



# Meeting Minutes – *Unapproved Draft; Pursuant to [SDCL 1-27-1.17](#)* November 6, 2024

Physical location: 4305 S Louise Ave, Suite 201 Sioux Falls, SD

Online Location: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZDRkNDhmYzUtOWFINS00NjdjLWEwN2ItYWQ5ZGNIjViOWMx%40thread.v2/0?context=%7b%22Tid%22%3a%2270af547c-69ab-416d-b4a6-543b5ce52b99%22%2c%22Oid%22%3a%2224da3e1c-0701-41c1-8845-e2c4f4dc68f9%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDRkNDhmYzUtOWFINS00NjdjLWEwN2ItYWQ5ZGNIjViOWMx%40thread.v2/0?context=%7b%22Tid%22%3a%2270af547c-69ab-416d-b4a6-543b5ce52b99%22%2c%22Oid%22%3a%2224da3e1c-0701-41c1-8845-e2c4f4dc68f9%22%7d)

*All motions taken by roll call, unless otherwise stated.*

**1. Call to Order:** President Carla Borchardt called the meeting to order at 9:00 A.M. Central.

**Board Member Roll Call:** Present via Teams/Teleconference: Carla Borchardt, Deborah Bowar, Kristin Gabriel, Carena Jarding, Christi Keffeler, Lori Koenecke, Penny Tilton, Jenna VandenBos. **Board Members Absent:** Denise Buchholz, Nathan Hinker.

**Board Staff Present** via Teams/Teleconference: Linda Young, Glenna Burg, Erin Matthies, Francie Miller, Lindsay Olson.

**Legal Counsel Present** via Teams/Teleconference: Megan Borchert, General Counsel to Board; Shelly Munson, Prosecuting Attorney for Board.

**Others Present:** None known.

**2. Agenda Approval:** Motion by Keffeler to approve the November 6, 2024, agenda. Second by Bowar. Motion carried in a unanimous voice vote.

Borchardt	Yes	Gabriel	Yes	Hinker	Absent	Tilton	Yes
Bowar	Yes	Jarding	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Absent			Koenecke	Yes	Yes Votes: 8	

**3. Open Forum:** Borchardt provided the opportunity for guests to address the Board, no one requested to do so.

**4. Approval of Minutes:** Motion by Gabriel to approve the minutes of August 6, 2024. Second by Jarding. Motion carried in a unanimous voice vote..

Borchardt	Yes	Gabriel	Yes	Hinker	Absent	Tilton	Yes
Bowar	Yes	Jarding	Yes	Keffeler	Yes	VandenBos	Absent
Buchholz	Absent			Koenecke	Yes	Yes Votes: 8	

**5. Executive Session:** Motion by Tilton to move into Executive Session at 11:31 A.M., pursuant to SDCL 1-25-2(3)(4) and SDCL 19-19-502, for purpose of consulting with legal counsel. Second by Keffeler. Motion carried in a unanimous voice vote.

Borchardt	Yes	Gabriel	Yes	Hinker	Absent	Tilton	Yes
Bowar	Yes	Jarding	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Absent			Koenecke	Yes	Yes Votes: 8	

The Board moved out of Executive Session at 11:50 A.M.

Motion by Bowar to contract with Midwest Health Management Services (MWHMS) to operate the Board’s HPAP for fiscal year 2026 and to require MWHMS to issue monthly invoices to request payment for half of the monthly enrollment fee for the number of participants enrolled. The Board agrees to pay up to \$146 per participant per month. Second by Gabriel.

Motion carried.

Borchardt	Yes	Gabriel	Yes	Hinker	Absent	Tilton	Yes
Bowar	Yes	Jarding	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Absent			Koenecke	Yes	Yes Votes: 8	

**6. Health Professionals Assistance Program (HPAP):**

- a. **Quarterly Report:** Young presented the SDBON HPAP Quarterly Report; 71 participants were enrolled in September and 70 were enrolled in August, 2024, for monitoring of substance use or mental health related issues. As of September 2024, a total of 21 participants were discharged from HPAP, of them, 15 (71%) were discharged successfully.
- b. **Evaluation Committee Appointments:** Young provided an overview of the committee and current membership. She reviewed the application and curriculum vitae of applicant, Kay Foland, for the open position on the committee and the request for reappointment to serve a second term on the committee from Tonya Arneson. Motion by Koenecke to reappoint Tonya Arneson to serve a second term from November 2024 to November 2027

and to appoint Kay Foland to serve a first term from November 2024 to November 2027, to the HPAP Evaluation Committee. Second by Tilton. Motion carried.

Borchardt	Yes	Gabriel	Yes	Hinker	Absent	Tilton	Yes
Bowar	Yes	Jarding	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Absent			Koenecke	Yes	Yes Votes: 8	

**7. Compliance:**

a. **Compliance Committee Recommendations – Licensed:** Miller submitted the following recommendations from the Compliance Committee:

- Settlement Offer –Reinstatement with Mandated Participation in HPAP and Stayed Suspension: Case #1 Anna Elvik SD R048962.
- Settlement Offer - Mandated Participation in HPAP and Stayed Suspension: Case #1 Wayne Muilenburg SD R058697 & P013859, Case #2 Sadie Plummer SD R033128.
- Settlement Offer- Letter of Reprimand, Mandated Participation in HPAP with a Stayed Suspension: Case #1 Brenda Doerr SD R042995, Case #2 Jody Niewenhuis SD P005834, Case #3 Sara Watson SD R045786.
- Settlement Offer- Mandated HPAP Assessment: K.K.
- Settlement Offer – Letter of Concern: Case #1 L.H, Case #2 K.H.
- Settlement Offer – Letter of Reprimand: Case #1 Nadia Tati SD R054509, Case #2 .Melissa Carlson SD P007826.
- Settlement Offer – Suspension: Heather Benson SD R031288.
- Settlement Offer – Voluntary Surrender of Privilege to Practice: Case #1 April Green GA LPN089021.
- Settlement Offer – Letter of Reprimand on Privilege to Practice: Case #1 Samantha Burleson FL RN9600290, Janice Heard FL PN5235649, Case #3 Lanelle Fischer WV RN 76891.

Motion by Keffeler to accept the recommendations of the Compliance Committee as presented and outlined in the Compliance Committee Recommendations document of licensed nurses. Second by Gabriel. Motion carried in a unanimous voice vote.

Borchardt	Yes	Gabriel	Yes	Hinker	Absent	Tilton	Yes
Bowar	Yes	Jarding	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Absent			Koenecke	Yes	Yes Votes: 8	

b. **Dismissal Reporting – Licensed:** Miller presented a report of Investigative Dismissals, pursuant to SDCL 36-1C-4.

c. **Compliance Committee Recommendations – Registrants:** Miller submitted the following recommendations from the Compliance Committee:

- Settlement Offer – Letter of Concern: Case #1 K.A., Case #2 J.W.,
- Settlement Offer- Letter of Reprimand: Case #1 Ashley Hardin SD M009422,
- Settlement Offer-Voluntary Surrender: Case #1 Ayan Arop SD M0009893.

Motion by Jarding to accept the recommendation of the Compliance Committee as presented and outlined in the Compliance Committee Recommendations for Registrants document. Second by Bowar. Motion carried in a unanimous voice vote.

Borchardt	Yes	Gabriel	Yes	Hinker	Absent	Tilton	Yes
Bowar	Yes	Jarding	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Absent			Koenecke	Yes	Yes Votes: 8	

d. **Dismissal Reporting – Registrants:** Miller presented a report of Investigative Dismissals, pursuant to SDCL 36-1C-4.

e. **Additional Compliance Cases:**

1. Miller presented background on Robyn Weber SD R035065. Motion by Tilton to Accept the Voluntary Surrender of Robyn Weber SD R035065. Second by Keffeler. Motion carried.

Borchardt	Yes	Gabriel	Yes	Hinker	Absent	Tilton	Yes
Bowar	Yes	Jarding	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Absent			Koenecke	Yes	Yes Votes: 8	

2. Miller presented background on Kerry Kleeman SD P008254. Motion by VandenBos to Summarily Suspend the license of Kerry Kleeman SD P008254, if licensee does not schedule an evaluation with the SD HPAP within 7 days and must complete the evaluation as scheduled no later than 20 days from this signed order. Second by Bowar. Motion carried.

Borchardt	Yes	Gabriel	Yes	Hinker	Absent	Tilton	Yes
Bowar	Yes	Jarding	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Absent			Koenecke	Yes	Yes Votes: 8	

3. Miller presented background on Felicia Ruff SD M012881. Motion by Gabriel to Summarily Suspend the registration of Felicia Ruff SD M012881. Second by Koenecke. Motion carried.

Borchardt	Yes	Gabriel	Yes	Hinker	Absent	Tilton	Yes
Bowar	Yes	Jarding	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Absent			Koenecke	Yes	Yes Votes: 8	

4. Miller presented background on Raymond Snowfly SD M011057. Motion by Tilton to Summarily Suspend the registration of Raymond Snowfly SD M011057. Second by Koenecke. Motion carried.

Borchardt	Yes	Gabriel	Yes	Hinker	Absent	Tilton	Yes
Bowar	Yes	Jarding	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Absent			Koenecke	Yes	Yes Votes: 8	

f. **Licensee Correspondence:** No licensee correspondence was reported.

8. **Financial Report: FY25 Financial Report:** Matthies presented the SDBON FY25 for the time period of July - September 2024. Motion by Jarding to approve the FY25 financial report as presented. Second by Gabriel. Motion carried.

Borchardt	Yes	Gabriel	Yes	Hinker	Absent	Tilton	Yes
Bowar	Yes	Jarding	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Absent			Koenecke	Yes	Yes Votes: 8	

9. **Licensure and Operations:**

- a. **Licensure & Registry Report:** Matthies reported that as of October 2024, the Board had 19,963 licensed registered nurses, 2,756 licensed practical nurses, 58 certified nurse midwives, 2,590 certified nurse practitioners, 43 clinical nurse specialists, 558 certified registered nurse anesthetists, 11,489 registered certified nurse aides, and 4,558 registered medication aides.
- b. **Optimal Regulatory Board System (ORBS) Update:** Young and Matthies provided an update on the status of transitioning to the ORBS licensure software platform. The tentative timeline to implement and go live is May 2025.

10. **Nursing Education:**

- a. **Nursing Education Committee (NEC) Recommendations:** Burg submitted the following recommendations from the NEC:
  1. Grant approval of Northern State University’s request for interim approval status for a BSN program.
  2. Grant approval of South Dakota State University’s voluntary closure of accelerated BSN program site in Aberdeen.
  3. Grant approval of South Dakota State University’s voluntary hold on admissions to the MS in Nursing - Family Nurse Practitioner and MS in Nursing - Psychiatric Mental Health Nurse Practitioner programs.
  4. Grant approval of University of Sioux Falls’ reorganization plan for an LPN to BSN program.
  5. Accept 2024 Clinical Enrichment Program (CEP) reports and grant approval of CEPs for 2025 based upon revised ARSD 20:48:07.01 for the following facilities:
    - a. Avera Heart Hospital of South Dakota
    - b. Avera McKennan Hospital
    - c. Avera Queen of Peace Hospital
    - d. Avera Sacred Heart Hospital
    - e. Avera St. Luke’s Hospital
    - f. Avera St. Mary’s Hospital
    - g. Black Hills Surgical Hospital
    - h. Brookings Health System
    - i. Correctional Health Services
    - j. Freeman Regional Health Services
    - k. Huron Regional Medical Center
    - l. Lewis & Clark Behaviors Services, Inc.
    - m. Madison Regional Health System
    - n. Monument Health
    - o. Oyate Health Center
    - p. Prairie Lakes Healthcare System
    - q. Sanford Health Center for Learning, Education and Development
    - r. SD Human Services Center
    - s. Sioux Falls Specialty Hospital
    - t. St. Michael’s Hospital
    - u. Yankton Medical Clinic, P.C.
  6. Grant approval to disburse funds for PN Nurse Education Assistance Scholarships.

Motion by Bowar to accept the recommendations of the NEC as presented in the Education Consent Agenda. Second by Koenecke. Motion carried.

Borchardt	Yes	Gabriel	Yes	Hinker	Absent	Tilton	Recuse
Bowar	Yes	Jarding	Recuse	Keffeler	Yes	VandenBos	Yes
Buchholz	Absent			Koenecke	Yes	Yes Votes: 6	

**11. Nursing Practice:**

- a. **APRN Advisory Committee Appointments:** Olson provided an overview of the committee, current membership roster, application, and curriculum vitae of an applicant for the open CNS position. A reappointment request from Lisa VanGerpen, CNM, to serve a third term on the committee was also shared with the Board. Motion by Jarding to appoint the following individuals to serve as members on the Board’s APRN Advisory Committee for three-year terms: Michelle Ahnberg, CNS and Lisa VanGerpen, CNM. Second by Tilton. Motion carried.

Borchardt	Yes	Gabriel	Yes	Hinker	Absent	Tilton	Yes
Bowar	Yes	Jarding	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Absent			Koenecke	Yes	Yes Votes: 8	

- b. **SDBON Annual APRN Advisory Committee Meeting Report:** Olson provided an overview of the topics discussed during the SDBON APRN Advisory Committee meeting held virtually on August 23, 2024.
- c. **Request to Revise Practice Guidelines: Dermatological Procedures by Licensed Nurses:** Olson presented a request from Dr. Benjamin Wood, Chief Medical Officer for Chapter Aesthetic Studio in Sioux Falls and Rapid City, to revise the Board’s “Dermatological Procedures by Licensed Nurses” statement and guidelines. Dr. Wood requested a revision to allow RNs to administer dermal filler injections as these injections are considered a standard component of aesthetic treatment services; many other states allow RNs to perform these injections. Olson reviewed proposed changes to the current statement and the guidelines. She explained that the revisions reflect current national practice standards. The document was also reviewed by the SDBON’s APRN Advisory Committee and other providers who perform medical aesthetic services. The guidelines describe safe practice standards for licensed nurses who want to perform dermatological and medical aesthetic services in South Dakota. Motion by Keffeler to adopt the revised practice statement titled, Dermatological Procedures by Licensed Nurses. Second by Bowar. Motion carried.

Borchardt	Yes	Gabriel	Yes	Hinker	Absent	Tilton	Yes
Bowar	Yes	Jarding	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Absent			Koenecke	Yes	Yes Votes: 8	

**12. SD Center for Nursing Workforce (CNW):**

- a. **SDAHO Request for 2025 Nurse Leadership Program Financial Support:** Olson presented the request for \$1,000 to support the SD Association of Healthcare Organization’s (SDAHO) 2025 Nursing Leadership Program. Motion by Jarding to approve \$1,000 to support the SDAHO 2025 Nursing Leadership Program paid through the CNW. Second by Tilton. Motion carried.

Borchardt	Yes	Gabriel	Yes	Hinker	Absent	Tilton	Yes
Bowar	Yes	Jarding	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Absent			Koenecke	Yes	Yes Votes: 8	

**13. 2025 Travel Requests:**

- a. Motion by Bowar to approve the following travel requests:
- Nurse Licensure Compact (NLC) Executive Committee Meeting: December 9-10, 2024; Chicago, IL (Up to 1)
  - NLC Administrators Meeting: March 10, 2025, Pittsburgh, PA (Up to 1)
  - National Council of State Boards of Nursing (NCSBN) Midyear Meeting: March 11 – 13, 2025; Pittsburgh, PA (Up to 4)
  - NLC Executive Committee Meeting: May 20 – 21, 2025, Chicago, IL (Up to 1)
  - National Forum of State Nursing Workforce Centers Annual Conference: June 2 – 4, 2025, Philadelphia, PA (Up to 2)
  - NLC Administrators Meeting: August 12, 2025, Chicago, IL (Up to 1)
  - NCSBN Annual Meeting: August 13 – 15, 2025, Chicago, IL (Up to 4)

Second by VandenBos. Motion carried.

Borchardt	Yes	Gabriel	Yes	Hinker	Absent	Tilton	Yes
Bowar	Yes	Jarding	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Absent			Koenecke	Yes	Yes Votes: 8	

**14. External Meeting Reports:**

- a. NCSBN Annual Meeting, August 28-30, 2024: Young and Borchardt shared highlights of the meeting held in Chicago.
- b. NCSBN Leadership & Public Policy Conference, October 9-11, 2024: Young, Jarding, and Olson shared highlights of the meeting held in Charlottesville, VA.

- 15. 2026 Board Meeting Dates:** Motion by Koenecke to set the 2026 regularly scheduled board meeting dates as follows: Tuesday, February 3, 2026, Sioux Falls or Teams (TBD); Tuesday, May 5, 2026, Sioux Falls; Tuesday, August 4, 2026, Sioux Falls; and Wednesday, November 4, 2026, Sioux Falls or Teams (TBD). Second by Gabriel. Motion carried.

Borchardt	Yes	Gabriel	Yes	Hinker	Absent	Tilton	Yes
Bowar	Yes	Jarding	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Absent			Koenecke	Yes	Yes Votes: 8	

- 16. Board of Nursing Officer Selection for November 7, 2024 – November 2025 Term:** Motion by Jarding to appoint officers for the term November 7, 2024, to November 2025, as follows, President: Christi Keffeler; Vice President: Carla Borchardt; Secretary: Jenna VandenBos. Second by Gabriel. Motion carried.

Borchardt	Yes	Gabriel	Yes	Hinker	Absent	Tilton	Yes
Bowar	Yes	Jarding	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Absent			Koenecke	Yes	Yes Votes: 8	

**17. Announcements:**

- a. Future Board Meetings: 2/4-5/2025; 5/6/2025; 8/5/2025; 11/4/2025.

- 18. Motion to Adjourn** by Jarding. Second by Keffeler. Motion carried in a unanimous voice vote. Meeting adjourned at 11:53 A.M.