



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**

700 Governors Drive, Conference Room #3

Friday, February 14, 2020 – 10:00 AM CT

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 Minutes: December 6, 2019
- 5) Financial Report as of January 31, 2020
- 6) Executive Session (Pursuant to SDCL 1-25-2 (3) for consideration of proposed contested cases or contractual matters)
- 7) Old Business
 - a. 2020 Board Legislation Update
- 8) New Business
 - a. Office Update
 - a. New Licensee Lists
 - b. Renewal Update
 - c. Database Project Update
 - b. Calculation of semester credits versus quarter credits for transcript review
 - c. Hearing in the Matter of the Licensed Professional Counselor Plan of Supervision Application of Wendy Lohan (11:00 am)
 - d. Department of Social Services Update
- 9) Announcements
- 10) Adjourn



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South Dakota Board of Examiners for Counselors & Marriage and Family Therapists
Kneip Building Conference Room #3, Pierre, SD
December 6, 2019

President Rice Brinkworth called the meeting to order at 10:04 am central and determined a quorum.

Board Members Present: Lynell Rice Brinkworth, Tiffany Butler, Cheryl Hartman, Roswitha Konz, Woody Schrenk, Bobbi Brown, Jeff Wangen and Seth Olson

Board Members Present via Telephone: Sherry Bartels

Others Present in Person: Jennifer Stalley, Executive Secretary; Bonnie Jameson, Administrative Staff, Jim Carlon, legal counsel; and Erin Handke, Assistant Attorney General

Board members introduced themselves to Seth Olson, the newest appointed board member.

Motion to approve the proposed agenda by Hartman. Seconded by Butler. Motion carried.

Rice Brinkworth asked for comments from the public. There were no comments offered.

Motion to approve the meeting minutes of October 11, 2019 with a correction noted by Schrenk. Seconded by Konz. Motion carried.

Motion to accept the financial report as of October 31, 2019 by Wangen. Seconded by Butler. Motion carried.

Motion to go into executive session for consideration of contested cases and contractual matters at 10:10 am by Konz. Seconded by Butler. Motion carried.

Rice Brinkworth declared the Board out of executive session at 11:18 am.

Motion to dismiss Complaint 2019-02 by Schrenk. Seconded by Wangen. Motion carried. Rice Brinkworth and Konz abstained.

Motion to dismiss Complaint 2019-03 by Butler. Seconded by Schrenk. Motion carried. Rice Brinkworth and Konz abstained.

The Board discussed the proposed legislation for 2020. The Board again reviewed written comments provided by Patricia Lavelle for possible changes to the proposed legislation. No changes were made to the proposal based on the comments.

Stalley provided an office update, including the list of new licensees since the last meeting, renewal progress for the 2019 renewal period, and the status of the database project.

Motion to set the upcoming meeting dates as February 14, 2020 (10:00 am) in Pierre, April 17, 2020 (9:00 am) via teleconference, and June 12, 2020 (10:00 am) in Pierre by Konz. Seconded by Wangen. Motion carried.

Motion to adjourn by Butler. Seconded by Brown. Motion carried.

The Board adjourned at 1:00 pm.

Respectfully Submitted,

Jennifer Stalley, Executive Secretary

DRAFT

Remaining Authority by Object/Subobject

Expenditures current through 02/01/2020 12:20:43 PM

SOCIAL SERVICES -- Summary

FY 2020 Version -- AS -- Budgeted and Informational

FY Remaining: 41.4 %

0891 Subobject	Board of Counselor Examiners - Info	Operating	Expenditures	Encumbrances	Commitments	Remaining	PCT AVL
EMPLOYEE SALARIES							
5101030	Board & Comm Mbrs Fees	3,079	2,700	0	0	379	12.3
Subtotal		3,079	2,700	0	0	379	12.3
EMPLOYEE BENEFITS							
5102010	Oasi-employer's Share	312	208	0	0	104	33.3
Subtotal		312	208	0	0	104	33.3
51 Personal Services							
Subtotal		3,391	2,908	0	0	483	14.2
TRAVEL							
5203030	Auto-priv (in-st.) H/rte	4,331	1,399	0	0	2,932	67.7
5203100	Lodging/in-state	1,507	288	0	0	1,219	80.9
5203120	Incidentals-travel-in St.	0	20	0	0	-20	0.0
5203130	Non-employ. Travel-in St.	1,100	0	0	0	1,100	100.0
5203140	Meals/taxable/in-state	112	14	0	0	98	87.5
5203150	Non-taxable Meals/in-st	450	174	0	0	276	61.3
5203260	Air-comm-out-of-state	2,000	617	0	0	1,383	69.2
5203280	Other-public-out-of-state	180	51	0	0	129	71.7
5203300	Lodging/out-state	2,024	428	0	0	1,596	78.9
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	92	0	0	608	86.9
Subtotal		13,479	3,083	0	0	10,396	77.1
CONTRACTUAL SERVICES							
5204020	Dues & Membership Fees	1,550	1,400	0	0	150	9.7
5204080	Legal Consultant	7,000	2,996	0	0	4,004	57.2
5204090	Management Consultant	54,605	53,979	56,121	0	-55,495	0.0
5204160	Workshop Registration Fee	1,550	0	0	0	1,550	100.0
5204200	Central Services	82	0	0	0	82	100.0
5204201	Central Services	1,584	838	0	0	746	47.1
5204204	Central Services	0	109	0	0	-109	0.0
5204207	Central Services	521	646	0	0	-125	0.0
5204360	Advertising-newspaper	300	0	0	0	300	100.0
5204460	Equipment Rental	750	0	0	0	750	100.0
5204510	Rents-other	3,300	0	0	0	3,300	100.0
5204530	Telecommunications Srvc	1,100	937	0	0	163	14.8

Remaining Authority by Object/Subobject

Expenditures current through 02/01/2020 12:20:43 PM

SOCIAL SERVICES -- Summary

FY 2020 Version -- AS -- Budgeted and Informational

FY Remaining: 41.4 %

0891 Subobject	Board of Counselor Examiners - Info	Operating	Expenditures	Encumbrances	Commitments	Remaining	PCT AVL
5204590	Ins Premiums & Surety Bds	2,270	0	0	0	2,270	100.0
5204960	Other Contractual Service	0	19	0	0	-19	0.0
Subtotal		74,612	60,924	56,121	0	-42,433	0.0
SUPPLIES & MATERIALS							
5205020	Office Supplies	0	479	0	0	-479	0.0
5205028	Office Supplies	400	0	0	0	400	100.0
5205310	Printing-state	0	458	0	0	-458	0.0
5205328	Printing-commercial	1,350	0	0	0	1,350	100.0
5205350	Postage	2,000	1,590	0	0	410	20.5
5205390	Food Stuffs	150	0	0	0	150	100.0
Subtotal		3,900	2,527	0	0	1,373	35.2
52 Operating Subtotal		91,991	66,534	56,121	0	-30,664	0.0
Total		95,382	69,442	56,121	0	-30,181	0.0

BAL409R1

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 01/31/2020

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AGENCY: 08 SOCIAL SERVICES
BUDGET UNIT: 0891 BOARD OF COUNSELOR EXAMINERS

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	0891000648	1140000	132,396.33	DR	BOARD OF COUNSELOR EXAMINERS
COMPANY/SOURCE TOTAL 6503 648			132,396.33	DR *	
COMP/BUDG UNIT TOTAL 6503 0891			132,396.33	DR **	
BUDGET UNIT TOTAL 0891			132,396.33	DR ***	

BUDGET UNIT NAME BOARD OF COUNSELOR EXAMINERS

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	95,382.00	0.00	0.00	56,120.53	69,439.56	30,178.09-	132,396.33
BUDGETED TOT	95,382.00	0.00	0.00	56,120.53	69,439.56	30,178.09-	
ALL COMP TOT	95,382.00	0.00	0.00	56,120.53	69,439.56	30,178.09-	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	3,079.00	0.00	0.00	0.00	2,700.00	379.00	12.3
5102 EMPLOYEE BENEFITS	312.00	0.00	0.00	0.00	207.62	104.38	33.5
5203 TRAVEL	13,479.00	0.00	0.00	1,634.89	3,081.64	10,397.36	77.1
5204 CONTRACTUAL SVCS	74,612.00	0.00	56,120.53	8,323.14	60,923.96	42,432.49-	0.0
5205 SUPPLIES & MATRLS	3,900.00	0.00	0.00	354.87	2,526.34	1,373.66	35.2
TOTALS	95,382.00	0.00	56,120.53	10,312.90	69,439.56	30,178.09-	0.0

BREAKOUT BY COMPANY:

COMPANY	PROFESSIONAL & LICENSING BOARDS	PS SUBTOTALS	OE SUBTOTALS	TOT
5101000	EMPLOYEE SALARIES	3,079.00	0.00	0.00
5102000	EMPLOYEE BENEFITS	312.00	0.00	0.00
5203000	TRAVEL	13,479.00	0.00	0.00
5204000	CONTRACTUAL SVCS	74,612.00	56,120.53	8,323.14
5205000	SUPPLIES & MATRLS	3,900.00	0.00	354.87
	PS SUBTOTALS	3,391.00	0.00	0.00
	OE SUBTOTALS	91,991.00	56,120.53	10,312.90
	COMPANY 6503-I	95,382.00	56,120.53	10,312.90

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 01/31/2020

AGENCY BUDGET UNIT	08 0891	SOCIAL SERVICES BOARD OF COUNSELOR EXAMINERS	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
CENTER	COMP	ACCOUNT			
COMPANY NO	6503				
COMPANY NAME	PROFESSIONAL & LICENSING BOARDS				
0891000648	6503	510103000	BOARD & COMM MBRS FEES	.00	2,700.00
ACCT: 5101					
0891000648	6503	510201000	EMPLOYEE SALARIES	.00	2,700.00
ACCT: 5102					
0891000648	6503	520303000	EMPLOYEE BENEFITS	.00	207.62
ACCT: 51					
0891000648	6503	520310000	PERSONAL SERVICES	1,269.24	2,907.62
0891000648	6503	520310000	AUTO-PRIV (IN-ST.) H/RTE	36.38	1,399.44
0891000648	6503	520312000	LODGING/IN-STATE	251.27	36.38
0891000648	6503	520314000	LODGING/IN-STATE	.00	251.27
0891000648	6503	520315000	INCIDENTALS-TRAVEL-IN ST.	.00	14.00
0891000648	6503	520326000	TAXABLE MEALS/IN-STATE	78.00	173.50
0891000648	6503	520328000	NON-TAKABLE MEALS/IN-ST	.00	616.60
0891000648	6503	520330000	AIR-COMM-OUT-OF-STATE	.00	50.75
0891000648	6503	520330000	OTHER-PUBLIC-OUT-OF-STATE	.00	427.70
0891000648	6503	520335000	LODGING/OUT-OF-STATE	.00	92.00
0891000648	6503	520335000	NON-TAXABLE MEALS/OUT-ST	.00	
ACCT: 5203					
0891000648	6503	520402000	TRAVEL	1,634.89	3,081.64
0891000648	6503	520408000	DUES & MEMBERSHIP FEES	500.00	1,400.00
0891000648	6503	520409000	LEGAL CONSULTANT	1,952.30	2,996.05
0891000648	6503	520420100	MANAGEMENT CONSULTANT	5,462.23	53,979.47
0891000648	6503	520420100	BFM CENTRAL SERVICES	.00	838.03
0891000648	6503	520420400	RECORDS MGMT SERVICES	54.40	108.80
0891000648	6503	520420700	HUMAN RESOURCES SERVICES	200.41	645.78
0891000648	6503	520453000	TELECOMMUNICATIONS SVCS	144.00	936.65
0891000648	6503	520496000	OTHER CONTRACTUAL SERVICE	9.80	19.18
ACCT: 5204					
0891000648	6503	520502000	CONTRACTUAL SERVICES	8,323.14	60,923.96
0891000648	6503	520531000	OFFICE SUPPLIES	.00	478.58
0891000648	6503	520535000	PRINTING-STATE	.00	458.15
0891000648	6503	520535000	POSTAGE	.00	96.49
0891000648	6503	520535000	POSTAGE	354.87	1,493.12
ACCT: 5205					
0891000648	6503	520535000	SUPPLIES & MATERIALS	354.87	2,526.34
ACCT: 52					
0891000648	6503	520535000	OPERATING EXPENSES	10,312.90	66,531.94
CNTR: 0891000648				10,312.90	69,439.56
CNTR: 089100064				10,312.90	69,439.56
CNTR: 0891000				10,312.90	69,439.56
B UNIT: 0891				10,312.90	69,439.56

Board of Counselors Revenue Codes		
\$100.00	LPC Application Fee	4293945
\$100.00	LPC Reciprocity Application Fee	4293946
\$100.00	LPC License Fee	4293947
\$100.00	LPC Renewal	4293948
\$50.00	LPC Late Fee	4293949
\$100.00	LPC-MH Application Fee	4293950
\$100.00	LPC-MH Reciprocity Application Fee	4293951
\$75.00	LPC-MH License Fee	4293952
\$75.00	LPC-MH Renewal	4293953
\$50.00	LPC-MH Late Fee	4293954
\$100.00	MFT Application Fee	4293980
\$100.00	MFT Reciprocity Application Fee	4293981
\$100.00	MFT License Fee	4293982
\$100.00	MFT Renewal	4293983
\$100.00	MFT Exam Fee	4293984
\$20.00	MFT Reexamination Fee	4293985
\$50.00	MFT Late Fee	4293986
\$25.00	CE Application Fee	4896000
\$25.00	Mailing List Paper	4293990
\$50.00	Mailing List Labels	4293990
\$15.00	License Verification Letter	4293990
\$10.00	Duplicate Renewal Card	4293990
\$20.00	Duplicate License	4293990
	Annual Interest	4920045
	Investment Council Interest	4491000

SOUTH DAKOTA DEPARTMENT OF SOCIAL SERVICES
BOARD OF EXAMINERS FOR
COUNSELORS AND MARRIAGE & FAMILY THERAPISTS

IN THE MATTER OF APPLICATION)	
OF WENDY LOHAN FOR)	
LICENSURE AS A LICENSED)	NOTICE OF
PROFESSIONAL COUNSELOR)	CONTESTED HEARING
)	

TO: Wendy Lohan, 513 S. Scarlet Oak Trail, Sioux Falls, South Dakota
57110:

The Board of Examiners for Counselors and Marriage & Family
Therapists hereby gives **NOTICE** that a contested hearing will be held in the
above-captioned matter on **Friday, February 14, 2020, at 11:00 a.m. central
time**, or as soon thereafter as the matter may be heard, at the **Kneip Building,
Conference Room #3, 700 Governors Dr., Pierre, South Dakota 57501.**

The hearing conducted under the authority and jurisdiction granted to
the Board by South Dakota Codified Law chapters 36-32, 36-33, and any
applicable administrative rule of South Dakota. The hearing will be held to
determine whether the applicant, Wendy Lohan, is qualified to receive licensure
as a Licensed Professional Counselor pursuant to the requirements of SDCL
ch. 36-32 and any applicable administrative rules of South Dakota.
Specifically, the Board wishes to discuss Lohan's previous nursing license and
disciplinary action by the Board of Nursing, which she failed to disclose on her
application pending before the Board of Examiners for Counselors and
Marriage & Family Therapists.

Pursuant to SDCL ch. 1-26 the hearing will be an adversarial proceeding at which Lohan has the right to be present and represented by legal counsel. Applicant will also have the right to introduce evidence, present testimony, call witnesses, cross examine all witnesses present, and to submit appropriate written argument. If Lohan does not exercise these and other due process rights they will be forfeited.

The hearing will be conducted by the President of the Board with the assistance of legal counsel or a hearing officer of his or her choosing. A majority of the Board will be present at the hearing and will vote on any final decision to be entered in this matter. The board member responsible for reviewing the application in question will be present for, and may participate during the hearing, but will abstain from any deliberations on the application and any final vote in the matter. The Board, after examining the testimony and evidence presented, will determine whether Lohan meets the minimum qualifications for licensure as an LPC. At the conclusion of the hearing the Board may take action to grant or deny the pending application.

Due to the contested nature of this application, prior to this hearing, the parties should not communicate directly with Board members unless all parties to the case are given notice and an opportunity to participate in the communication(s).

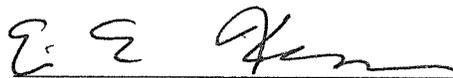
It is requested that Lohan notify the undersigned no later than 10 days before the time set for the hearing of her intent to appear or desire to waive any appearance at the hearing. If Lohan waives her appearance the Board may

enter any decision it deems appropriate based upon the record before them, including denial of the application. It is further requested that Lohan notify the undersigned no later than 10 days before the hearing of the names of any witnesses that may be called at the hearing on her behalf, and the identification and location of any evidence or exhibit that may be sought to be introduced at the hearing. If Lohan fails to comply with either of these requirements an order for default may be entered denying the pending application.

Notice is further given that Board staff does not intend to retain a court reporter for purposes of compiling a verbatim record of the hearing. If Lohan wishes that a verbatim record of the hearing be made, she must submit that request in writing to the undersigned within 10 days of service of this notice.

Notice of the Board's final decision on this matter will be sent within thirty days after the matter has been submitted to the Board. Any final decision entered by the Board may be appealed to the circuit court and the state Supreme Court as provided by law.

Dated this 17 day of December 2019.



Erin E. Handke
Assistant Attorney General
1302 E. Highway 14, Suite 1
Pierre, South Dakota 57501
Telephone: (605) 773-3215
erin.handke@state.sd.us

Saa.

New Licensees as of December 6, 2019

License Type	Last Name	First Name	City	State	Issue Date
LPC20515	Steinwand	Allison	Sioux Falls	SD	12/6/2019
LPC20385	Tilstra	Katelyn	Brandon	SD	12/6/2019
LPC20626	Witherspoon	Janel	Rapid City	SD	1/14/2020
LPC20273	Makley	Amanda	Sturgis	SD	1/15/2020
LPC-MH30503	Sterud	Alicia	Brookings	SD	12/6/2019
LPC-MH20173	Ammann	Kimberly A.	Wilmot	SD	12/13/2019
LPC-MH20367	Rall	Christine	Aberdeen	SD	12/16/2019
LPC-MH20339	Wahl	Jeff	Rapid City	SD	12/30/2019
LPC-MH30507	Jeffcoat	Wanda	Sioux Falls	SD	1/15/2020
LMFT11514	Forbregd	Wendy Jean	St Joseph	MN	10/29/2019
LMFT20392	Parks	Lisa	Goodwin	SD	1/15/2020

Approved Plans of Supervision as of December 6, 2019

Supervisor Last Name	Supervisor First Name	POS #	Last Name	First Name	License Category	Plan Approved Date	Plan End Date	City	State
Nelson	Cory	20624	Weiland	Jullie	LPC	12/20/2019	12/20/2024	Yankton	SD
Roduner	Amber	20616	Schara	Ashley	LPC	12/20/2019	12/20/2024	Rapid City	SD
Pischke	Jeremy	20625	Wonnell	Jewell	LPC	1/13/2020	1/13/2025	Plankinton	SD
Sanford	Erin	20627	Jonnes-Kuca	Jill	LPC	1/15/2020	1/15/2025	Brandon	SD
Kidd	Steven	20628	Mills	Angel Nicole	LPC	1/21/2020	1/21/2025	Porcupine	SD
Hartmann	Gretchen	20629	Kapperman	Crystal L.	LPC	1/22/2020	1/22/2025	Sioux Falls	SD
Helkenn	Jennifer	20629	Kapperman	Crystal L.	LPC	1/22/2020	1/22/2025	Sioux Falls	SD
McLaughlin	Jessica	20630	Florestano	Megan	LPC	1/22/2020	1/22/2025	Brookings	SD
McLaughlin	Jessica	20631	Kwasniewski	Abby	LPC	1/22/2020	1/22/2025	Webster	SD
Novak	Michelle	20627	Jonnes-Kuca	Jill	LPC	1/22/2020	1/22/2025	Brandon	SD
Shepherd	Rachel	20518	Laskowski	Megan	LPC	1/22/2020	1/22/2025	Rapid City	SD
Horan	Sherry	20525	Brewer	Cassie M.	LPC	1/28/2020	1/28/2025	Rapid City	SD
Roduner	Amber	20525	Brewer	Cassie M.	LPC	1/28/2020	1/28/2025	Rapid City	SD
Questad	Kim	30600	DeVos	Barbra L.	LPC-MH	12/9/2019	12/9/2024	Sioux Falls	SD
Bach	S Mahala	30602	Palecek	Tracy	LPC-MH	12/20/2019	12/20/2024	Rapid City	SD
Born	Staci	30601	Stricherz	Kelsi	LPC-MH	12/20/2019	12/20/2024	Huron	SD
Wasvick	Suzette	30602	Palecek	Tracy	LPC-MH	12/20/2019	12/20/2024	Rapid City	SD
Glover	Rebecca	30597	Hughes	Elizabeth "Betsy"	LPC-MH	12/30/2019	12/30/2024	Vermillion	SD
Burroughs	Andrew	30603	Taylor	Meghan	LPC-MH	1/13/2020	1/13/2025	Sioux Falls	SD
Eckhoff-Speck	Kristy	30604	Steinwand	Allison	LPC-MH	1/13/2020	1/13/2025	Sioux Falls	SD
Lerew	Cherise	30553	Swanson	Janna	LPC-MH	1/14/2020	1/14/2025	Spearfish	SD
Shepherd	Rachel	30555	Mueller	Diana	LPC-MH	1/22/2020	1/22/2025	Black Hawk	SD
Pettersen	Rachel	30538	Hewitt	Sarah	LPC-MH	1/28/2020	1/28/2025	Spearfish	SD