



South Dakota
Department of
Social Services

**South Dakota Board of Addiction
and Prevention Professionals**
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**South Dakota Board of Addiction and Prevention Professionals
Via Teleconference
Thursday, May 6, 2021 – 10:30 AM CST**

Join Zoom Meeting

<https://us02web.zoom.us/j/89228304335?pwd=U2tLbU9mY044aEFreVI5S294dkxOdz09>

Meeting ID: 892 2830 4335

Passcode: 586683

Or Call 1-312-626-6799

Proposed Meeting Agenda

- 1) Call to Order
- 2) Welcome and Introductions
- 3) Approval of Agenda
- 4) Open Forum: *5 minutes for the public to address the Board*
- 5) Approval of Minutes: February 4, 2021
- 6) Approval of Financial Statement: March 31, 2021
- 7) Executive Session (Pursuant to SDCL 1-25-2(3) for consultation with legal counsel for consideration of proposed contested cases or litigation)
- 8) Old Business
 - a. Online Database Contract Proposal
 - b. Cultural Awareness Training
 - c. Administrative Rule Changes/Process
- 9) New Business
 - a. Office Update
 - b. Statutory and Administrative Rule Changes Discussion
 - c. Executive Services Contract Renewal
- 10) Other Business
 - a. DSS Update
 - b. Recognition of Outgoing Board Members
- 11) Announcements
 - a. Next Meeting Date
- 12) Adjourn

**South Dakota Board of Addiction and Prevention Professionals
Via Videoconference
February 4, 2021**

President Hartman called the meeting to order at 10:30 am central and determined a quorum.

Board Members Present via Videoconference: Nicole Bowen, Stacy Gorman, Amy Hartman, Kristi Jacobsma, Donald McCoy and Jill Viedt

Board Members Absent: Terri Brown, Ellen Feiner, Kara Graveman

Others Present via Videoconference: Jennifer Stalley, Executive Secretary; Karen Cudmore, administrative staff; Ryan Loker, Board Legal Counsel, Department of Social Services, Marilyn Kinsman, Department of Social Services, Brenda Tidball-Zeltinger, Department of Social Services, Dee Le Beau, Great Plains American Indian Credentialing Board, Terry Dosch, South Dakota Council of Community Behavioral Health

Motion to approve the proposed agenda by McCoy. Seconded by Bowen. The Board voted by roll call. Hartman, Viedt, Bowen, Gorman, Jacobsma and McCoy voted aye. **Motion carried.**

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

Motion to approve the meeting minutes of November 12, 2020 by Viedt. Seconded by McCoy. The Board voted by roll call. Hartman, Viedt, Bowen, Gorman, Jacobsma and McCoy voted aye. **Motion carried.**

Motion to accept the financial report as of December 31, 2020 by Gorman. Seconded by Jacobsma. The Board voted by roll call. Hartman, Viedt, Bowen, Gorman, Jacobsma and McCoy voted aye. **Motion carried.**

Motion to approve the proposed Memorandum of Agreement between Great Plains American Indian Credentialing Board and the SD Board of Addiction and Prevention Professionals by Jacobsma. Seconded by Viedt. The Board voted by roll call. Hartman, Viedt, Bowen, Gorman, Jacobsma and McCoy voted aye. **Motion carried.**

Stalley provided an office update. Beginning January 1st, the office changed the format of the renewal certificates issued. The format allows for easier display by the licensee, access to wallet cards and a receipt for the licensee for the renewal fee. Stalley discussed the proposed changes to the Board's complaint process. A formal policy will be presented at the next meeting for consideration and adoption.

The Board discussed the frequency of testing for candidates for licensure. Currently, applicants can test two times per year. The Board discussed making that availability more frequent. Options for adding additional testing frequency will be considered as part of the process to update administrative rules.

The Board discussed forming a workgroup to review the statutes and administrative rules concerning addiction and prevention professionals and a workgroup to review the Board's application forms. Hartman requested Board members to let the office know of their interest in serving on a workgroup.

Stalley provided an update on pending legislation impacting the Board, including HB1014 and HB1077. The Board will review any adopted legislative changes at the next meeting.

Motion to approve the revised Addiction Counselor Trainee Recognition and Addiction Counselor Trainee Renewal application forms by McCoy. Seconded by Gorman. The Board voted by roll call. Hartman, Viedt, Bowen, Gorman, Jacobsma and McCoy voted aye. **Motion carried.**

Motion to adopt the revised Pre-Approved Sponsors for Continuing Professional Training and add the Department of Health as a pre-approved sponsor for professional training by Jacobsma. Seconded by Bowen. The Board voted by roll call. Hartman, Viedt, Bowen, Gorman, Jacobsma and McCoy voted aye. **Motion carried.**

Stalley provided an update on an online database option. The Board requested additional information for consideration at the next meeting.

The Board's next meeting is scheduled for May 6, 2021 via teleconference.

Motion to adjourn by Bowen. Seconded by Viedt. The Board voted by roll call. Hartman, Viedt, Bowen, Gorman, Jacobsma and McCoy voted aye. **Motion carried.**

The Board adjourned at 12:30 pm.

Respectfully Submitted,

Nicole Bowen, Secretary

Remaining Authority by Object/Subobject

Expenditures current through 04/03/2021 12:50:51 PM

SOCIAL SERVICES -- Summary

FY 2021 Version -- AS -- Budgeted and Informational

FY Remaining: 24.4 %

0894 Board of Addiction & Prevent Prof - Info	Operating	Expenditures	Encumbrances	Commitments	Remaining	PCT AVL
EMPLOYEE SALARIES						
5101010 F-t Emp Sal & Wages	59,480	17,059	0	0	42,421	71.3
5101020 P-t/temp Emp Sal & Wages	23,999	0	0	0	23,999	100.0
5101030 Board & Comm Mbrs Fees	2,641	1,680	0	0	961	36.4
Subtotal	86,120	18,739	0	0	67,381	78.2
EMPLOYEE BENEFITS						
5102010 Oasi-employer's Share	6,941	1,381	0	0	5,560	80.1
5102020 Retirement-er Share	4,048	596	0	0	3,452	85.3
5102060 Health Insurance-er Share	29,850	2,267	0	0	27,583	92.4
5102080 Worker's Compensation	350	102	0	0	248	70.9
5102090 Unemployment Compensation	30	17	0	0	13	43.3
Subtotal	41,219	4,363	0	0	36,856	89.4
51 Personal Services	127,339	23,102	0	0	104,237	81.9
TRAVEL						
5203030 Auto-priv (in-st.) H/rte	1,500	0	0	0	1,500	100.0
5203100 Lodging/in-state	1,006	0	0	0	1,006	100.0
5203120 Incidentals-travel-in St.	50	0	0	0	50	100.0
5203140 Meals/taxable/in-state	361	0	0	0	361	100.0
5203150 Non-taxable Meals/in-st	300	0	0	0	300	100.0
5203260 Air-comm-out-of-state	1,200	0	0	0	1,200	100.0
5203280 Other-public-out-of-state	125	0	0	0	125	100.0
5203300 Lodging/out-state	1,455	0	0	0	1,455	100.0
5203350 Non-taxable Meals/out-st	475	0	0	0	475	100.0
Subtotal	6,472	0	0	0	6,472	100.0
CONTRACTUAL SERVICES						
5204020 Dues & Membership Fees	2,448	0	0	0	2,448	100.0
5204050 Computer Consultant	625	199	0	0	426	68.2
5204080 Legal Consultant	16,830	4,023	211	0	12,596	74.8
5204090 Management Consultant	0	46,583	30,467	0	-77,050	0.0
5204160 Workshop Registration Fee	550	0	0	0	550	100.0
5204201 Central Services	4,726	2,732	0	0	1,994	42.2
5204203 Central Services	20	0	0	0	20	100.0
5204204 Central Services	154	72	0	0	82	53.2

Remaining Authority by Object/Subobject

Expenditures current through 04/03/2021 12:50:51 PM

SOCIAL SERVICES -- Summary

FY 2021 Version -- AS -- Budgeted and Informational

FY Remaining: 24.4 %

0894 Board of Addiction & Prevent Prof - Info							PCT
Subobject	Operating	Expenditures	Encumbrances	Commitments	Remaining		AVL
5204207 Central Services	1,788	656	0	0	1,132		63.3
5204460 Equipment Rental	2,800	970	0	0	1,830		65.4
5204490 Rents-private Owned Prop.	11,478	4,817	0	0	6,661		58.0
5204530 Telecommunications Srves	2,100	1,325	0	0	775		36.9
5204550 Garbage & Sewer	120	41	0	0	79		65.8
5204590 Ins Premiums & Surety Bds	1,110	682	0	0	428		38.6
5204960 Other Contractual Service	3,200	1,670	0	0	1,530		47.8
Subtotal	47,949	63,770	30,678	0	-46,499		0.0
SUPPLIES & MATERIALS							
5205020 Office Supplies	1,250	661	0	0	589		47.1
5205080 Hardware Supplies	0	22	0	0	-22		0.0
5205300 Trophies & Awards	155	0	0	0	155		100.0
5205310 Printing-state	0	420	0	0	-420		0.0
5205328 Printing-commercial	1,000	0	0	0	1,000		100.0
5205350 Postage	1,900	1,441	0	0	459		24.2
5205980 Procurement Card Purchase	0	391	0	0	-391		0.0
Subtotal	4,305	2,935	0	0	1,370		31.8
CAPITAL OUTLAY							
5207491 Telephone Equipment	175	0	0	0	175		100.0
Subtotal	175	0	0	0	175		100.0
52 Operating							
Subtotal	58,901	66,705	30,678	0	-38,482		0.0
Total	186,240	89,807	30,678	0	65,755		35.3

**BOARD OF ADDICTION AND PREVENTION PROFESSIONALS
REVENUE SUMMARY
FOR MONTH ENDING 03-31-21**

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	CENTER	FUND SRC	SUB FUND	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	4920045			0894000	721		2021	09	\$ 1,040.38	\$ -
6503	4293020	0	0	0894000	721		2021	09	\$ 4,800.00	\$ 250.00
6503	4293021	0	0	0894000	721		2021	09	\$ 200.00	\$ -
6503	4293022	0	0	0894000	721		2021	09	\$ 150.00	\$ -
6503	4293030	0	0	0894000	721		2021	09	\$ 16,625.00	\$ 1,750.00
6503	4293031	0	0	0894000	721		2021	09	\$ 4,012.50	\$ 575.00
6503	4293032	0	0	0894000	721		2021	09	\$ 48,900.00	\$ 7,400.00
6503	4293033	0	0	0894000	721		2021	09	\$ 1,231.25	\$ 400.00
6503	4293034	0	0	0894000	721		2021	09	\$ 20,775.00	\$ 2,700.00
6503	4293035	0	0	0894000	721		2021	09	\$ 5,334.50	\$ 575.00
6503	4293040	0	0	0894000	721		2021	09	\$ 200.00	\$ -
6503	4293050	0	0	0894000	721		2021	09	\$ 1,020.00	\$ 100.00
6503	4293051	0	0	0894000	721		2021	09	\$ 400.00	\$ -
6503	4293054	0	0	0894000	721		2021	09	\$ 375.00	\$ -
6503	4293055	0	0	0894000	721		2021	09	\$ 900.00	\$ 150.00
6503	4293057	0	0	0894000	721		2021	09	\$ 5.00	\$ -
									\$ 105,968.63	\$ 13,900.00

**BOARD OF ADDICTION AND PREVENTION PROFESSIONALS
REVENUE DETAIL
FOR MONTH ENDING 03-31-21**

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	FUND CENTER	FISCAL SRC	FISCAL MONTH	FISCAL DAY	FISCAL YEAR	SOURCE CODE	DESCRIPTION	AMOUNT
6503	4293030	0	0	0894000	721	09	03	2021	C08210169: BAPP	C	\$ (525.00)
6503	4293030	0	0	0894000	721	09	03	2021	C08210169: BAPP	C	\$ 525.00
6503	4293030	0	0	0894000	721	09	03	2021	C08210169: BAPP	C	\$ 525.00
6503	4293032	0	0	0894000	721	09	03	2021	C08210169: BAPP	C	\$ 1,800.00
6503	4293033	0	0	0894000	721	09	03	2021	C08210169: BAPP	C	\$ 200.00
6503	4293034	0	0	0894000	721	09	03	2021	C08210169: BAPP	C	\$ 1,200.00
6503	4293035	0	0	0894000	721	09	03	2021	C08210169: BAPP	C	\$ 262.50
6503	4293050	0	0	0894000	721	09	03	2021	C08210169: BAPP	C	\$ 40.00
6503	4293030	0	0	0894000	721	09	16	2021	C08210178: BAPP	C	\$ (525.00)
6503	4293030	0	0	0894000	721	09	16	2021	C08210178: BAPP	C	\$ 525.00
6503	4293030	0	0	0894000	721	09	16	2021	C08210178: BAPP	C	\$ 525.00
6503	4293032	0	0	0894000	721	09	16	2021	C08210178: BAPP	C	\$ 1,800.00
6503	4293033	0	0	0894000	721	09	16	2021	C08210178: BAPP	C	\$ 100.00
6503	4293034	0	0	0894000	721	09	16	2021	C08210178: BAPP	C	\$ 300.00
6503	4293050	0	0	0894000	721	09	16	2021	C08210178: BAPP	C	\$ 20.00
6503	4293020	0	0	0894000	721	09	23	2021	C08210183: BAPP	C	\$ (250.00)
6503	4293020	0	0	0894000	721	09	23	2021	C08210183: BAPP	C	\$ 250.00
6503	4293020	0	0	0894000	721	09	23	2021	C08210183: BAPP	C	\$ 250.00
6503	4293030	0	0	0894000	721	09	23	2021	C08210183: BAPP	C	\$ 525.00
6503	4293031	0	0	0894000	721	09	23	2021	C08210183: BAPP	C	\$ 575.00
6503	4293032	0	0	0894000	721	09	23	2021	C08210183: BAPP	C	\$ 1,800.00
6503	4293033	0	0	0894000	721	09	23	2021	C08210183: BAPP	C	\$ 100.00
6503	4293034	0	0	0894000	721	09	23	2021	C08210183: BAPP	C	\$ 300.00
6503	4293035	0	0	0894000	721	09	23	2021	C08210183: BAPP	C	\$ 312.50
6503	4293050	0	0	0894000	721	09	23	2021	C08210183: BAPP	C	\$ 20.00
6503	4293055	0	0	0894000	721	09	23	2021	C08210183: BAPP	C	\$ 150.00
6503	4293030	0	0	0894000	721	09	26	2021	C08210186: BAPP	C	\$ (175.00)
6503	4293030	0	0	0894000	721	09	26	2021	C08210186: BAPP	C	\$ 175.00
6503	4293030	0	0	0894000	721	09	26	2021	C08210186: BAPP	C	\$ 175.00
6503	4293032	0	0	0894000	721	09	26	2021	C08210186: BAPP	C	\$ 2,000.00
6503	4293034	0	0	0894000	721	09	26	2021	C08210186: BAPP	C	\$ 900.00
6503	4293050	0	0	0894000	721	09	26	2021	C08210186: BAPP	C	\$ 20.00
											\$ 13,900.00

**BOARD OF ADDICTION AND PREVENTION PROFESSIONALS
EXPENDITURE SUMMARY REPORT
FOR MONTH ENDING 03-31-21**

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	ACCOUNT DESCRIPTION	FUND CENTER	SUB FUND	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	5101010	0	0	F-T EMP SAL & WAGES	0894000	721	2021	09	\$ 16,960.07	\$ -
6503	5101030	0	0	BOARD & COMM MBRS FEES	0894000	721	2021	09	\$ 1,680.00	\$ -
6503	5102010	0	0	OASI-EMPLOYER'S SHARE	0894000	721	2021	09	\$ 1,372.94	\$ -
6503	5102020	0	0	RETIREMENT-ER SHARE	0894000	721	2021	09	\$ 590.48	\$ -
6503	5102060	0	0	HEALTH/LIFE INS.-ER SHARE	0894000	721	2021	09	\$ 2,251.90	\$ -
6503	5102080	0	0	WORKER'S COMPENSATION	0894000	721	2021	09	\$ 101.76	\$ -
6503	5102090	0	0	UNEMPLOYMENT COMPENSATION	0894000	721	2021	09	\$ 16.95	\$ -
6503	5204050	0	0	COMPUTER CONSULTANT	0894000	721	2021	09	\$ 198.99	\$ -
6503	5204080	0	0	LEGAL CONSULTANT	0894000	721	2021	09	\$ 4,023.30	\$ -
6503	5204090	0	0	MANAGEMENT CONSULTANT	0894000	721	2021	09	\$ 46,583.12	\$ 8,378.10
6503	5204201	0	0	BFM CENTRAL SERVICES	0894000	721	2021	09	\$ 2,732.19	\$ -
6503	5204204	0	0	RECORDS MGMT SERVICES	0894000	721	2021	09	\$ 72.00	\$ -
6503	5204207	0	0	HUMAN RESOURCES SERVICES	0894000	721	2021	09	\$ 655.65	\$ 137.77
6503	5204460	0	0	EQUIPMENT RENTAL	0894000	721	2021	09	\$ 969.82	\$ -
6503	5204490	0	0	RENTS-PRIVATE OWNED PROP.	0894000	721	2021	09	\$ 4,816.65	\$ -
6503	5204530	0	0	TELECOMMUNICATIONS SRVCS	0894000	721	2021	09	\$ 1,325.22	\$ -
6503	5204550	0	0	GARBAGE & SEWER	0894000	721	2021	09	\$ 40.78	\$ 15.00
6503	5204590	0	0	INS PREMIUMS & SURETY BDS	0894000	721	2021	09	\$ 682.19	\$ 682.19
6503	5204960	0	0	OTHER CONTRACTUAL SERVICE	0894000	721	2021	09	\$ 1,670.00	\$ -
6503	5205020	0	0	OFFICE SUPPLIES	0894000	721	2021	09	\$ 660.55	\$ 31.45
6503	5205080	0	0	HARDWARE SUPPLIES	0894000	721	2021	09	\$ 21.57	\$ -
6503	5205310	0	0	PRINTING-STATE	0894000	721	2021	09	\$ 420.23	\$ 236.46
6503	5205350	0	0	POSTAGE	0894000	721	2021	09	\$ 1,441.27	\$ 84.68
6503	5205980	0	0	PROC CARD PURCH-APPROVED	0894000	721	2021	09	\$ 391.14	\$ -
									\$ 89,678.77	\$ 9,565.65

BOARD OF ADDICTION AND PREVENTION PROFESSIONALS
EXPENDITURE DETAIL REPORT
FOR MONTH ENDING 03-31-21

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	FUND CENTER	SUB SRC	FISCAL MONTH	FISCAL DAY	FISCAL YEAR	SOURCE CODE	VENDOR NUMBER/ INVOICE NUMBER	CHECK NUMBER	VENDOR NAME	AMOUNT
6503	5205350	0	0	0894000	721	09	12	2021	MS102033	CENTRAL MAIL SERVICES	C	0894	\$ 84.68
6503	5204090	0	0	0894000	721	09	15	2021	599933	1219990221SC081011-FEB	0M 00100709237	MIDWESTSOL	\$ 8,378.10
6503	5205310	0	0	0894000	721	09	17	2021	E082100371	CORRECT CD101020 CODING			\$ 236.46
6503	5204207	0	0	0894000	721	09	24	2021	PL102044	HUMAN RESOURCE SERVICES B		0894	\$ 137.77
6503	5205020	0	0	0894000	721	09	25	2021	606187	1212441430980	0M 00100711057	JCPRINTING	\$ 31.45
6503	5204590	0	0	0894000	721	09	25	2021	CS103017	CYBER SECURITY BILLING UPL		0810	\$ 173.25
6503	5204590	0	0	0894000	721	09	26	2021	FB103016	FIDELITY BOND BILLING UPLO		0810	\$ 4.24
6503	5204590	0	0	0894000	721	09	26	2021	PE103017	PEPL GENERAL LIABILITY BILL		0810	\$ 504.70
6503	5204550	0	0	0894000	721	09	31	2021	609285	1220891049780	0M 00100711861	BADGERSTAT	\$ 15.00
													\$ 9,565.65