

Meeting Minutes

Board of Addiction & Prevention Professionals

Park Place Center, 3101 W. 41<sup>st</sup> Street, Sioux Falls, SD 57105

March 1, 2018 - 9:30 a.m. (CST)

Call In Number: 866-410-8397

Access Code: 730-588-5906

Members Present: Nicole Bowen, Ellen Feiner, Amy Hartman, Linda Peitz, Diane Sevening, & Jill Viedt  
Kara Graveman participated via conference call

Member Absent: Terry Brown

DSS Staff: Robert McCarthy joined via conference call

Others in Attendance: Paula Koller & Tina Nelson

Purpose: 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. Sevening called the meeting to order at 9:32 a.m.
- II. Sevening called the roll. A quorum was present.
- III. Viedt made a motion to approve the following additions to the agenda: G.Brostad renewal application/independent practice; I.B.N. ACT 5-year deadline and re-test policy; initial credentialing & continuing professional training requirements; and consider changing Board meeting dates. Hartman seconded the motion. Motion passed.
- IV. Peitz made a motion to approve the December 7, 2017 Board of Directors meeting minutes. Bowen seconded the motion. Motion passed.
- V. Conference call with Cynthia Moreno Tuohy, Executive Director of NAADAC from 9:34 to 10:23 a.m. Sevening is asking the Board to approve the NAADAC exam, which would be utilized by the BAPP at a state and national level. The Board was in agreement that more information is needed prior to making a decision. There was discussion regarding the possibility of the BAPP administering the exam more than twice a year and allowing applicants to take the exam prior to completing the work experience requirements.
- VI. Sevening called for Public Input at 11:00 a.m. Hearing none, she proceeded with the agenda.

- VII. Viedt made a motion to approve the budget/financial report. Peitz seconded the motion. Motion passed.
- VIII. Discussion continued regarding the Governor's Interstate Compact for the Temporary Licensure of Professionals.
- IX. At 12:34 p.m. Sevensing 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.
- X. Sevensing moved the Board out of Executive Session at 1:19 p.m.
- XI. 2018-2 Peitz made a motion to dismiss the complaint. The matter is considered closed and no further action will be taken. Feiner seconded the motion. Graveman abstained. Motion passed.
- XII. Bowen made a motion to modify the dollar amount to \$1000.00, regarding the D.C. matter, reflected in the December 7, 2017 minutes.
- Peitz seconded the motion. Motion passed.
- XIII. 2017-3 Continue with HPAP participation.
- XIV. 2017-7 On January 5, 2018 the BAPP received a fax from IHS, that included a Progress Note signed by a Family Nurse Practitioner. The Board reviewed the documentation. Viedt made a motion requiring the practitioner provide additional information, to include a letter or other documentary evidence signed by a physician, verifying she/he is not currently under medical / psychiatric restrictions or limitations that would prevent her/him from working as a credentialed professional. Hartman seconded the motion. Motion passed.
- XV. 2018-1 Peitz made a motion authorizing Bratkiewicz to issue a letter of concern / warning, reminding the practitioner that he/she is required to follow employer and BAPP policy and procedures, especially those concerning client records and electronic data. The agency and the practitioner are to resolve the return of, and/or destruction of, the electronic data. No formal action will be taken. Viedt seconded the motion. Motion passed.
- XVI. Bowen made a motion authorizing Bratkiewicz to send a letter to C.F. reflecting it's difficult for practitioners to obtain the work experience required for certification or licensure prior to meeting the 5-year felony standing requirements. The letter will also reflect it's difficult for the Board to determine whether the work experience meets the standards required for testing without reviewing a completed application. Feiner seconded the motion. Motion passed.
- McCarthy rejoined the meeting via teleconference at 1:24 p.m.
- XVII. The Board reviewed Mr. Dosch's email of February 19, which suggested a date for a teleconference to address workforce development challenges. This date does not work for a majority of the BAPP members. Nelson will correspond with Mr. Dosch, and request he provide three additional dates and times which he and the SDCSAD's Workforce Subcommittee are available for a

teleconference. Upon receipt of this information, the Board will choose a date, and Nelson will coordinate the conference call.

XVIII. The Board's intent is to create an alternative status for BAPP credentialed professionals who lapse and want to re-apply for ACT status, as these individuals do not meet the requirements for trainee status. Hartman made a motion permitting an individual to regain certification or licensure status after the fifteen (15) day reinstatement period and within two years following the lapsed status, by submitting the \$150 reinstatement fee, renewal application, annual renewal fee, and 20 or 40 hours of continuing professional training, depending upon the amount of time the status lapsed. The hours of continuing professional training must be completed within the current cycle. Any practitioner who grandfathered to licensure shall regain LAC status if they meet the requirements of this new reinstatement policy. The date the application is processed is the date that will appear on the certificate. This policy does not pertain to anyone with a lapsed status of two years or more. Practitioners who have lapsed beyond two years must complete all requirements under the current provision for either CAC or LAC, complete the application process, pay the required fee, and re-take the examination. Peitz seconded the motion. Motion passed.

XIX. Sevensing asked the Board to consider eliminating the bachelor's degree required for Certified Prevention Specialists. Peitz and Bowen will continue gathering information regarding the degree requirement by contacting the Prevention Representative at DSS, the Prevention Resource Center, and communicate with previous Board members.

XX. In order to be reinstated, G. Brostad is required to provide the exact dates of his employment history, the date he began practicing as a private independent counselor, submit the 'Work Experience verification for Independent Practice' form, and remit payment for the reinstatement fee. The required information must be received in the administrative office (or postmarked) by March 15, 2018 to avoid a lapse in status.

XXI. It was the Board's consensus that the ACT 5-year deadline for I.B.N. will be December 31, 2019. Policy requires him to complete 15 hours of continuing professional training prior to making application for certification or licensure. All academic and work experience requirements must also be met prior to making application for testing.

XXII. Nelson discussed the confusion some newly credentialed practitioners have regarding when their 2-year compliance period begins for continuing professional training. Nelson inquired if language should be added to the Standards Manual to provide clarification. It was the Board's consensus that additional language is not necessary.

XIII. Nelson inquired about the possibility of changing the Board meeting months / dates due to the office workload (i.e. end of the month renewals, beginning of the month lapse letters, and testing in March & September). Nelson will bring a draft to the next meeting showing possible schedule options for the quarterly meetings.

XIV. Bowen made a motion to adjourn the meeting at 3:40 p.m. Viedt seconded the motion. Motion passed.