



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](https://dss.sd.gov/licensingboards/examiners.aspx)

**SOUTH DAKOTA STATE BOARD OF EXAMINERS FOR COUNSELORS &  
MARRIAGE AND FAMILY THERAPISTS**

**Friday, January 5 – 9:00 AM CST**

Join Zoom Meeting

<https://us02web.zoom.us/j/87042284524?pwd=b2JIUmRvSEVZcVFFZ1YrdndGZE5HQOT09>

or call 312 626 6799

Meeting ID: 870 4228 4524

Passcode: 795111

**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 Board Minutes: September 22, 2023
- 5) Approval of Financial Statement: November 30, 2023
- 6) Executive Session (Pursuant to SDCL 1-25-2(3) for consultation with legal counsel for consideration of proposed contested cases or litigation and preparing for contract negotiations)
- 7) Old Business
  - a. Counseling Compact Legislation Update
- 8) New Business
  - a. Hearing in the Matter of Complaint 2023-15 and Complaint 2023-16
  - b. 2024 Proposed Board Meeting Schedule
  - c. Request for Proposals for Executive Services
- 9) Other Business
  - a. Office Update
  - b. DSS Update
- 10) Announcements
  - a. Next Meetings: February 16, 2024 at 9:00 am (CST) via Zoom
- 11) Adjourn



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South Dakota Board of Examiners for Counselors & Marriage and Family Therapists  
Via Videoconference  
September 22, 2023

President Butler called the meeting to order at 10:01 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; Kaitlynn Kelly, administrative staff; Greg Tishkoff, Board Legal Counsel, Department of Social Services; Erin Handke, Assistant Attorney General; Tracey Mercer, Department of Social Services; Rebecca Christiansen, South Dakota Counseling Association

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

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

Stalley provided updates on the counseling compact. Christiansen answered questions about proposed legislation to implement the counseling compact.

Motion to approve the meeting minutes of March 31, 2023, by Trenhaile. Seconded by Wangen. **Motion carried.**

Motion to accept the financial report as of August 31, 2023, by Trenhaile. Seconded by Gustafson. **Motion carried.**

Motion to go into executive session for consideration of contested cases at 10:17 am by Schrenk. Seconded by Hartman. **Motion carried.**

Butler declared the Board out of executive session at 11:06 am.

Motion to dismiss Complaint 2023-03 by Schrenk. Seconded by Hartman. **Motion carried.**

Motion to dismiss Complaint 2023-04 by Schrenk. Seconded by Wangen. **Motion carried.**

Motion to dismiss Complaint 2023-05 by Wangen. Seconded by Trenhaile. **Motion carried.**

Motion to dismiss Complaint 2023-06 by Butler. Seconded by Trenhaile. **Motion carried.**

Motion to dismiss Complaint 2023-07 by Butler. Seconded by Janecke. **Motion carried.**

Motion to dismiss Complaint 2023-08 by Schrenk. Seconded by Wangen. **Motion carried.**

Motion to dismiss Complaint 2023-09 by Janecke. Seconded by Trenhaile. **Motion carried.**

Motion to dismiss Complaint 2023-10 by Schrenk. Seconded by Wangen. **Motion carried.**

Motion to dismiss Complaint 2023-11 by Schrenk. Seconded by Trenhaile. **Motion carried.**

Motion to dismiss Complaint 2023-12 by Hartman. Seconded by Wangen. **Motion carried.**

Motion to dismiss Complaint 2023-13 by Schrenk. Seconded by Trenhaile. **Motion carried.**

Motion to dismiss Complaint 2023-14 by Butler. Seconded by Hartman. **Motion carried.**

Motion to dismiss Complaint 2023-19 by Hartman. Seconded by Wangen. **Motion carried.**

Motion to add the South Dakota Department of Health as a preapproved provider for continuing education for counseling related programs by Trenhaile. Seconded by Wangen. **Motion carried.**

Stalley provided an office update.

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

The Board recognized outgoing member Sherwood Schrenk and thanked him for his years of service to the Board.

The Board's next meeting is scheduled for December 8, 2023 at 9:00am (central) via Zoom.

Motion to adjourn at 11:22 am by Wangen. Seconded by Trenhaile. **Motion carried.**

Respectfully Submitted,



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Jennifer Stalley, Executive Secretary

# Remaining Authority by Object/Subobject

Expenditures current through 12/02/2023 02:21:03 PM

SOCIAL SERVICES -- Summary

FY 2024 Version -- AS -- Budgeted and Informational

FY Remaining: 57.8%

0891 Subobject	Board of Counselor Examiners - Info	Operating	Expenditures	Encumbrances	Commitments	Remaining	PCT AVL
<b>EMPLOYEE SALARIES</b>							
5101010	F-t Emp Sal & Wages	3,250	0	0	0	3,250	100.0
5101030	Board & Comm Mbrs Fees	3,692	420	0	0	3,272	88.6
<b>Subtotal</b>		<b>6,942</b>	<b>420</b>	<b>0</b>	<b>0</b>	<b>6,522</b>	<b>93.9</b>
<b>EMPLOYEE BENEFITS</b>							
5102010	Oasi-employer's Share	374	32	0	0	342	91.4
<b>Subtotal</b>		<b>374</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>342</b>	<b>91.4</b>
<b>51 Personal Services</b>							
<b>Subtotal</b>		<b>7,316</b>	<b>452</b>	<b>0</b>	<b>0</b>	<b>6,864</b>	<b>93.8</b>
<b>TRAVEL</b>							
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
<b>Subtotal</b>		<b>13,479</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,479</b>	<b>100.0</b>
<b>CONTRACTUAL SERVICES</b>							
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	39,204	51,789	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	830	0	0	754	47.6
5204204	Central Services	0	384	0	0	-384	0.0
5204207	Central Services	521	210	0	0	311	59.7
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 12/02/2023 02:21:03 PM

SOCIAL SERVICES -- Summary

FY 2024 Version -- AS -- Budgeted and Informational

FY Remaining: 57.8%

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	240	0	0	-240	0.0	
5204960 Other Contractual Service	0	25	0	0	-25	0.0	
<b>Subtotal</b>	<b>83,118</b>	<b>40,893</b>	<b>51,789</b>	<b>0</b>	<b>-9,564</b>	<b>0.0</b>	
<b>SUPPLIES &amp; MATERIALS</b>							
5205020 Office Supplies	0	114	0	0	-114	0.0	
5205028 Office Supplies	400	0	0	0	400	100.0	
5205310 Printing-state	0	123	0	0	-123	0.0	
5205328 Printing-commercial	1,350	0	0	0	1,350	100.0	
5205350 Postage	2,000	449	0	0	1,551	77.6	
5205390 Food Stuffs	150	0	0	0	150	100.0	
<b>Subtotal</b>	<b>3,900</b>	<b>686</b>	<b>0</b>	<b>0</b>	<b>3,214</b>	<b>82.4</b>	
<b>52 Operating</b>							
<b>Subtotal</b>	<b>100,497</b>	<b>41,579</b>	<b>51,789</b>	<b>0</b>	<b>7,129</b>	<b>7.1</b>	
<b>Total</b>	<b>107,813</b>	<b>42,031</b>	<b>51,789</b>	<b>0</b>	<b>13,993</b>	<b>13.0</b>	



**BOARD OF COUNSELOR EXAMINERS  
REVENUE SUMMARY  
FOR MONTH ENDING 11-30-23**

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	05	\$ 2,800.00	\$ 900.00
6503	4293946	0	0	0891000	648		2024	05	\$ 700.00	\$ -
6503	4293947	0	0	0891000	648		2024	05	\$ 5,175.00	\$ 1,350.00
6503	4293950	0	0	0891000	648		2024	05	\$ 1,900.00	\$ 200.00
6503	4293951	0	0	0891000	648		2024	05	\$ 800.00	\$ -
6503	4293952	0	0	0891000	648		2024	05	\$ 5,400.00	\$ 1,125.00
6503	4293980	0	0	0891000	648		2024	05	\$ 500.00	\$ -
6503	4293981	0	0	0891000	648		2024	05	\$ 500.00	\$ -
6503	4293982	0	0	0891000	648		2024	05	\$ 900.00	\$ (225.00)
6503	4293986	0	0	0891000	648		2024	05	\$ 225.00	\$ -
6503	4920045			0891000	648		2024	05	\$ 6,429.77	\$ -
									\$ 25,329.77	\$ 3,350.00

**BOARD OF COUNSELOR EXAMINERS  
REVENUE DETAIL  
FOR MONTH ENDING 11-30-23**

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	05	06	2024	C08400093< SD BOARD OF CMFT CHECK DEP C		\$ (300.00)
6503	4293945	0	0	0891000	648	05	06	2024	C08400093< SD BOARD OF CMFT CHECK DEP C		\$ 300.00
6503	4293945	0	0	0891000	648	05	06	2024	C08400093< SD BOARD OF CMFT CHECK DEP C		\$ 300.00
6503	4293947	0	0	0891000	648	05	06	2024	C08400093< SD BOARD OF CMFT CHECK DEP C		\$ 450.00
6503	4293948	0	0	0891000	648	05	08	2024	M08240092 C		\$ (100.00)
6503	4293945	0	0	0891000	648	05	13	2024	C08400099< SD BCMFT CHECK DEPOSIT C		\$ (500.00)
6503	4293945	0	0	0891000	648	05	13	2024	C08400099< SD BCMFT CHECK DEPOSIT C		\$ 500.00
6503	4293945	0	0	0891000	648	05	13	2024	C08400099< SD BCMFT CHECK DEPOSIT C		\$ 500.00
6503	4293947	0	0	0891000	648	05	13	2024	C08400099< SD BCMFT CHECK DEPOSIT C		\$ 675.00
6503	4293950	0	0	0891000	648	05	13	2024	C08400099< SD BCMFT CHECK DEPOSIT C		\$ 100.00
6503	4293952	0	0	0891000	648	05	13	2024	C08400099< SD BCMFT CHECK DEPOSIT C		\$ 225.00
6503	4293948	0	0	0891000	648	05	20	2024	R08400004< CORR M082400925 ACCOUNT C		\$ 100.00
6503	4293950	0	0	0891000	648	05	20	2024	R08400004< CORR M082400925 ACCOUNT C		\$ (100.00)
6503	4293945	0	0	0891000	648	05	27	2024	C08400107< BD OF CMFT CHECK DEPOSIT C		\$ (100.00)
6503	4293945	0	0	0891000	648	05	27	2024	C08400107< BD OF CMFT CHECK DEPOSIT C		\$ 100.00
6503	4293945	0	0	0891000	648	05	27	2024	C08400107< BD OF CMFT CHECK DEPOSIT C		\$ 100.00
6503	4293947	0	0	0891000	648	05	27	2024	C08400107< BD OF CMFT CHECK DEPOSIT C		\$ 100.00
6503	4293947	0	0	0891000	648	05	27	2024	C08400107< BD OF CMFT CHECK DEPOSIT C		\$ 225.00
6503	4293950	0	0	0891000	648	05	27	2024	C08400107< BD OF CMFT CHECK DEPOSIT C		\$ 200.00
6503	4293952	0	0	0891000	648	05	27	2024	C08400107< BD OF CMFT CHECK DEPOSIT C		\$ 900.00
6503	4293982	0	0	0891000	648	05	28	2024	M08240104 C		\$ (225.00)
											\$ <b>3,350.00</b>



**BOARD OF COUNSELOR EXAMINERS  
EXPENDITURE SUMMARY REPORT  
FOR MONTH ENDING 11-30-23**

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	05	\$ 39,204.06	\$ 6,242.25
6503	5205310	0	0	PRINTING-STATE	0891000	648		2024	05	\$ 122.56	\$ 80.65
6503	5205350	0	0	POSTAGE	0891000	648		2024	05	\$ 449.46	\$ 79.47
6503	5204201	0	0	BFM CENTRAL SERVICES	0891000	648		2024	05	\$ 830.20	\$ 295.65
6503	5204204	0	0	RECORDS MGMT SERVICES	0891000	648		2024	05	\$ 384.18	\$ -
6503	5204207	0	0	HUMAN RESOURCES SERVICES	0891000	648		2024	05	\$ 209.78	\$ 209.78
6503	5101030	0	0	BOARD & COMM MBRS FEES	0891000	648		2024	05	\$ 420.00	\$ -
6503	5102010	0	0	OASI-EMPLOYER'S SHARE	0891000	648		2024	05	\$ 32.13	\$ -
6503	5204740	0	0	BANK FEES AND CHARGES	0891000	648		2024	05	\$ 240.00	\$ 12.00
6503	5204960	0	0	OTHER CONTRACTUAL SERVICE	0891000	648		2024	05	\$ 25.00	\$ -
6503	5205020	0	0	OFFICE SUPPLIES	0891000	648		2024	05	\$ 114.17	\$ -
										<b>\$ 42,031.54</b>	<b>\$ 6,919.80</b>

**BOARD OF COUNSELOR EXAMINERS  
EXPENDITURE DETAIL REPORT  
FOR MONTH ENDING 11-30-23**

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	CENTER	FUND SRC	SUB FUND	FISCAL MONTH	FISCAL DAY	FISCAL YEAR	SOURCE CODE	VENDOR NUMBER/ INVOICE NUMBER	CHECK NUMBER	VENDOR NAME	AMOUNT
6503	5205310	0	0	0891000	648		05	01	2024	CD410022	CENTRAL DUPLICATING SERVICES C		0891	\$ 80.65
6503	5204740	0	0	0891000	648		05	02	2024	D084BF0028	BD OF CNSL EXAM BANK FEE C	F25089		\$ 12.00
6503	5204740	0	0	0891000	648		05	02	2024	D084BF0028	BD OF CNSL EXAM BANK FEE C	F25089		\$ 12.00
6503	5204740	0	0	0891000	648		05	02	2024	D084BF0028	BD OF CNSL EXAM BANK FEE C	F25089		\$ (12.00)
6503	5204201	0	0	0891000	648		05	06	2024	FM409060	CENTRAL SERVICE BILLINGS C		0891	\$ 295.65
6503	5205350	0	0	0891000	648		05	15	2024	MS410031	CENTRAL MAIL SERVICES C		0891	\$ 79.47
6503	5204207	0	0	0891000	648		05	15	2024	PL410039	HUMAN RESOURCE SERVICES BILLI		0891	\$ 209.78
6503	5204090	0	0	0891000	648		05	27	2024	412887	1219990224SC081003-OCT OM	00100885517	MIDWESTSOL	\$ 6,242.25
														<b>\$ 6,919.80</b>

\$6,242.25 posted to expense in November, but did not pay or post to cash in November.

## South Dakota Board of Examiners for Counselors & Marriage and Family Therapists – 2024

### PROPOSED

#### 2024 Board Meetings

February 16, 2024	Conference Call	9:00 am – 12:00 pm
May 17, 2024	Conference Call	9:00 am – 12:00 pm
August 23, 2024	Conference Call	9:00 am – 12:00 pm
November 15, 2024	Conference Call	9:00 am – 12:00 pm

*\*All times are central. Please adjust for your time zone, if necessary.*

#### 2024 Partner Meetings

January 7-9, 2024	AASCB Annual Conference	Tucson
April 25-27, 2024	SDCA Annual Conference	Spearfish
June 26-28, 2024	NBCC Annual Meeting	San Juan
September 16, 2024	AMFTRB Annual Meeting	Baltimore