinance, or resolution, and is vested with the authority to exercise any sovereign power derived from state law;

(3) "Public body," any political subdivision or the state;

(4) "State," each agency, board, commission, or department of the State of South Dakota, not including the Legislature; and

(5) "Teleconference," an exchange of information by any audio, video, or electronic medium, including the internet.

1-25-13. ANNUAL REVIEW OF OPEN MEETING LAWS. Any agency, as defined in § 1-26-1, or political subdivision of this state, that is required to provide public notice of its meetings pursuant to § 1-25-1.1 or 1-25-1.3 must annually review the following, during an official meeting of the agency or subdivision:

(1) The explanation of the open meeting laws of this state published by the attorney general, pursuant to § 1-11-1; and

(2) Any other material pertaining to the open meeting laws of this state provided by the attorney general.

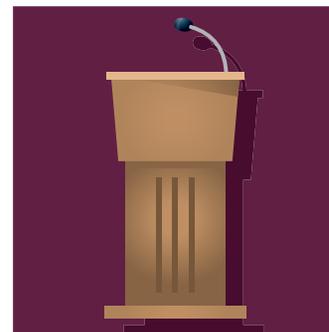
The agency or subdivision must include in the minutes of the official meeting an acknowledgement that the review was completed.

1-27-1.16. MEETING PACKETS AND MATERIALS.

If a meeting is required to be open to the public pursuant to § 1-25-1 and if any printed material relating to an agenda item of the meeting is prepared or distributed by or at the direction of the governing body or any of its employees and the printed material is distributed before the meeting to all members of the governing body, the material shall either be posted on the governing body's website or made available at the official business office of the governing body at least twenty-four hours prior to the meeting or at the time the material is distributed to the governing body, whichever is later. If the material is not posted to the governing body's website, at least one copy of the printed material shall be available in the meeting room for inspection by any person while the governing body is considering the printed material. However, the provisions of this section do not apply to any printed material or record that is specifically exempt from disclosure under the provisions of this chapter or to any printed material or record regarding the agenda item of an executive or closed meeting held in accordance with § 1-25-2. A violation of this section is a Class 2 misdemeanor. However, the provisions of this section do not apply to printed material, records, or exhibits involving contested case proceedings held in accordance with the provisions of chapter 1-26.

1-27-1.17. DRAFT MINUTES. The unapproved, draft minutes of any public meeting held pursuant to § 1-25-1 that are required to be kept by law shall be available for inspection by any person within ten business days after the meeting. However, this section does not apply if an audio or video recording of the meeting is available to the public on the governing body's website within five business days after the meeting. A violation of this section is a Class 2 misdemeanor. However, the provisions of this section do not apply to draft minutes of contested case proceedings held in accordance with the provisions of chapter 1-26.

1-27-1.18. WORKING GROUP REPORTS. Any final recommendations, findings, or reports that result from a meeting of a committee, subcommittee, task force, or other working group which does not meet the definition of a political subdivision or public body pursuant to § 1-25-1, but was appointed by the governing body, shall be reported in open meeting to the governing body which appointed the committee, subcommittee, task force, or other working group. The governing body shall delay taking any official action on the recommendations, findings, or reports until the next meeting of the governing body.



Conducting the Public's Business in Public

A guide to South Dakota's Open Meetings Laws
(Revised 2025)

Prepared by:
S.D. Attorney General's Office
in partnership with the
S.D. NewsMedia Association

Published by:
South Dakota NewsMedia Association
1125 32nd Ave. Brookings, SD 57006

Q: WHAT ARE SOUTH DAKOTA'S OPEN MEETINGS LAWS?

A: South Dakota's open meetings laws embody the principle that the public is entitled to the greatest possible information about public affairs and are intended to encourage public participation in government. SDCL Ch. 1-25 requires that official meetings of public bodies must be public and advance notice is to be given of such meetings. The statutes define an "official meeting" as one where a quorum of the public body is present and at which official business or public policy of the body is discussed or decided. Openness in government is encouraged.

Q: WHO DOES THE OPEN MEETINGS LAWS APPLY TO?

A: The open meetings laws apply to all public bodies of the state and its political subdivisions. SDCL 1-25-1, 1-25-12(3). This includes cities, counties, school boards and other public bodies created by ordinance or resolution, such as appointed boards, task forces, and committees, so long as they have authority to exercise sovereign power. SDCL 1-25-12(2). Although no court decisions have been issued on the subject, this probably does not include bodies that serve only in an advisory capacity. The State Constitution allows the Legislature and the Unified Judicial System to create rules regarding their own separate functions.

Q: ARE TELECONFERENCES CONSIDERED PUBLIC MEETINGS?

A: Yes. The open meetings laws allow meetings, including executive or closed meetings, to be conducted by teleconference – defined as an exchange of information by audio, video, or electronic means (including the internet) – if a place is provided for the public to participate. SDCL 1-25-1.5, 1-25-12(5). In addition, for teleconferences where

less than a quorum of the public body is present at the location open to the public, arrangements must also be made for the public to listen by telephone or internet (except for portions of meetings properly closed for executive sessions). SDCL 1-25-1.6. The media and public must be notified of teleconference meetings under the same notice requirements as any other meeting.

Q: HOW ARE THE PUBLIC AND MEDIA NOTIFIED WHEN PUBLIC BUSINESS IS BEING DISCUSSED?

A: SDCL 1-25-1.1 requires that all political subdivisions (except the state and its boards, commissions, or departments as provided in § 1-25-1.3) prominently post a notice and copy of the proposed agenda at the political subdivision's principal office. At a minimum, the proposed agenda must include the date, time, and location of the meeting and must be visible, readable, and accessible to the public for 24 continuous hours immediately preceding the meeting. Also, if the political subdivision has its own website, the notice must be posted on the website upon dissemination of the notice. For special or rescheduled meetings, political subdivisions must comply with the regular meeting notice requirements as much as circumstances permit. The notice must be delivered in person, by mail, by email, or by telephone to all local news media who have asked to be notified. It is good practice for local media to renew requests for notification of special or rescheduled meetings at least annually.

SDCL 1-25-1.3 varies slightly from SDCL 1-25-1.1 and requires the State and its agencies, boards, commissions, or departments to give notice by posting a proposed agenda at least 72 continuous hours before a meeting is scheduled to start (this does not include any weekend or legal holiday). The State is also required to give notice of a public meeting by posting its proposed agenda on <http://boardsandcommissions.sd.gov>.

1-25-2. EXECUTIVE SESSION. Executive or closed meetings may be held for the sole purposes of:

- (1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. The term, employee, does not include any independent contractor;
- (2) Discussing the expulsion, suspension, discipline, assignment of or the educational program of a student or the eligibility of a student to participate in interscholastic activities provided by the South Dakota High School Activities Association;
- (3) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters;
- (4) Preparing for contract negotiations or negotiating with employees or employee representatives;
- (5) Discussing marketing or pricing strategies by a board or commission of a business owned by the state or any of its political subdivisions, when public discussion may be harmful to the competitive position of the business; or
- (6) Discussing information pertaining to the protection of public or private property and any person on or within public or private property specific to:

- (a) Any vulnerability assessment or response plan intended to prevent or mitigate criminal acts;
- (b) Emergency management or response;
- (c) Public safety information that would create a substantial likelihood of endangering public safety or property, if disclosed;
- (d) Cyber security plans, computer, communications network schema, passwords, or user identification names;
- (e) Guard schedules;
- (f) Lock combinations;
- (g) Any blueprint, building plan, or infrastructure record regarding any building or facility that would expose or create vulnerability through disclosure of the location, configuration, or security of critical systems of the building or facility; and
- (h) Any emergency or disaster response plans or protocols, safety or security audits or reviews, or lists of emergency or disaster response personnel or material; any location or listing of weapons or ammunition; nuclear, chemical, or biological agents; or other military or law enforcement equipment or personnel.

However, any official action concerning the matters pursuant to this section shall be made at an open official meeting. An executive or closed meeting must be held only upon a majority vote of the members of the public body present and voting, and discussion during the closed meeting

is restricted to the purpose specified in the closure motion. Nothing in § 1-25-1 or this section prevents an executive or closed meeting if the federal or state Constitution or the federal or state statutes require or permit it. A violation of this section is a class 2 misdemeanor.

1-25-6. DUTY OF STATE'S ATTORNEY. If a complaint alleging a violation of chapter 1-25 is made pursuant to § 23A-2-1, the state's attorney shall take one of the following actions:

- (1) Prosecute the case pursuant to Title 23A;
- (2) Determine that there is no merit to prosecuting the case. Upon doing so, the state's attorney shall send a copy of the complaint and any investigation file to the attorney general. The attorney general shall use the information for statistical purposes and may publish abstracts of such information, including the name of the government body involved for purposes of public education; or
- (3) Send the complaint and any investigation file to the South Dakota Open Meetings Commission for further action.

1-25-6.1. DUTY OF STATE'S ATTORNEY (COUNTY COMMISSION ISSUES). If a complaint alleges a violation of this chapter by a board of county commissioners, the state's attorney shall take one of the following actions:

- (1) Prosecute the case pursuant to Title 23A;
- (2) Determine that there is no merit to prosecuting the case. The attorney general shall use the information for statistical purposes and may publish abstracts of the information as provided by § 1-25-6;
- (3) Send the complaint and any investigation file to the South Dakota Open Meetings Commission for further action; or
- (4) Refer the complaint to another state's attorney or to the attorney general for action pursuant to § 1-25-6.

1-25-7. REFERRAL TO OMC. Upon receiving a referral from a state's attorney or the attorney general, the South Dakota Open Meetings Commission shall examine the complaint and investigatory file submitted by the state's attorney or the attorney general and shall also consider signed written submissions by the persons or entities that are directly involved. Based on the investigatory file submitted by the state's attorney or the attorney general and any written responses, the commission shall issue a written determination on whether the conduct violates this chapter, including a statement of the reasons therefor and findings of fact on each issue and conclusions of law necessary for the proposed decision. The final decision shall be made by a majority of the commission members, with each member's vote set forth in the written decision. The final decision shall be filed with the attorney general and shall be provided to the public entity and or public officer involved, the state's attorney,

PERTINENT S.D. OPEN MEETINGS STATUTES

(other specific provisions may apply depending on the public body involved)

1-25-1. OPEN MEETINGS. An official meeting of a public body is open to the public unless a specific law is cited by the public body to close the official meeting to the public.

It is not an official meeting of one public body if its members provide information or attend the official meeting of another public body for which the notice requirements of § 1-25-1.1 or 1-25-1.3 have been met. It is not an official meeting of a public body if its members attend a press conference called by a representative of the public body.

For any event hosted by a nongovernmental entity to which a quorum of the public body is invited and public policy may be discussed, but the public body does not control the agenda, the public body may post a public notice of a quorum, in lieu of an agenda. The notice of a quorum must meet the posting requirements of § 1-25-1.1 or 1-25-1.3 and must contain, at a minimum, the date, time, and location of the event.

The public body shall reserve at every official meeting a period for public comment, limited at the public body's discretion as to the time allowed for each topic and the total time allowed for public comment, but not so limited as to provide for no public comment.

Public comment is not required at an official meeting held solely for the purpose of meeting in executive session, an inauguration, presentation of an annual report to the public body, or swearing in of a newly elected official, regardless of whether the activity takes place at the time and place usually reserved for an official meeting.

If a quorum of township supervisors, road district trustees, or trustees for a municipality of the third class meets solely for purposes of implementing previously publicly adopted policy; carrying out ministerial functions of that township, district, or municipality; or undertaking a factual investigation of conditions related to public safety; the meeting is not subject to the provisions of this chapter.

A violation of this section is a Class 2 misdemeanor.

1-25-1.1. PUBLIC NOTICE OF POLITICAL SUBDIVISIONS. Each political subdivision shall provide public notice, with proposed agenda, that is visible, readable, and accessible for at least an entire, continuous twenty-four hours immediately preceding any official meeting, by posting a copy of the notice, visible to the public, at the principal office of the political subdivision holding the meeting. The proposed agenda shall include the date, time, and location of the meeting. The notice shall also be posted on the political subdivision's website upon dissemination of the notice, if a website exists. For any special or rescheduled meeting, the information in the notice shall be delivered in person, by mail, by email, or by

telephone, to members of the local news media who have requested notice. For any special or rescheduled meeting, each political subdivision shall also comply with the public notice provisions of this section for a regular meeting to the extent that circumstances permit. A violation of this section is a Class 2 misdemeanor.

1-25-1.3. PUBLIC NOTICE OF STATE. The state shall provide public notice of a meeting by posting a copy of the proposed agenda at the principal office of the board, commission, or department holding the meeting. The proposed agenda shall include the date, time, and location of the meeting, and be visible, readable, and accessible to the public. The agenda shall be posted at least seventy-two hours before the meeting is scheduled to start according to the agenda. The seventy-two hours does not include Saturday, Sunday, or legal holidays. The notice shall also be posted on a state website, designated by the commissioner of the Bureau of Finance and Management. For any special or rescheduled meeting, the information in the notice shall be delivered in person, by mail, by email, or by telephone, to members of the local news media who have requested notice. For any special or rescheduled meeting, the state shall also comply with the public notice provisions of this section for a regular meeting to the extent that circumstances permit. A violation of this section is a Class 2 misdemeanor.

1-25-1.5. TELECONFERENCE MEETING. Any official meeting may be conducted by teleconference. A teleconference may be used to conduct a hearing or take final disposition regarding an administrative rule pursuant to § 1-26-4. A member is deemed present if the member answers present to the roll call conducted by teleconference for the purpose of determining a quorum. Each vote at an official meeting held by teleconference may be taken by voice vote. If any member votes in the negative, the vote shall proceed to a roll call vote.

1-25-1.6. TELECONFERENCE PARTICIPATION. At any official meeting conducted by teleconference, there shall be provided one or more places at which the public may listen to and participate in the teleconference meeting. For any official meeting held by teleconference, that has less than a quorum of the members of the public body participating in the meeting who are present at the location open to the public, arrangements shall be provided for the public to listen to the meeting via telephone or internet. The requirement to provide one or more places for the public to listen to the teleconference does not apply to official meetings closed to the public pursuant to specific law.

Q: WHO ARE LOCAL NEWS MEDIA?

A: There is no definition of "local news media" in SDCL ch. 1-25. "News media" is defined in SDCL 13-1-57 generally as those personnel of a newspaper, periodical, news service, radio station, or television station regardless of the medium through which their content is delivered. The Attorney General is of the opinion that "local news media" is all news media – broadcast and print – that regularly carry news to the community.

Q: IS A PUBLIC COMMENT PERIOD REQUIRED AT PUBLIC MEETINGS?

A: Yes. Public bodies are required to provide at every official meeting a period of time on their agenda for public comment. SDCL 1-25-1. Each public body has the discretion to limit public comment as to the time allowed for each topic commented on, and as to the total time allowed for public comment. Public comment is not required at meetings held solely for an executive session, inauguration, presentation of an annual report, or swearing in of elected officials.

Q: CAN PUBLIC MEETINGS BE RECORDED?

A: Yes, SDCL 1-25-11 requires public bodies to allow recording (audio or video) of their meetings if the recording is reasonable, obvious, and not disruptive. This requirement does not apply to those portions of a meeting confidential or closed to the public.

Q: WHEN CAN A MEETING BE CLOSED TO THE PUBLIC AND MEDIA?

A: SDCL 1-25-2 allows a public body to close a meeting for the following purposes: 1) to discuss personnel issues pertaining to officers or employees; 2) consideration of the performance or discipline of a student, or the student's participation in interscholastic activities; 3) consulting with legal counsel, or reviewing communications from legal counsel about proposed or pending litigation or

contractual matters; 4) employee contract negotiations; 5) to discuss marketing or pricing strategies of a publicly-owned competitive business; or 6) to discuss information related to the protection of public or private property such as emergency management response plans or other public safety information. The statute also recognizes that executive session may be appropriate to comport with other laws that require confidentiality or permit executive or closed meetings. Federal law pertaining to students and medical records will also cause school districts and other entities to conduct executive sessions or conduct meetings to refrain from releasing confidential information. Meetings may also be closed by cities and counties for certain economic development matters. SDCL 9-34-19.

Note that SDCL 1-25-2 and SDCL 9-34-19 do not require meetings be closed in any of these circumstances.

Any official action based on discussions in executive session must, however, be made at an open meeting.

Q: WHAT IS THE PROPER PROCEDURE FOR EXECUTIVE SESSIONS?

A: Motions for executive sessions or federal law allowing for the executive session i.e. "pursuant to SDCL 1-25-2(3)." Also, best practice to avoid public confusion would be that public bodies explain the reason for going into executive session. For example, the motion might state "motion to go into executive session pursuant to SDCL 1-25-2(1) for the purposes of discussing a personnel matter," or "motion to go into executive session pursuant to SDCL 1-25-2(3) for the purposes of consulting with legal counsel."

Discussion in the executive session must be strictly limited to the announced subject. No official votes may be taken on any matter during an executive session. The public body must return to open session before any official action can be taken.

Q: WHAT HAPPENS IF THE MEDIA OR PUBLIC IS IMPROPERLY EXCLUDED FROM A MEETING OR OTHER VIOLATIONS OF THE OPEN MEETING LAWS OCCUR?

A: Excluding the media or public from a meeting that has not been properly closed subjects the public body or the members involved to: (a) prosecution as a Class 2 misdemeanor punishable by a maximum sentence of 30 days in jail, a \$500 fine or both; or (b) a reprimand by the Open Meeting Commission (“OMC”). The same penalties apply if the agenda for the meeting is not properly posted, or other open meeting violations occur.

Also, action taken during any meeting that is not open or has not been properly noticed could, if challenged, be declared null and void.

Q: HOW ARE ISSUES REFERRED TO THE OPEN MEETINGS COMMISSION (“OMC”)?

A: Persons alleging violations of the open meetings laws must make their complaints with law enforcement officials in the county where the offense occurred. After a signed and notarized complaint is made under oath, and any necessary investigation is conducted, the State’s Attorney may: (a) prosecute the case as a misdemeanor; (b) find that the matter has no merits and file a report with the Attorney General for statistical purposes; or (c) forward the complaint to the OMC for a determination. The OMC is comprised of five State’s Attorneys or Deputy State’s Attorneys appointed by the Attorney General. The OMC examines whether a violation has occurred and makes written public findings explaining its reasons. If you have questions on the procedures or status of a pending case, you may contact the Attorney General’s Office at 605-773-3215 to talk to an assistant for the OMC. Procedures for the OMC are posted on the website for the Office of Attorney General. <http://atg.sd.gov/>.

Q: WHAT DOES THE TERM “SOVEREIGN POWER” MEAN?

A: The open meetings laws do not define this term, but it generally means the power to levy taxes, impose penalties, make special assessments, create ordinances, abate nuisances, regulate the conduct of others, or perform other traditional government functions. The term may include the exercise of many other governmental functions. If an entity is unclear whether it is exercising “sovereign power” it should consult with legal counsel.

Q: MAY AGENDA ITEMS BE CONSIDERED IF THEY ARE ADDED LESS THAN 24 HOURS BEFORE A MEETING?

A: Proposed agendas for public meetings must be posted at least 24 hours in advance of the meeting. The purpose of providing advance notice of the topics to be discussed at a meeting is to provide information to interested members of the public concerning the governing body’s anticipated business. Typically, the public body adopts the final agenda upon convening the meeting. At the time the final agenda is adopted, the governing body may add or delete agenda items and may also change the order of business. See *In re Yankton County Commission, Open Meetings Commission Decision # 20-03*, December 31, 2020. New items cannot be added after the agenda has been adopted by the governing body.

Public bodies are strongly encouraged to provide at least 24 hours’ notice of all agenda items so as to be fair to the public and to avoid dispute.

For special or rescheduled meetings, public bodies are to comply to the extent circumstances permit. In other words, posting less than 24 hours in advance may be permissible in emergencies.

Q: ARE EMAIL DISCUSSIONS “MEETINGS” FOR PURPOSES OF THE OPEN MEETINGS LAWS?

A: The definition of an “official meeting” in SDCL 1-25-12(1) specifically includes meetings conducted by “electronic means, including electronic mail, instant messaging, social media, text message, or virtual meeting platform[.]” A quorum of a public body that discusses official business of that body via electronic means is conducting an official meeting for purposes of the open meetings laws. Electronic communications made solely for scheduling purposes do not fall within the definition of an official meeting.

Q: WHAT RECORDS MUST BE AVAILABLE TO THE PUBLIC IN CONJUNCTION WITH PUBLIC MEETINGS?

A: SDCL 1-25-1.4 requires state boards, commissions, or departments to make public meeting materials available on <http://boardsandcommissions.sd.gov>. SDCL 1-27-1.16 requires that any other public body must post meeting materials on the public body’s website or make those materials available to the public at least twenty-four hours prior to the hearing or when made available to the members of the public body, whichever is later. Finally, SDCL 1-27-1.17 requires that draft minutes of public meetings must be made available to the public at the principal place of business for the public body within 10 business days after the meeting (or any audio and visual recording must be made available on the website for the public body within five business days).

These laws are in addition to any specific requirements for public bodies (i.e., publication requirements in state laws pertaining to cities, counties, or school districts). Enforcement of public records laws contained in SDCL Ch. 1-27 are handled by separate procedures found in SDCL 1-27-35, et. seq. rather than the open meeting procedures described above. Violations of SDCL 1-27-1.16 and 1-27-1.17 are also Class 2 misdemeanors.

Q: WHAT REQUIREMENTS APPLY TO TASK FORCES, COMMITTEES AND WORKING GROUPS?

A: Task forces and committees that exercise “sovereign power,” and are created by statute, ordinance, or proclamation are required to comply with the open meetings laws. SDCL 1-25-12(1). Task forces, committees, and working groups that are not created by statute, ordinance, or proclamation, or are advisory only, may not be subject to the open meetings laws, but are encouraged to comply to the extent possible when public matters are discussed. Ultimately, if such advisory task forces, committees and working groups present any reports or recommendations to public bodies, the public bodies must wait until the next meeting (or later) before taking final action on the recommendations. SDCL 1-27-1.18.

Q: ARE PUBLIC BODIES REQUIRED TO REVIEW THE OPEN MEETINGS LAWS?

A: Public bodies must annually review an explanation of the open meetings laws provided by the Attorney General, along with any other material pertaining to the open meetings laws made available by the Attorney General. SDCL 1-25-13. Each public body must report in its minutes that the annual review of the open meetings laws was completed.

Chart Review Checklist

Midwife name:		License #:
Chart Review: 1 2 3		Client Name or #
<i>Key- C.- complete P.- Partial or No record</i>		<i>Notes needed if Partial or No record</i>
Category	Record	Notes
Client info - Demographics	C. P. No	
Informed Consent documents	C. P. No	
Health info	C. P. No	
Prenatal vitals	C. P. No	
Antepartum notes	C. P. No	
Labs/Ultrasound	C. P. No	
Labor records	C. P. No	
Immediate Postpartum	C. P. No	
Newborn exam/ vitals	C. P. No	
Postpartum vitals /notes	C. P. No	
Transport doc as needed	C. P. No	
Additional Notes		
Reviewer:	Initials	Date reviewed:

From: 2017, *Obstetrics and Gynecology Clinics of North America*

Rachel A. Pilliod MD, Aaron B. Caughey MD, PhD

“Fetal malpresentation and fetal malposition are frequently interchanged; however, fetal malpresentation refers to a fetus with a fetal part other than the head engaging the maternal pelvis. Fetal malposition in labor includes occiput posterior and occiput transverse positions.”

“Both fetal malposition and malpresentation are associated with significant maternal and neonatal morbidity, which have significant impact on patients and providers. Accurate diagnosis of both conditions is necessary for appropriate management.”



Sue's comment:

Left and right occipito-anterior (LOA, ROA) are the only normal presentations and positions.

- Malposition:
 - occipito-posterior (ROP, LOP, direct OP),
 - occipital transverse,
 - acynclitic.
- Malpresentations: anything except vertex, such as
 - face,
 - brow,
 - breech,
 - shoulder,
 - cord
 - complex presentations.



SOUTH DAKOTA BOARD OF CERTIFIED PROFESSIONAL MIDWIVES

27705 460th Avenue, Chancellor, SD 57015

Phone: 605-743-4451 Email: cpmsdlicense@gmail.com

Home Page: doh.sd.gov/boards/midwives/

Maternal Transport Form

Date: _____

Client Name: _____ Client ID: _____ DOB: _____

Age: _____ G/P/A: _____ EDD: _____ Weeks Gest: _____ GBS+ _____ Rh- _____ Last B /P _____

ROM ___ No ___ Yes Date: _____ Time _____ Pregnancy Complications: _____

Transport Information

Intrapartum: ___ Early ___ Active ___ Transition Stage ___ 2 ___ 3 ___ 4
___ Emergent ___ Non Emergent ___ Stable ___ Unstable

Mode of transport: ___ Car ___ Ambulance ___ Helicopter

Reason for transport: ___ (please see additional notes on the back)

___ Pain Management ___ Maternal Exhaustion ___ Blood Pressure Hypertension ___ Hypotension
___ Malpresentation ___ Breech ___ Abnormal bleeding ___ PPH ___ Shock ___ Seizure ___ Cardiac event
___ Non Reassuring FHT ___ Meconium ___ Prolonged 2nd stage* ___ Prolonged 3rd Stage *
___ Possible infection- fever ___ Unstable Lie ___ Placental Abruption ___ Uncontrolled vomiting
___ Extensive repair or 3rd/4th degree repair ___ Preterm labor or rupture ___ Uterine rupture ___ Client request
___ Other reason: _____

***2nd / 3rd Stage no progress—timeline**

Date: _____ Begin Time: 2nd _____ 3rd _____ Transfer Time: _____

Information the receiving facility received from midwife: indicate all that apply

___ Prenatal record ___ Postpartum record ___ Labor records ___ Birth records ___ Labs results ___ U/S results

Time of call placed: _____ Receiving facility: _____

Receiving provider: _____

Midwife Name: _____ Midwife phone: _____

Signature: _____

Date of report: _____



SOUTH DAKOTA BOARD OF CERTIFIED PROFESSIONAL MIDWIVES

27705 460th Avenue, Chancellor, SD 57015

Phone: 605-743-4451 Email: cpmsdlicense@gmail.com

Home Page: doh.sd.gov/boards/midwives/

Maternal Transport Form

Date: _____

Client Name: _____ Client ID: _____ DOB: _____

Age: _____ G/P/A: _____ EDD: _____ Weeks Gest: _____ GBS+ _____ Rh- _____ Last B /P _____

ROM ___ No ___ Yes Date: _____ Time _____ Pregnancy Complications: _____

Transport Information

Intrapartum: ___ Early ___ Active ___ Transition Stage ___ 2 ___ 3 ___ 4

___ Emergent ___ Non Emergent ___ Stable ___ Unstable

Mode of transport: ___ Car ___ Ambulance ___ Helicopter

Reason for transport: ___ (please see additional notes on the back)

___ Pain Management ___ Maternal Exhaustion ___ Blood Pressure Hypertension ___ Hypotension

___ Malposition ___ Malpresentation ___ Breech ___ Unstable Lie ___ Abnormal bleeding ___ PPH ___ Shock

___ Seizure ___ Cardiac event ___ Non Reassuring FHT ___ Meconium ___ Prolonged 2nd stage*

___ Prolonged 3rd Stage * ___ Possible infection– fever ___ Placental Abruption ___ Uncontrolled vomiting

___ Extensive or 3rd/4th degree repair ___ Preterm labor or rupture ___ Uterine rupture ___ Client request

___ Other reason: _____

***2nd / 3rd Stage no progress—timeline**

Date: _____ Begin Time: 2nd _____ 3rd _____ Transfer Time: _____

Information the receiving facility received from midwife: indicate all that apply

___ Prenatal record ___ Postpartum record ___ Labor records ___ Birth records ___ Labs results ___ U/S results

Time of call placed: _____ Receiving facility: _____

Receiving provider: _____

Midwife Name: _____ Midwife phone: _____

Signature: _____

Date of report: _____



SOUTH DAKOTA BOARD OF CERTIFIED PROFESSIONAL MIDWIVES

27705 460th Avenue, Chancellor, SD 57015

Phone: 605-743-4451 Email: cpmsdlicense@gmail.com

Home Page: doh.sd.gov/boards/midwives/

Birth Report Assessment Form

License # _____

County of Birth: _____ Date of Delivery: _____

1. Birth Report Clerical Assessment

a. No questionable clerical documentation noted.

Executive Secretary

b. Clerical documentation was corrected as follows: _____

Executive Secretary

2. Birth Report CPM/CNM/MD Assessment

a. No questionable documentation noted.

Board Approved Assessor

b. Referred for committee review due to this questionable documentation: _____

Board Approved Assessor

3. Birth Report Committee Assessment (CPM/CNM/MD)

a. Review of documentation including interview with CPM _____

b. Birth Report has been reviewed and no further action is merited.

Physician Board Member

Board Approved Assessor

c. Referred for investigation: _____

Physician Board Member

Board Approved Assessor

Post dates

36-9C-36. Consultation with physician or facility.

A certified professional midwife shall consult with the client's selected physician or facility whenever there is a significant deviation during the client's pregnancy or birth, or with the newborn.

Source: [SL 2017, ch 172](#), § 38.

20:86:03:02. Conditions that require consultation. A certified professional midwife may not provide care for a client with a current history of any disorders, diagnoses, conditions, or symptoms listed in this section unless the disorders, diagnoses, conditions or symptoms are **being treated, monitored or managed by a licensed physician**. Before providing care to such a client, the licensed midwife shall notify the client in writing that the client shall obtain the described physician care as a condition to the client's eligibility to obtain maternity care from the certified professional midwife. The certified professional midwife shall, additionally, obtain the client's signed acknowledgement that the client has received the written notice. The disorders, diagnoses, condition, and symptoms are:

(19) Suspected or known postdates pregnancy **beyond 42 weeks gestation;**

Birth Certificate form (excerpt)

Newborn Information Source: Labor and delivery record, Newborn's Medical Record, Mother's Medical Records

1. APGAR score at 1 minute?

APGAR score at 5 minutes?

If 5 minute score is less than 6, score at 10 minutes?

2. Birth Weight: Grams _____ If weight in grams is not available, birth weight _____ lb/oz

3. Obstetric estimation of gestation? _____ **Completed Weeks**

4. Plurality? (Include all live births and fetal losses resulting from this pregnancy)

Excerpted from March 20th, 2025 minutes.

Executive Secretary Contract for FY 2026 Last year's contract annually was up to \$14, 662. Weis billed the board \$9600.00. The cost of living adjustment (COLA) is 1.7% this year. Contract options were discussed with Tamara Lee. **Rooks moved that the CPM Board approve a DOH contract for Weis for FY 2026 with the 1.7% COLA only after approval of Steve Blair, Legal Counsel, and Tammy Weis Exec, Secretary.** Steven second The board voted unanimously. **MOTION Passed**