Draft Meeting Agenda
Board of Addiction & Prevention Professionals
Park Place Center, 3101 W. 41st Street, Sioux Falls, SD 57105
February 6, 2020
10:30 AM to 5:00 PM (CST)
Call In Number: 866-410-8397
Access Code: 730-588-5906

Member Listing
1. Amy Hartman, President
2. Jill Vietd, Vice-President
3. Nicole Bowen, Secretary / Treasurer
4. Terri Brown
5. Ellen Feiner
6. Stacy Gorman
7. Kara Graveman
8. Kristi Jacobsma
9. Donald McCoy

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.

1. 10:30 a.m. Call to order
2. Roll call
3. Approve the February 6, 2020 meeting agenda
4. Approve the November 7, 2019 Board of Directors meeting minutes
5. 11:00 a.m. Public Input
6. 11:15 Executive Session: 2017-3; 2019-4; 2019-6; 2019-7; and 2019-8
7. Financial Report
8. Carpet Installation Proposal
9. Cost estimate for online software and database – Per DSS request
10. Update - December 5, 2019 meeting with DSS & Tribal Members
11. Native American Cultural Awareness Training
12. Supervision of BAPP Executive Secretary
13. Review and discuss Senate Bill 23
14. Form a Committee to review and propose administrative rule changes
15. Other Business
16. Upcoming Board of Directors meetings:
   May 14, August 6, and November 12, 2020
17. Adjourn
November 7, 2019 Board of Directors meeting minutes
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 11:53 a.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.
Cost estimate for online software and database – Per DSS request
South Dakota Board of Addiction & Prevention Professionals

e-Licensing Software & Database
<table>
<thead>
<tr>
<th>Service Type</th>
<th>Service Item</th>
<th>Costs</th>
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</thead>
<tbody>
<tr>
<td>Pricing Summary</td>
<td>First Year Annual Licensing/Support &amp; Maintenance</td>
<td>$7,500</td>
</tr>
<tr>
<td></td>
<td>Big Picture Software Stand-up &amp; Database Implementation</td>
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<td><strong>Total Estimated Fees</strong></td>
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<td>Payment Processing</td>
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<td></td>
<td>Online Applications</td>
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<td></td>
<td>Database Configuration</td>
<td>60</td>
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<td></td>
<td>Verifications</td>
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<td><strong>Total</strong></td>
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<td><strong>$35,100</strong></td>
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<td>Annual Pricing Summary</td>
<td>First Year Hosting/Support/Maintenance</td>
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<td>3rd Year Hosting/Support/Maintenance</td>
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<td></td>
<td>4th Year Hosting/Support/Maintenance</td>
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<tr>
<td><strong>Total</strong></td>
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## Vendor Information

### Vendor Corporate Info:
- **Vendor Name:** Albertson Consulting Inc
- **Employer Identification Number (EIN):** 45-045984
- **Address Line 1:** 21 Main St South Suite 201
- **City:** Minot
- **State/Province:** ND
- **Zip/Postal Code:** 58701
- **Country:** USA

### Your Location Address:
- **Location Address Line 1:** 21 Main Street South Suite 201
- **City:** Minot
- **State/Province:** ND
- **Zip/Postal Code:** 58701
- **Country:** USA
# Deliverable & Payment Schedule

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<th>Due Upon Signature of Contract</th>
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<td><strong>Deliverable 1</strong></td>
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<tr>
<td>- Database Configuration &amp; Setup</td>
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<td>- Data Import</td>
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<td><strong>Deliverable 2</strong></td>
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<td>- Online Renewal System</td>
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<td>- Payment Processing</td>
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<td>- Verifications</td>
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<td><strong>Deliverable 3</strong></td>
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<td>- Applications</td>
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<td>- Training</td>
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<tr>
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<td>- System Go Live</td>
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<td>- Annual Hosting/Support &amp; Maintenance</td>
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Native American Cultural Awareness Training
CULTURAL AWARENESS TRAINING

AGENDA

* DAY 1 *

7:45 am - 8:00 am – REGISTRATION
8:00 am - 8:30 am – Opening: Prayer, Introductions, Training Overview; and Group Activity
8:30 am - 9:15 am – Culture: Part 1 – D/L/N Culture and Spiritual Ways
9:15 am - 10:15 am – Culture: Part 2 – NA Cultural Orientation
10:15 am - 10:30 am – BREAK
10:30 am - 11:15 am – Culture: Part 3 – Family Relationships
11:15 am - 12:30 pm – Culture: Part 4 – Introduction to Five Spiritual Ceremonies of the D/L/N
12:30 pm - 1:30 pm – LUNCH ON YOUR OWN
1:30 pm - 3:00 pm – History: Part 1a – U.S. Government Policies, Treaties, and Reservations
3:00 pm - 3:15 pm – BREAK
4:15 pm - 5:00 pm – History: Part 2 – Past & Present Influences of Christianity on NA Populations

* DAY 2 *

8:00 am - 8:45 am – History: Part 3 – History of Alcohol and Drugs among NA populations
8:45 am - 9:45 am – History: Part 4 – Traumatic Life Events among NA populations
9:45 am - 10:15 am – Group Activity
10:15 am - 10:30 am – BREAK
10:30 am - 11:30 am – History: Part 5 – Grief in D/L/N Communities
11:30 am - 12:30 pm – LUNCH ON YOUR OWN
12:30 pm - 1:45 pm – Socio-Economics: Part 1 – Contributions of NAs to Western Society
1:45 pm - 2:30 pm – Socio-Economics: Part 2 – Egocentrism, Prejudice & Myths
2:30 pm - 2:45 pm – BREAK
2:45 pm - 3:15 pm – Socio-Economics: Part 3 – Poverty
3:15 pm - 4:15 pm – Socio-Economics: Part 4 – Socio-Political Structures/Programs on Res/Urban sites/AAIHS
4:15 pm - 5:00 pm – Socio-Economics: Part 5 – Multiple Addictions/Diseases/MH/Cultural issues in NA populations

* DAY 3 *

8:00 am - 8:30 am – Review of last 2 days
8:30 am - 10:15 am – Professional Strategies: Part 1a
10:15 am - 10:30 am – BREAK
10:30 am - 11:30 am – Professional Strategies: Part 1b
11:30 am - 12:30 pm – LUNCH ON YOUR OWN
12:30 pm - 2:00 pm – Wellness Plan for the Professional
2:00 pm - 3:00 pm – Talking Circle & Closing Prayers
Review and discuss Senate Bill 23
2020 South Dakota Legislature
Senate Bill 23

Introduced by: The Committee on Commerce and Energy at the request of the Department of Labor and Regulation

An Act to repeal the high school graduation or equivalent requirement for certain licensed professionals.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF SOUTH DAKOTA:

Section 1. That § 36-4B-6 be AMENDED:

36-4B-6. Grant of student status--Qualifications of applicants.

The board may grant authorization for student status in advanced life support upon verification that the applicant meets the following criteria: is at least eighteen years of age; has successfully completed emergency medical technician-basic training;—has completed an approved high school course of study or has passed a standard equivalency test; is of good moral character; and has been tentatively accepted in an approved advanced life support training program.

Section 2. That § 36-4B-13 be AMENDED:

36-4B-13. Issuance of advanced life support licenses--Qualifications of applicants.

The board may issue an appropriate advanced life support license to any person who files a verified application upon a form prescribed by the board, pays the required fee, and furnishes evidence satisfactory to the board that the person has met the following qualifications:

(1) Meets the age, high school, or equivalency test and moral character requirements of § 36-4B-6;

(2) Completes successfully an appropriate course of study approved by the board for the license sought; and

(3) Completes successfully a written and practical examination testing the applicant's knowledge in theoretical and applied prehospital primary care as it applies to the practice of the advanced life support license sought.
Section 3. That § 36-5-8 be AMENDED:

36-5-8. Educational requirements for license.

Any person is eligible for examination who is a high school graduate and who has satisfactorily completed two years of preprofessional study in a liberal arts or science course at any college or university approved by the Board of Examiners and who is a graduate of a chiropractic school approved by the Board of Examiners or will be a graduate of a chiropractic school approved by the Board of Examiners within ninety days after taking the examination. Such chiropractic school shall require at a minimum for graduation a period of actual attendance equivalent to the standard four-year course, teaching adequate courses in the basic sciences and all subjects pertaining to the practice of chiropractic. The minimum requirements for licensure of any person graduating on or after January 1, 2011 shall be a baccalaureate degree in addition to a doctor of chiropractic degree. The baccalaureate degree may be granted by an accredited undergraduate program or by a chiropractic college or university that can offer a dual degree.

Section 4. That § 36-7-11 be AMENDED:

36-7-11. Requirements for practice.

A person entitled to practice optometry in South Dakota who is not already registered is any person who furnishes the Board of Examiners in Optometry satisfactory evidence as follows:

(1) That he the person is of the full age of eighteen years and a citizen of the United States or a resident of South Dakota;

(2) That he the person is of good moral character;

(3) That he has graduated from an accredited high school, or its equivalent as may be determined by the board;

(4) That he the person is a graduate of a recognized Class A optometric school or college approved by the Board of Examiners; and

(5) That he the person possesses a licensed certificate of registration obtained by taking and satisfactorily passing an examination given by the board for purpose of determining his the person's qualifications for the practice of optometry.

Section 5. That § 36-9-30 be AMENDED:
An applicant for a license to practice as a registered nurse shall submit to the board
written evidence, verified by oath, that the applicant has completed an approved four-
year high school course of study or the equivalent thereof as determined by the
appropriate educational agency, and has completed an approved program for the
preparation of registered nurses.

Section 6. That § 36-9-37 be AMENDED:

An applicant for a license to practice as a licensed practical nurse shall submit to
the Board of Nursing written evidence, verified by oath, that the applicant has completed
an approved four-year high school course of study or its equivalent as determined by the
appropriate educational agency and has completed an approved program or its equivalent
for the preparation of licensed practical nurses.

Section 7. That § 36-11-16 be AMENDED:

36-11-16. Requirements for registration as pharmacist.
Any person of good moral character and temperate habits, not less than eighteen
years of age, who is a graduate of a four-year high school course or whose education is
equivalent thereto, in the discretion of the board of pharmacy, who is a graduate of a
college of pharmacy recognized and approved by the board, and who has had the
necessary experience as determined by the board in the practice of pharmacy under a
regularly licensed pharmacist in a pharmacy where physicians' prescriptions are
compounded and who shall pass a satisfactory examination prescribed by the State Board
of Pharmacy, shall be entitled to a certificate of registration as a licentiate in pharmacy
licensed pharmacist. The board shall have the authority to allow credit for suitable military
and research activities in the field of pharmacy as part of the experience requirement.

Section 8. That § 36-19-21 be AMENDED:

36-19-21. Requirements for funeral service license--Scope of examination.
In order to obtain a license in the practice of funeral service, the applicant must be
shall submit evidence that the applicant is a citizen of the United States or a resident of
South Dakota; is at least eighteen years of age; is of good moral character; have a
high school education, and has sixty semester hours credit from a college or university,
in a course approved by the State Board of Funeral Service; has completed
one year's course at a school of embalming, accredited by the board; has
completed one year's work as a trainee embalmer-funeral director in this state; and must
pass; and has passed an examination on the following subjects: embalming and care,
disposition, and preservation of the bodies of deceased persons; sanitation for the
prevention of the spread of infectious or contagious diseases; and local health and
sanitation ordinances and regulations relating to mortuary science.

Section 9. That § 36-15-4 be AMENDED:

36-15-4. Qualifications of professional commission members--School
affiliation prohibited.

All professional members of the commission shall be:
(1) A resident of this state;
(2) At least twenty-five years of age;
(3) A high school graduate or its equivalent;
(4) Actively engaged in the practice of cosmetology for the three years immediately
preceding the appointment; and
(5) Currently licensed as a cosmetologist in this state at the time of the appointment
and while serving on the commission.

No member of the commission may be a member of or affiliated with or have an
interest in any school while in office.

Section 10. That § 36-15-15 be AMENDED:


An applicant for any license or permit shall first submit evidence, satisfactory to
the commission that the applicant:
(1) Is at least eighteen years of age or older, except as otherwise provided in this
chapter; and
(2) Possesses a high school education or its equivalent as determined by the
commission; and
(3) Has complied with all the rules adopted by the commission as to the qualifications,
standards, and requirements required for such license and application.