

“Draft” Meeting Minutes  
Board of Addiction & Prevention Professionals  
Park Place Center, 3101 W. 41<sup>st</sup> Street, Sioux Falls, SD 57105  
November 1, 2018  
10:30 AM to 3:00 PM (CST)  
Call In Number: 866-410-8397  
Access Code: 730-588-5906

Members Present: Nicole Bowen, Terri Brown, Ellen Feiner, Amy Hartman, Donald McCoy, Linda Peitz, & Diane Sevening.

Kara Graveman participated via conference call.

Members Absent: Jill Viedt.

DSS Staff Present: Marilyn Kinsman participated via conference call & Amy Iversen-Pollreisz was in attendance for a portion of the meeting.

Others in attendance: Jeff Bratkiewicz, Paula Koller & Tina Nelson.

The BAPP’s purpose is to protect the public through the development and establishment of generally accepted standards of professionalism and competence to be used in the recognition, certification, and licensure of addiction and prevention professionals in South Dakota.

I. 10:30 a.m. Hartman called the meeting to order.

II. Hartman called the roll. A quorum was present.

III. Sevening made a motion to approve the November 1, 2018 meeting agenda, with the following additions: consider revising the Supervised Practical Training Hours form; update language to align with DSM-IV verbiage; LAC renewal application of N. Loken; review updated committee forms; and Koller’s retirement. McCoy seconded the motion. Motion passed.

IV. Sevening made a motion to approve the September 6, 2018 Board of Directors meeting minutes. Feiner seconded the motion. Motion passed.

V. Sevening made a motion to approve the Financial Report. Brown seconded the motion. Motion passed.

VI. The new Lease Agreement included a cost increase and carpet replacement but did not include the Landlord’s expense for moving furniture. However, the email received on 9-26-18 reflected it would be the Landlord’s responsibility to cover the cost to move furniture and install new carpet. Kinsman indicated she would follow up with this matter. McCoy made a motion to accept the Executive Committee’s decision to approve the Lease Agreement. Feiner seconded the motion. Motion passed.

VII. At 10:40 a.m. Hartman called for Public Input. Hearing none, she proceeded with the agenda. Conference call ended with Kinsman and Graveman at 10:41 a.m. Graveman joined the meeting via non-conference telephone call at 10:43 a.m.

VIII. 10:45 a.m. Hartman moved the meeting into Executive Session pursuant to SDCL 1-25-2(3) to review and discuss confidential and privileged legal matters with the BAPP's General Counsel, Jeff Bratkiewicz. The matters to be reviewed and discussed include, but not limited to, pending ethical complaints and investigations, regulatory and sensitive internal matters, potential litigation, and legal training and information provided by the State of South Dakota concerning state professional licensing boards.

11:29 a.m. Hartman moved the meeting out of Executive Session and phone call with Graveman ended.

IX. 2017-3 After reviewing HPAP's letter of October 29, 2018, Sevening made a motion recommending the Board continue monitoring the matter. No further action is necessary. Feiner seconded the motion. Motion passed. Brown abstained.

X. 2018-1 The Board reviewed the complaint and the email correspondence of March 13, 2018. Brown made a motion to uphold the Board's decision made on March 1, 2018. No formal action will be taken. Nelson will write a letter acknowledging receipt of the email and inform the individual of the Board's decision. Feiner seconded the motion. Motion passed.

XI. 2017-7 McCoy made a motion to continue monitoring this matter, until the BAPP receives proof of completion of the additional ten hours of ethics and professionalism, which must be received in the BAPP administrative office (or postmarked) by December 31, 2018. Feiner seconded the motion. Motion passed.

XII. 2018-4 Brown made a motion to approve the Notice of Entry of Order and to adopt and enter the Stipulation and Order of Suspension. Nelson will post the information on the NPDB, IC&RC, and BAPP's websites. McCoy seconded the motion. Motion passed.

XIII. The practitioner N. Loken submitted two, first pages of the renewal application, with conflicting employment information. The Board determined the practitioner's status lapsed due to not having met the independent practice requirements. This decision was based on the information reported on the renewal form, reflecting employment as a private independent addiction counselor. The Work Experience Verification for Independent Practice form and reinstatement fee must be received in the BAPP administrative office or postmarked by November 15, 2018.

XIV. Bratkiewicz's recommends the Board review the independent practice matters on a case by case basis, in lieu of sending a letter / reminder to all practitioners regarding current policy.

11:30 a.m. to 12:15 p.m. break for lunch.

12:15 p.m. Graveman and Kinsman joined the meeting via conference call.

XV. Sevening requested the Board accept addiction professionals transitioning to SD, who have taken the NCCAP exam / have a MAC credential, without having to take the IC&RC examination. Per the Board's request at the September 6, 2018 meeting, the BAPP is keeping a separate phone-log to track how often these instances occur. It is the Board's desire to track this information before making changes.

XVI. The Board is supportive of having a vendor booth at the Community Response to Child Abuse Conference, dependent upon the vendor fee.

XVII. Graveman volunteered to join the sub-committee created to discuss CSAD's issues/challenges regarding workforce development. The sub-committee will meet on November 19, 2018, from 10:00 a.m. to noon. Hartman will coordinate Zoom Video Conferencing for this meeting.

XVIII. Sevening designated McCoy as Chairperson for the Compliance Review Committee; Hartman designated Bowen as Chairperson of the Ethics Committee; Bowen designated Feiner as Chairperson of the Nominating Committee; and, Hartman designated Sevening as Chairperson of the Portfolio Review Committee.

XIX. Sevening and Hartman will meet at the BAPP, on January 25, 2018, from 10:00 a.m. to noon, to review application portfolios.

XX. Names were suggested for nominees for the open Board member position. Feiner will contact these individuals to obtain the necessary information.

XXI. Nelson reported IC&RC does not require a description of the 300 hours in the performance domains.

XXII. The Compliance Review Committee and sub-committee will review the Supervised Practical Training Hours form and determine if updates are necessary.

XXIII. The BAPP is working on a form that would document / track clinical supervision hours. This form will be available on the BAPP's website, upon Board approval.

XXIV. Hartman removed herself and Graveman offered to join the Compliance Committee.

Iversen-Pollreisz joined the meeting at 1:26 p.m.

XXV. The Board was in agreement that any reference to 'chemical' be changed to 'substance' and any reference to 'abuse' and 'dependence' be changed to 'use', to align with DSM-IV verbiage.

XXVI. Koller announced her intended retirement date of January 8, 2019.

XXVII. Upcoming Board of Directors meetings are scheduled as follows: February 7, 2019, May 2, 2019 and August 1, 2019, and November 7, 2019.

XXIX. Sevening made a motion to adjourn the meeting at 2:55 p.m. Feiner second the motion. Motion passed.