



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

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

Ph: 605-224-1721

Fax: 1-888-425-3032

E-mail: SDBCE@midwestsolutionssd.com

dss.sd.gov/licensingboards/examiners.aspx

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

Friday, February 16, 2024 – 9:00 AM CST

Join Zoom Meeting

<https://us02web.zoom.us/j/87565977576?pwd=TEhWdVpMc3c2T0VqUnRTVGZGNZK3hTdZ09>

or call 312 626 6799

Meeting ID: 875 6597 7576

Passcode: 554289

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: January 5, 2024
- 5) Approval of Financial Statement: January 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. Proposed Findings of Facts, Conclusions of Law, and Final Order in the Matter of Complaint 2023-15 and Complaint 2023-16
 - b. Counseling Compact Legislation Update
 - c. Request for Proposal for Executive Services Update
- 8) New Business
 - a. AASCB Meeting Report
- 9) Other Business
 - a. Office Update
 - b. DSS Update
- 10) Announcements
 - a. Next Meetings: May 17, 2024 at 9:00 am (CST) via Zoom
- 11) Adjourn



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South Dakota Board of Examiners for Counselors & Marriage and Family Therapists
Via Videoconference
January 5, 2024

President Butler called the meeting to order at 9:03 am central and determined a quorum.

Board Members Present via Videoconference: Tiffany Butler, Cheryl Hartman, Maureen Gustafson, Jill Janecke, Jay Trenhaile, and Jeff Wangen

Board Members Absent: None.

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; Jordan Davis, Jacob Dawson, and Collette Tolley

Motion to approve the proposed agenda with the latitude to move items to accommodate the hearing by Wangen. Seconded by Trenhaile. **Motion carried.**

Butler asked for comments from the public. There were no comments offered.

Motion to approve the meeting minutes of September 22, 2023 by Janecke. Seconded by Trenhaile. **Motion carried.**

Motion to accept the financial report as of November 30, 2023 by Hartman. Seconded by Trenhaile. **Motion carried.**

Stalley provided updates on the Counseling Compact under consideration by the legislature.

Motion to approve the 2024 Board meeting dates as February 16, 2024; May 17, 2024; August 23, 2024; and November 15, 2024 by Hartman. Seconded by Wangen. **Motion carried.**

Butler noted the time and place for the Hearing in the Matter of Complaint 2023-15 and Complaint 2023-16. The party was present and represented by legal counsel.

Motion to go into executive session for consideration of contested cases at 11:00 am by Trenhaile. Seconded by Janecke. **Motion carried.**

Butler declared the Board out of executive session at 12:30 pm.

Motion to require the licensee in Complaint 2023-15 and 2023-16 to enroll, participate in and complete all recommendations of the Health Professionals Assistance Program until such time HPAP

deems participation completed; licensee be supervised by a supervisor approved by the Board for a period of at least one year, to be reviewed annually. Supervision under this provision may be used to complete the requirements for an LPC-MH license, if licensee chooses to pursue an LPC-MH; licensee must refrain from any in person counseling of clients until such time HPAP recommends licensee can see clients in person. Licensee may practice by telehealth until HPAP recommends licensee can see clients in person; licensee must share a copy of his current prevention plan and safety plan with the physical location of any counseling services when in person counseling resumes; and licensee must participate in personal counseling with a board approved counselor until either the HPAP program or the board approved counselor indicates to the Board that counseling is no longer necessary; or the license(s) of the licensees will be automatically suspended from practice by Butler. Seconded by Wangen. **Motion carried.** Janecke was recused.

Motion to dismiss Complaint 2023-17 by Hartman. Seconded by Wangen. **Motion carried.**

Motion to dismiss Complaint 2023-21 by Janecke. Seconded by Trenhaile. **Motion carried.**

Motion to dismiss Complaint 2023-22 by Wangen. Seconded by Hartman. **Motion carried.**

Motion to authorize legal counsel to offer a stipulated agreement and enter an order of dismissal upon completion of the terms of the agreement for Complaint 2023-23 by Hartman. Seconded by Trenhaile. **Motion carried.**

Motion to dismiss Complaint 2023-24 by Butler. Seconded by Hartman. **Motion carried.**

Motion to dismiss Complaint 2023-25 by Wangen. Seconded by Trenhaile. **Motion carried.**

Motion to dismiss Complaint 2023-27 by Hartman. Seconded by Janecke. **Motion carried.**

Motion to issue an RFP for executive services for the Board for 2024 by Trenhaile. Seconded by Hartman. **Motion carried.**

Stalley provided an office update. The office is prepping for the 2024 renewal cycle and any changes that may be necessary if the counseling compact legislation is approved.

Mercer provided the Board with a Department update. The Department continues to work to have vacant board appointments filled.

The Board's next meeting is scheduled for February 16, 2024 at 9:00am (central) via Zoom.

Motion to adjourn at 12:39 pm by Trenhaile. Seconded by Hartman. **Motion carried.**

Respectfully Submitted,



Jennifer Stalley, Executive Secretary

**BOARD OF COUNSELOR EXAMINERS
REVENUE SUMMARY
FOR MONTH ENDING 01-31-24**

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	FUND CENTER	SUB SRC	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	4293980	0	0	0891000	648	2024	07	\$ 600.00	\$ -
6503	4293981	0	0	0891000	648	2024	07	\$ 1,225.00	\$ 200.00
6503	4293982	0	0	0891000	648	2024	07	\$ 2,025.00	\$ 450.00
6503	4293986	0	0	0891000	648	2024	07	\$ 225.00	\$ -
6503	4920045			0891000	648	2024	07	\$ 6,429.77	\$ -
6503	4293945	0	0	0891000	648	2024	07	\$ 4,700.00	\$ 1,000.00
6503	4293946	0	0	0891000	648	2024	07	\$ 1,300.00	\$ 100.00
6503	4293947	0	0	0891000	648	2024	07	\$ 8,325.00	\$ 1,575.00
6503	4293950	0	0	0891000	648	2024	07	\$ 3,100.00	\$ 500.00
6503	4293951	0	0	0891000	648	2024	07	\$ 1,500.00	\$ 500.00
6503	4293952	0	0	0891000	648	2024	07	\$ 9,450.00	\$ 2,475.00
6503	4293953	0	0	0891000	648	2024	07	\$ 225.00	\$ -
								\$ 39,104.77	\$ 6,800.00

BOARD OF COUNSELOR EXAMINERS
REVENUE DETAIL
FOR MONTH ENDING 01-31-24

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	07	08	2024	C08400139: BD OF CMFT-CHECK DEPOSIT	C	\$ (400.00)
6503	4293945	0	0	0891000	648	07	08	2024	C08400139: BD OF CMFT-CHECK DEPOSIT	C	\$ 400.00
6503	4293945	0	0	0891000	648	07	08	2024	C08400139: BD OF CMFT-CHECK DEPOSIT	C	\$ 400.00
6503	4293950	0	0	0891000	648	07	08	2024	C08400139: BD OF CMFT-CHECK DEPOSIT	C	\$ 200.00
6503	4293951	0	0	0891000	648	07	08	2024	C08400139: BD OF CMFT-CHECK DEPOSIT	C	\$ 100.00
6503	4293952	0	0	0891000	648	07	08	2024	C08400139: BD OF CMFT-CHECK DEPOSIT	C	\$ 225.00
6503	4293945	0	0	0891000	648	07	16	2024	C08400144: BD OF CMFT-CHECK DEPOSIT	C	\$ (100.00)
6503	4293945	0	0	0891000	648	07	16	2024	C08400144: BD OF CMFT-CHECK DEPOSIT	C	\$ 100.00
6503	4293945	0	0	0891000	648	07	16	2024	C08400144: BD OF CMFT-CHECK DEPOSIT	C	\$ 100.00
6503	4293950	0	0	0891000	648	07	16	2024	C08400144: BD OF CMFT-CHECK DEPOSIT	C	\$ 100.00
6503	4293951	0	0	0891000	648	07	16	2024	C08400144: BD OF CMFT-CHECK DEPOSIT	C	\$ 100.00
6503	4293952	0	0	0891000	648	07	16	2024	C08400144: BD OF CMFT-CHECK DEPOSIT	C	\$ 100.00
6503	4293981	0	0	0891000	648	07	16	2024	C08400144: BD OF CMFT-CHECK DEPOSIT	C	\$ 675.00
6503	4293982	0	0	0891000	648	07	16	2024	C08400144: BD OF CMFT-CHECK DEPOSIT	C	\$ 100.00
6503	4293945	0	0	0891000	648	07	24	2024	C08400150: CNSLR, M, F & T CHECKS DEPOSIC		\$ (300.00)
6503	4293945	0	0	0891000	648	07	24	2024	C08400150: CNSLR, M, F & T CHECKS DEPOSIC		\$ 300.00
6503	4293945	0	0	0891000	648	07	24	2024	C08400150: CNSLR, M, F & T CHECKS DEPOSIC		\$ 300.00
6503	4293947	0	0	0891000	648	07	24	2024	C08400150: CNSLR, M, F & T CHECKS DEPOSIC		\$ 225.00
6503	4293950	0	0	0891000	648	07	24	2024	C08400150: CNSLR, M, F & T CHECKS DEPOSIC		\$ 200.00
6503	4293951	0	0	0891000	648	07	24	2024	C08400150: CNSLR, M, F & T CHECKS DEPOSIC		\$ 100.00
6503	4293952	0	0	0891000	648	07	24	2024	C08400150: CNSLR, M, F & T CHECKS DEPOSIC		\$ 225.00
6503	4293945	0	0	0891000	648	07	29	2024	C08400153: SD BD OF CNSLR M, F & T CHECKKC		\$ (200.00)
6503	4293945	0	0	0891000	648	07	29	2024	C08400153: SD BD OF CNSLR M, F & T CHECKKC		\$ 200.00
6503	4293945	0	0	0891000	648	07	29	2024	C08400153: SD BD OF CNSLR M, F & T CHECKKC		\$ 200.00
6503	4293946	0	0	0891000	648	07	29	2024	C08400153: SD BD OF CNSLR M, F & T CHECKKC		\$ 100.00
6503	4293947	0	0	0891000	648	07	29	2024	C08400153: SD BD OF CNSLR M, F & T CHECKKC		\$ 1,350.00
6503	4293951	0	0	0891000	648	07	29	2024	C08400153: SD BD OF CNSLR M, F & T CHECKKC		\$ 200.00
6503	4293952	0	0	0891000	648	07	29	2024	C08400153: SD BD OF CNSLR M, F & T CHECKKC		\$ 1,350.00
6503	4293981	0	0	0891000	648	07	29	2024	C08400153: SD BD OF CNSLR M, F & T CHECKKC		\$ 100.00
6503	4293982	0	0	0891000	648	07	29	2024	C08400153: SD BD OF CNSLR M, F & T CHECKKC		\$ 225.00
											\$ 6,800.00

**BOARD OF COUNSELOR EXAMINERS
EXPENDITURE SUMMARY REPORT
FOR MONTH ENDING 01-31-24**

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	ACCOUNT DESCRIPTION	CENTER	FUND SRC	SUB FUND	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	5101030	0	0	BOARD & COMM MBRS FEES	0891000	648		2024	07	\$ 780.00	\$ 360.00
6503	5102010	0	0	OASI-EMPLOYER'S SHARE	0891000	648		2024	07	\$ 59.67	\$ 27.54
6503	5204090	0	0	MANAGEMENT CONSULTANT	0891000	648		2024	07	\$ 52,218.52	\$ 6,745.70
6503	5204201	0	0	BFM CENTRAL SERVICES	0891000	648		2024	07	\$ 830.20	\$ -
6503	5204204	0	0	RECORDS MGMT SERVICES	0891000	648		2024	07	\$ 570.88	\$ 186.70
6503	5204207	0	0	HUMAN RESOURCES SERVICES	0891000	648		2024	07	\$ 209.78	\$ -
6503	5204740	0	0	BANK FEES AND CHARGES	0891000	648		2024	07	\$ 264.00	\$ 12.00
6503	5204960	0	0	OTHER CONTRACTUAL SERVICE	0891000	648		2024	07	\$ 25.00	\$ -
6503	5205020	0	0	OFFICE SUPPLIES	0891000	648		2024	07	\$ 114.17	\$ -
6503	5205310	0	0	PRINTING-STATE	0891000	648		2024	07	\$ 122.56	\$ -
6503	5205350	0	0	POSTAGE	0891000	648		2024	07	\$ 639.69	\$ 56.64
										\$ 55,834.47	\$ 7,388.58

