

**South Dakota Board of Addiction
and Prevention Professionals**

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Draft Meeting Minutes

Board of Addiction & Prevention Professionals

Park Place Center, 3101 W. 41st Street, Sioux Falls, SD 57105

November 7, 2019

10:30 AM to 1:30 PM (CST)

Call In Number: 866-410-8397

Access Code: 730-588-5906

In attendance: Nicole Bowen, Terri Brown, Stacy Gorman, Kara Graveman (via conference call), Amy Hartman, Don McCoy and Jill Viedt (via conference call).

Not in attendance: Ellen Feiner.

Others in attendance: Jeff Bratkiewicz, Amy Iversen-Pollreisz, Judy Mittleider, and 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. At 10:30 a.m. Hartman called the meeting to order.

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

III. Introduce Judy Mittleider, BAPP Administrative Assistant.

IV. McCoy made a motion to approve the November 7, 2019 meeting agenda, with the following additions: furniture movers; Badger recycling; S.H. request; 2019-7; 2019-8; board meeting dates; Nelson attend the November 19, 2019 meeting in Pierre; and email from K.Klientobe. Brown seconded the motion. Motion passed.

V. Brown made a motion to approve the August 1, 2019 Board of Directors meeting minutes, with the following change: Update the content of XXVI to reflect: "The Board has the option to list nominees in order of preference, but it's not required". Gorman seconded the motion. Motion passed.

VI. At 10:42 a.m. Hartman called for Public Input. Hearing none, she proceeded with the agenda.

Conference call with Graveman and Viedt ended at 10:43 a.m.

Graveman and Viedt joined the meeting via secured telephone lines (non-conference) at 10:44 a.m.

VII. At 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.

At 11:53 a.m. Hartman moved the meeting out of Executive Session.

Telephone conversation (secured telephone lines / non-conference) with Graveman and Viedt ended.

The Board took a lunch break from 11:53a.m. to 12:30 p.m.

At 12:30 p.m. Graveman and Viedt joined the meeting via conference call.

At 12:33 p.m. Hartman called the meeting to order.

VIII. 2017-3 McCoy made a motion recommending the Board continue with monitoring. Brown was not present during discussion of this matter. Gorman seconded the motion. Brown abstained. Motion passed.

IX. 2018-7 Gorman made a motion to close the file. Graveman seconded the motion. Motion passed.

X. 2019-2 On November 2, 2019, Bratkiewicz received verification that the ACT certificate was destroyed. Bowen made a motion to close the file. McCoy seconded the motion. Motion passed.

XI. 2019-4 Gorman made a motion recommending Bratkiewicz send a reminder to the practitioner's legal counsel regarding the \$500.00 reimbursement and three hours of continuing professional training, which must be received by December 31, 2019. Viedt seconded the motion. Motion passed.

XII. 2019-6 Graveman made a motion authorizing Bratkiewicz to send a letter notifying the individual that he/she must refrain from any use and reference to the LAC credential (lapsed 2-28-19). The individual is also required to update all websites, account profiles, and social media accounts, removing reference(s) to the LAC credential, including any past certification. Also required is a written explanation of the steps taken to notify the University of his/her continued improper supervision and inaccurate reporting/documentation for the student intern. The Board is also requesting he/she provide information regarding whether the student was denied academic credit for the internship. This documentation must be received no later than Friday, November 22, 2019. McCoy seconded the motion. Motion passed.

XIII. 2019-7 Brown made a motion authorizing Bratkiewicz to send a letter to the individual providing the opportunity / option to voluntarily relinquish the ACT certificate or submit a written response to the ethical complaint, by November 29, 2019. Gorman was not present during discussion of this matter. McCoy seconded the motion. Gorman abstained. Motion passed.

XIV. 2019-8 Gorman made a motion recommending the BAPP send the standard notification letter to the complainant and the practitioner who is the subject of the complaint. The letter to the complainant will recommend they encourage the entity or individual making the complaint to communicate directly with the BAPP. It's helpful to have the complaint come directly from the individuals who possess direct, firsthand knowledge. This matter will be revisited at the February Board meeting. Viedt seconded the motion. Motion passed.

XV. M.S. has not submitted a complaint. Brown made a motion recommending no action be taken. Gorman seconded the motion. Motion passed.

XVI. McCoy made a motion recommending Bratkiewicz send a letter to S.H. reflecting the Board is empathetic to the situation and that no action will be taken at this time. However, when the Board goes through the administrative rule change process, they will consider the suggestion and may be in contact with S.H. for additional input. Bowen seconded the motion. Motion passed.

XVII. Gorman made a motion to approve the Financial Report. Bowen seconded the motion. Motion passed.

XVIII. The Board reviewed the SD Boards and Commissions Meeting Guidelines. The BAPP will include this document in the Board of Director's Welcome Packet.

XIX. Hartman, Bowen and Gorman will review Portfolios, at the BAPP, on January 17, 2020, at 10:00 a.m.

XX. Nelson attended the IC&RC meeting in Savannah, GA. The upcoming meeting dates were changed and will conflict with the November and May Board of Directors meetings. Also, changes have been made regarding the reciprocity process, which would allow the BAPP to make changes, when the administrative rules are revised.

XXI. A Notice of Appointment has been received for Kristi Jacobsma.

XXII. Nelson will contact Kinsman regarding movers and the shredding company.

XXIII. The May and November meeting dates have been changed to: May 14, 2020 and November 12, 2020.

XXIV. Nelson will be attending a meeting with the Executive Secretaries, in Pierre, on November 19, 2019.

XXV. The Board reviewed the email from K.Klientobe seeking clarification regarding third party payor information and the scope of practice for a Licensed Addiction Counselor. The Board recommends she communicate with the practitioner who provided the services and utilize the resources in the Standards Manual, available on the BAPP's website.

XXVI. The upcoming Board of Directors meetings are scheduled as follows: February 6, 2020, May 14, 2020, August 6, 2020 and November 12, 2020.

XXVII. At 1:21 p.m. Brown made a motion to adjourn the meeting. McCoy seconded the motion. Motion passed.