



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

P.O. Box 340, 1351 N. Harrison Ave., Pierre, SD 57501-0340

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

Friday, November 22, 2024 – 9:00 AM CST

Join Zoom Meeting

<https://us02web.zoom.us/j/86755974192?pwd=VWx6WXVlSkhuL3BnMWtEV1FFdnJWUT09>

call 312 626 6799

Meeting ID: 867 5597 4192

Passcode: 551273

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: May 17, 2024
- 5) Approval of Financial Statement: October 31, 2024
- 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 Update
 - b. Board Approved Supervisor/Supervisee Limitations
- 8) Other Business
 - a. Office Update
 - b. DSS Update
 - c. Election of Officers
 - d. 2025 Meeting Schedule – Proposed
 - e. National Meetings Schedule
 - f. Recognition of Cheryl Hartman's Service
- 9) Announcements
 - a. Next Meeting
- 10) Adjourn



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South Dakota Board of Examiners for Counselors & Marriage and Family Therapists
Via Videoconference
May 17, 2024

President Butler called the meeting to order at 9:02 am central and determined a quorum.

Board Members Present via Videoconference: Tiffany Butler, Cheryl Hartman, Jill Janecke, Jay Trenhaile, Jeff Wangen, Mary Guth, Amy Hartman, and Stacy Solsaa

Board Members Absent: Maureen Gustafson.

Others Present via Videoconference: Jennifer Stalley, Executive Secretary; Natalie Young, administrative staff; Court Roper, Board Legal Counsel, Department of Social Services; Erin Handke, Assistant Attorney General; Tracy Mercer, Department of Social Services; Emma Qurashi, member of the public.

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

Butler asked for comments from the public. Emma Qurashi offered comments related to the newly adopted Counseling Compact.

Motion to approve the meeting minutes of February 16, 2024 with a noted correction to the spelling of Janecke's last name by C. Hartman. Seconded by Trenhaile. **Motion carried.**

Motion to accept the financial report as of April 30, 2024 by Trenhaile. Seconded by Guth. **Motion carried.**

The Board discussed the newly adopted Counseling Compact. Stalley provided an overview of the Compact Commission and the anticipated timeline for the Commission issuing credentials. The Commission does not anticipate issuing credentials in 2024 and South Dakota will need to have a background check process in place before South Dakota licensees are eligible for credentials through the Compact. Stalley reported that the anticipated time for the Board to receive an ORI number to begin accepting background checks is 16 months. The Board will provide information to licensees and stakeholders about the effective date of the compact legislation and the anticipated timeline for the Board's full participation in the Compact via email and a series of webinars.

Motion to go into executive session for the purposes noticed at 9:32 am by Janecke. Seconded by Trenhaile. **Motion carried.**

Butler declared the Board out of executive session at 9:52 am.

Motion to dismiss Complaint 2024-01 by C. Hartman. Seconded by Wangen. **Motion carried.**

Motion to dismiss Complaint 2024-02 by Guth. Seconded by Wangen. **Motion carried.** Janecke was recused.

Motion to renew the contract with Albertsen Consulting for database services for 2024-2025 as proposed by Trenhaile. Seconded by Guth. **Motion carried.**

Motion to approve a contract with Midwest Solutions, Inc. for executive services as proposed by A. Hartman. Seconded by Janecke. **Motion carried.**

Motion to appoint Jennifer Stalley as the delegate for the Counseling Compact and Amy Hartman as the alternate delegate by Trenhaile. Seconded by Guth. **Motion carried.**

The Board discussed board approved supervisor/supervisee limitations. Stalley provided the Board with information about supervisors who are not licensed by the Board but serve as Board approved supervisors. Currently there is no limitation on the number of supervisees a Board approved supervisor can supervise. The Board discussed options for overseeing supervisor/supervisee numbers. The Board instructed Stalley to provide data about the number of Board approved supervisors and the number of supervisees of each supervisor and data about Board approved supervisors not licensed by the Board for further discussion.

Stalley provided an office update.

Mercer provided the Board with a Department update.

The Board's next meeting is scheduled for August 23, 2024 at 9:00am (central) via Zoom.

Motion to adjourn at 10:33 am by Wangen. Seconded by Trenhaile. **Motion carried.**

Respectfully Submitted,



Jennifer Stalley, Executive Secretary

Remaining Authority by Object/Subsubject

Expenditures current through 11/03/2024 10:50:25 AM

SOCIAL SERVICES -- Summary

FY 2025 Version -- AS -- Budgeted and Informational

FY Remaining: 65.8%

0891 Subobject	Board of Counselor Examiners - Info	Operating	Expenditures	Encumbrances	Commitments	Remaining	PCT AVL
EMPLOYEE SALARIES							
5101010	F-t Emp Sal & Wages	3,380	0	0	0	3,380	100.0
5101030	Board & Comm Mbrs Fees	9,383	0	0	0	9,383	100.0
Subtotal		12,763	0	0	0	12,763	100.0
EMPLOYEE BENEFITS							
5102010	Oasi-employer's Share	814	0	0	0	814	100.0
Subtotal		814	0	0	0	814	100.0
51 Personal Services							
Subtotal		13,577	0	0	0	13,577	100.0
TRAVEL							
5203030	Auto-priv (in-st.) H/rte	4,382	0	0	0	4,382	100.0
5203100	Lodging/in-state	1,750	0	0	0	1,750	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
Subtotal		13,773	0	0	0	13,773	100.0
CONTRACTUAL SERVICES							
5204020	Dues & Membership Fees	1,550	1,050	0	0	500	32.3
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	34,629	72,871	0	-52,895	0.0
5204130	Other Consulting	0	8,800	10,625	0	-19,425	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	575	0	0	1,009	63.7
5204204	Central Services	0	193	0	0	-193	0.0
5204207	Central Services	521	0	0	0	521	100.0
5204360	Advertising-newspaper	300	0	0	0	300	100.0

Remaining Authority by Object/Subsubject

Expenditures current through 11/03/2024 10:50:25 AM

SOCIAL SERVICES -- Summary

FY 2025 Version -- AS -- Budgeted and Informational

FY Remaining: 65.8%

0891	Board of Counselor Examiners - Info						PCT
Subobject	Operating	Expenditures	Encumbrances	Commitments	Remaining	AVL	
5204460 Equipment Rental	750	0	0	0	750	100.0	
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	24	0	0	-24	0.0	
5204960 Other Contractual Service	0	25	0	0	-25	0.0	
Subtotal	83,118	45,296	83,496	0	-45,674	0.0	
SUPPLIES & MATERIALS							
5205020 Office Supplies	0	36	0	0	-36	0.0	
5205028 Office Supplies	400	0	0	0	400	100.0	
5205310 Printing-state	0	751	0	0	-751	0.0	
5205328 Printing-commercial	1,350	0	0	0	1,350	100.0	
5205350 Postage	2,000	354	0	0	1,646	82.3	
5205390 Food Stuffs	150	0	0	0	150	100.0	
Subtotal	3,900	1,141	0	0	2,759	70.7	
52 Operating							
Subtotal	100,791	46,437	83,496	0	-29,142	0.0	
Total	114,368	46,437	83,496	0	-15,565	0.0	

**BOARD OF COUNSELOR EXAMINERS
REVENUE SUMMARY
FOR MONTH ENDING 10-31-24**

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		2025	04	\$ 3,800.00	\$ 800.00
6503	4293946	0	0	0891000	648		2025	04	\$ 1,200.00	\$ 100.00
6503	4293947	0	0	0891000	648		2025	04	\$ 6,300.00	\$ 1,350.00
6503	4293948	0	0	0891000	648		2025	04	\$ 675.00	\$ 450.00
6503	4293950	0	0	0891000	648		2025	04	\$ 1,900.00	\$ 300.00
6503	4293951	0	0	0891000	648		2025	04	\$ 1,300.00	\$ 400.00
6503	4293952	0	0	0891000	648		2025	04	\$ 7,200.00	\$ 2,025.00
6503	4293961	0	0	0891000	648		2025	04	\$ 50.00	\$ 50.00
6503	4293962	0	0	0891000	648		2025	04	\$ 75.00	\$ 75.00
6503	4293963	0	0	0891000	648		2025	04	\$ 50.00	\$ 50.00
6503	4293980	0	0	0891000	648		2025	04	\$ 300.00	\$ -
6503	4293981	0	0	0891000	648		2025	04	\$ 600.00	\$ 100.00
6503	4293982	0	0	0891000	648		2025	04	\$ 1,350.00	\$ 225.00
6503	4920045			0891000	648		2025	04	\$ 13,727.61	\$ -
									\$ 38,527.61	\$ 5,925.00

BOARD OF COUNSELOR EXAMINERS
REVENUE DETAIL
FOR MONTH ENDING 10-31-24

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	CENTER	FUND SRC	FISCAL MONTH	FISCAL DAY	FISCAL YEAR	SOURCE CODE	DESCRIPTION	AMOUNT
6503	4293945	0	0	0891000	648	04	02	2025	C08500056: BD OF CMFT-CHECK DEP 9/27	C	\$ (300.00)
6503	4293945	0	0	0891000	648	04	02	2025	C08500056: BD OF CMFT-CHECK DEP 9/27	C	\$ 300.00
6503	4293945	0	0	0891000	648	04	02	2025	C08500056: BD OF CMFT-CHECK DEP 9/27	C	\$ 300.00
6503	4293947	0	0	0891000	648	04	02	2025	C08500056: BD OF CMFT-CHECK DEP 9/27	C	\$ 225.00
6503	4293951	0	0	0891000	648	04	02	2025	C08500056: BD OF CMFT-CHECK DEP 9/27	C	\$ 200.00
6503	4293952	0	0	0891000	648	04	02	2025	C08500056: BD OF CMFT-CHECK DEP 9/27	C	\$ 900.00
6503	4293945	0	0	0891000	648	04	07	2025	C08500062: BD OF CMFT-CHECK DEPOSIT 10/4C		\$ (200.00)
6503	4293945	0	0	0891000	648	04	07	2025	C08500062: BD OF CMFT-CHECK DEPOSIT 10/4C		\$ 200.00
6503	4293947	0	0	0891000	648	04	07	2025	C08500062: BD OF CMFT-CHECK DEPOSIT 10/4C		\$ 200.00
6503	4293947	0	0	0891000	648	04	07	2025	C08500062: BD OF CMFT-CHECK DEPOSIT 10/4C		\$ 225.00
6503	4293952	0	0	0891000	648	04	07	2025	C08500062: BD OF CMFT-CHECK DEPOSIT 10/4C		\$ 225.00
6503	4293981	0	0	0891000	648	04	07	2025	C08500062: BD OF CMFT-CHECK DEPOSIT 10/4C		\$ 100.00
6503	4293982	0	0	0891000	648	04	07	2025	C08500062: BD OF CMFT-CHECK DEPOSIT 10/4C		\$ 225.00
6503	4293945	0	0	0891000	648	04	15	2025	C08500068: BD OF CMFT-CHK DEP 10/11	C	\$ (100.00)
6503	4293945	0	0	0891000	648	04	15	2025	C08500068: BD OF CMFT-CHK DEP 10/11	C	\$ 100.00
6503	4293945	0	0	0891000	648	04	15	2025	C08500068: BD OF CMFT-CHK DEP 10/11	C	\$ 100.00
6503	4293947	0	0	0891000	648	04	15	2025	C08500068: BD OF CMFT-CHK DEP 10/11	C	\$ 225.00
6503	4293950	0	0	0891000	648	04	15	2025	C08500068: BD OF CMFT-CHK DEP 10/11	C	\$ 100.00
6503	4293951	0	0	0891000	648	04	15	2025	C08500068: BD OF CMFT-CHK DEP 10/11	C	\$ 100.00
6503	4293952	0	0	0891000	648	04	15	2025	C08500068: BD OF CMFT-CHK DEP 10/11	C	\$ 450.00
6503	4293961	0	0	0891000	648	04	15	2025	C08500068: BD OF CMFT-CHK DEP 10/11	C	\$ 25.00
6503	4293962	0	0	0891000	648	04	15	2025	C08500068: BD OF CMFT-CHK DEP 10/11	C	\$ 50.00
6503	4293945	0	0	0891000	648	04	25	2025	C08500075: BD OF CMFT-CHECK DEPOSIT 10/2C		\$ (200.00)
6503	4293945	0	0	0891000	648	04	25	2025	C08500075: BD OF CMFT-CHECK DEPOSIT 10/2C		\$ 200.00
6503	4293945	0	0	0891000	648	04	25	2025	C08500075: BD OF CMFT-CHECK DEPOSIT 10/2C		\$ 200.00
6503	4293946	0	0	0891000	648	04	25	2025	C08500075: BD OF CMFT-CHECK DEPOSIT 10/2C		\$ 100.00
6503	4293947	0	0	0891000	648	04	25	2025	C08500075: BD OF CMFT-CHECK DEPOSIT 10/2C		\$ 675.00
6503	4293948	0	0	0891000	648	04	25	2025	C08500075: BD OF CMFT-CHECK DEPOSIT 10/2C		\$ 450.00
6503	4293950	0	0	0891000	648	04	25	2025	C08500075: BD OF CMFT-CHECK DEPOSIT 10/2C		\$ 200.00
6503	4293951	0	0	0891000	648	04	25	2025	C08500075: BD OF CMFT-CHECK DEPOSIT 10/2C		\$ 100.00
6503	4293952	0	0	0891000	648	04	25	2025	C08500075: BD OF CMFT-CHECK DEPOSIT 10/2C		\$ 450.00
6503	4293961	0	0	0891000	648	04	25	2025	C08500075: BD OF CMFT-CHECK DEPOSIT 10/2C		\$ 25.00
6503	4293962	0	0	0891000	648	04	25	2025	C08500075: BD OF CMFT-CHECK DEPOSIT 10/2C		\$ 25.00
6503	4293963	0	0	0891000	648	04	25	2025	C08500075: BD OF CMFT-CHECK DEPOSIT 10/2C		\$ 50.00
											\$ 5,925.00

**BOARD OF COUNSELOR EXAMINERS
EXPENDITURE SUMMARY REPORT
FOR MONTH ENDING 10-31-24**

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	ACCOUNT DESCRIPTION	CENTER	FUND SRC	SUB FUND	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	5204740	0	0	BANK FEES AND CHARGES	0891000	648		2025	04	\$ 24.00	\$ -
6503	5204960	0	0	OTHER CONTRACTUAL SERVICE	0891000	648		2025	04	\$ 25.00	\$ -
6503	5205020	0	0	OFFICE SUPPLIES	0891000	648		2025	04	\$ 36.00	\$ -
6503	5205310	0	0	PRINTING-STATE	0891000	648		2025	04	\$ 750.80	\$ 750.80
6503	5205350	0	0	POSTAGE	0891000	648		2025	04	\$ 353.94	\$ 116.66
6503	5204201	0	0	BFM CENTRAL SERVICES	0891000	648		2025	04	\$ 575.15	\$ -
6503	5204204	0	0	RECORDS MGMT SERVICES	0891000	648		2025	04	\$ 192.96	\$ 97.96
6503	5204020	0	0	DUES & MEMBERSHIP FEES	0891000	648		2025	04	\$ 1,050.00	\$ -
6503	5204090	0	0	MANAGEMENT CONSULTANT	0891000	648		2025	04	\$ 34,628.89	\$ 8,624.01
6503	5204130	0	0	OTHER CONSULTING	0891000	648		2025	04	\$ 8,800.00	\$ -
										\$ 46,436.74	\$ 9,589.43

BOARD OF COUNSELOR EXAMINERS
 EXPENDITURE DETAIL REPORT
 FOR MONTH ENDING 10-31-24

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		04	01	2025	CD509020	CENTRAL DUPLICATING SERVICES C		0891	\$ 314.80
6503	5204204	0	0	0891000	648		04	02	2025	RM509031	RECORDS MANAGEMENT BILLING		0894	\$ 97.96
6503	5204090	0	0	0891000	648		04	04	2025	673701	1219990225SC081003-SEP 0M	00100935516	MIDWESTSOL	\$ 8,624.01
6503	5205350	0	0	0891000	648		04	15	2025	MS509032	CENTRAL MAIL SERVICES C		0891	\$ 116.66
6503	5205310	0	0	0891000	648		04	21	2025	687700	12040671N455241 020M	00002577203	MIDSTATESG	\$ 436.00
														\$ 9,589.43

South Dakota Board of Examiners for Counselors & Marriage and Family Therapists – 2025

PROPOSED

2025 Board Meetings

February 2, 2025	Conference Call	9:00 am – 12:00 pm
May 9, 2025	Conference Call	9:00 am – 12:00 pm
September 5, 2025	Conference Call	9:00 am – 12:00 pm
December 12, 2025	Conference Call	9:00 am – 12:00 pm

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

2025 Partner Meetings

February 9-11, 2025	AASCB Annual Conference	Mrytle Beach
May 1-3, 2025	SDCA Annual Conference	Sioux Falls
TBD	NBCC Annual Meeting	TBD
September 13 - 20, 2025	AMFTRB Annual Meeting	TBD