



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, March 7, 2025 – 9:00 AM CST

Join Zoom Meeting

<https://us02web.zoom.us/j/85033684870?pwd=cNxJkyAJeRTZ79SX9SY95Ugv7RiEgf.1>

call 312 626 6799

Meeting ID: 850 3368 4870

Passcode: 060377

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: November 22, 2024
- 5) Approval of Financial Statement: January 31, 2025
- 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. AASCB Conference Update
 - b. Counseling Compact Update
- 8) Other Business
 - a. Office Update
 - b. DSS Update
- 9) Announcements
 - a. Next Meeting
- 10) Adjourn



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 Board of Examiners for Counselors & Marriage and Family Therapists
Via Videoconference
November 22, 2024

President Butler called the meeting to order at 9:02 am central and determined a quorum.

Board Members Present via Videoconference: Tiffany Butler, Maureen Gustafson, Mary Guth, Jill Janecke, Jay Trenhaile, Jeff Wangen, and Stacy Solsaa

Board Members Absent: Amy Hartman

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

Motion to approve the proposed agenda by Wangen. Seconded by Trenhaile. **Motion carried.**

Butler asked for comments from the public. No one from the public was present.

Motion to approve the meeting minutes of May 17, 2024 by Janecke. Seconded by Guth. **Motion carried.**

Motion to accept the financial report as of October 31, 2024 by Trenhaile. Seconded by Wangen. **Motion carried.**

Motion to go into executive session for the purposes noticed at 9:09 am by Guth. Seconded by Wangen. **Motion carried.**

Butler declared the Board out of executive session at 9:53 am.

Motion to accept the stipulated agreement and order for Complaints 2023-18 and 2023-20 by Trenhaile. Seconded by Solsaa. **Motion carried.** Butler recused.

Motion to dismiss Complaint 2024-03 by Butler. Seconded by Trenhaile. **Motion carried.**

Motion to dismiss Complaint 2024-04 by Guth. Seconded by Trenhaile. **Motion carried.** Janecke recused.

Motion to dismiss Complaint 2024-05 by Wangen. Seconded by Trenhaile. **Motion carried.**

Motion to dismiss Complaint 2024-06 by Butler. Seconded by Janecke. **Motion carried.**

Motion to dismiss Complaint 2024-07 by Solsaa. Seconded by Trenhaile. **Motion carried.** Butler recused.

Motion to consolidate and dismiss Complaints 2024-08 and 2024-09 by Guth. Seconded by Janecke. **Motion carried.**

Stalley provided the Board an update on the Counseling Compact. The Counseling Compact will hold their annual meeting in February in conjunction with AASCB Annual Meeting. The Counseling Compact does not expect to issue privileges until later in 2025.

The Board further discussed Board approved supervisors and limitations on the number of supervisees. Stalley provided additional information regarding supervisors/supervisees and their credentials. The Board agreed to continue to monitor this issue without action at this time.

Stalley provided an office update. Young provided an update regarding the ongoing renewal. The renewal ends on November 30, 2024.

Mercer provided the Board with a Department update. The Department continues to monitor Board appointments and reappointments.

Motion to elect Butler as President, Hartman as Vice President, and Guth as Secretary-Treasurer for 2024-2025 cycle Trenhaile. Seconded by Gustafson. **Motion carried.**

Motion to approve the 2025 meeting schedule as: March 7, 2025; May 2, 2025; September 5, 2025; and December 5, 2025 by Wangen. Seconded by Gustafson.

Stalley provided the Board with the current National Meeting Schedule for 2025. Board members interested in attending should reach out to the Board's office.

Butler recognized C. Hartman for her service to the Board. C. Hartman termed off the Board in October and was ineligible to be reappointed. The Board thanked her for her 9 years of service.

The Board's next meeting is scheduled for March 7, 2025 at 9:00am (central) via Zoom.

Motion to adjourn at 10:33 am by Trenhaile. Seconded by Wangen. **Motion carried.**

Respectfully Submitted,



Jennifer Stalley, Executive Secretary

Expenditures current through 02/01/2025 12:20:27 PM
SOCIAL SERVICES – Summary
 FY 2025 Version – AS – Budgeted and Informational
 FY Remaining: 41.1 %

0891 Subobject	Board of Counselor Examiners - Info	Operating	Expenditures	Encumbrances	Commitments	Remaining	PC AVL
EMPLOYEE SALARIES							
5101010	F-t Emp Sal & Wages	3,380	0	0	0	3,380	100.0
5101030	Board & Comm Mbrs Fees	9,383	1,162	0	0	8,221	87.6
Subtotal		12,763	1,162	0	0	11,601	90.9
EMPLOYEE BENEFITS							
5102010	Oasi-employer's Share	814	89	0	0	725	89.1
Subtotal		814	89	0	0	725	89.1
51 Personal Services							
Subtotal		13,577	1,251	0	0	12,326	90.8
TRAVEL							
5203030	Auto-priv (in-st.) H/rte	4,382	0	0	0	4,382	100.0
5203100	Lodging/in-state	1,750	0	0	0	1,750	100.0
5203130	Non-employ. Travel-in St.	1,100	0	0	0	1,100	100.0
5203140	Meals/taxable/in-state	112	0	0	0	112	100.0
5203150	Non-taxable Meals/in-st	450	0	0	0	450	100.0
5203260	Air-comm-out-of-state	2,000	0	0	0	2,000	100.0
5203280	Other-public-out-of-state	180	0	0	0	180	100.0
5203300	Lodging/out-state	2,024	0	0	0	2,024	100.0
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	0	0	0	700	100.0
Subtotal		13,773	0	0	0	13,773	100.0
CONTRACTUAL SERVICES							
5204020	Dues & Membership Fees	1,550	1,550	0	0	0	0.0
5204050	Computer Consultant	4,000	0	0	0	4,000	100.0
5204080	Legal Consultant	4,000	0	0	0	4,000	100.0
5204090	Management Consultant	54,605	61,023	46,477	0	-52,895	0.0
5204130	Other Consulting	0	9,475	9,950	0	-19,425	0.0
5204131	Other Consulting	7,500	0	0	0	7,500	100.0
5204160	Workshop Registration Fee	1,550	1,785	0	0	-235	0.0
5204200	Central Services	88	0	0	0	88	100.0
5204201	Central Services	1,584	1,065	0	0	519	32.8
5204204	Central Services	0	291	0	0	-291	0.0
5204207	Central Services	521	209	0	0	312	59.9
5204360	Advertising-newspaper	300	0	0	0	300	100.0

Expenditures current through 02/01/2025 12:20:27 PM

SOCIAL SERVICES -- Summary

FY 2025 Version -- AS -- Budgeted and Informational

FY Remaining: 41.1 %

0891 Board of Counselor Examiners - Info		Operating	Expenditures	Encumbrances	Commitments	Remaining	PC AVL
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	0	0	0	1,100	100.0
5204590	Ins Premiums & Surety Bds	2,270	0	0	0	2,270	100.0
5204740	Bank Fees And Charges	0	3,875	0	0	-3,875	0.0
5204960	Other Contractual Service	0	25	0	0	-25	0.0
Subtotal		83,118	79,298	56,427	0	-52,607	0.0
SUPPLIES & MATERIALS							
5205020	Office Supplies	0	36	0	0	-36	0.0
5205028	Office Supplies	400	800	0	0	-400	0.0
5205310	Printing-state	0	1,046	0	0	-1,046	0.0
5205328	Printing-commercial	1,350	0	0	0	1,350	100.0
5205350	Postage	2,000	2,957	0	0	-957	0.0
5205390	Food Stuffs	150	0	0	0	150	100.0
Subtotal		3,900	4,839	0	0	-939	0.0
52 Operating Subtotal		100,791	84,137	56,427	0	-39,773	0.0
Total		114,368	85,388	56,427	0	-27,447	0.0

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	0891000648	1140000	528,052.96	DR	BOARD OF COUNSELOR EXAMINERS
COMPANY/SOURCE TOTAL 6503 648			528,052.96	DR *	
COMP/BUDG UNIT TOTAL 6503 0891			528,052.96	DR **	
BUDGET UNIT TOTAL 0891			528,052.96	DR ***	

BUDGET UNIT 0891

DATE 02/01/2025

BUDGET UNIT NAME BOARD OF COUNSELOR EXAMINERS - INFO

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	114,368.00	0.00	0.00	56,426.91	85,387.18	27,446.09-	528,052.96
BUDGETED TOT	114,368.00	0.00	0.00	56,426.91	85,387.18	27,446.09-	
ALL COMP TOT	114,368.00	0.00	0.00	56,426.91	85,387.18	27,446.09-	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	12,763.00	0.00	0.00	0.00	1,162.00	11,601.00	90.9
5102 EMPLOYEE BENEFITS	814.00	0.00	0.00	0.00	88.90	725.10	89.1
5203 TRAVEL	13,773.00	0.00	0.00	0.00	0.00	13,773.00	100.0
5204 CONTRACTUAL SVCS	83,118.00	0.00	56,426.91	11,808.13	79,297.16	52,606.07-	0.0
5205 SUPPLIES & MATRLS	3,900.00	0.00	0.00	383.51	4,839.12	939.12-	0.0
TOTALS	114,368.00	0.00	56,426.91	12,191.64	85,387.18	27,446.09-	0.0

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET AVAILABLE	PCT AVL
5101000 EMPLOYEE SALARIES	12,763.00	0.00	0.00	0.00	1,162.00	11,601.00	90.9
5102000 EMPLOYEE BENEFITS	814.00	0.00	0.00	0.00	88.90	725.10	89.1
5203000 TRAVEL	13,773.00	0.00	0.00	0.00	0.00	13,773.00	100.0
5204000 CONTRACTUAL SVCS	83,118.00	0.00	56,426.91	11,808.13	79,297.16	52,606.07-	0.0
5205000 SUPPLIES & MATRLS	3,900.00	0.00	0.00	383.51	4,839.12	939.12-	0.0
PS SUBTOTALS	13,577.00	0.00	0.00	0.00	1,250.90	12,326.10	90.8
OE SUBTOTALS	100,791.00	0.00	56,426.91	12,191.64	84,136.28	39,772.19-	0.0
COMPANY 6503-I TOT	114,368.00	0.00	56,426.91	12,191.64	85,387.18	27,446.09-	0.0

AGENCY 08 SOCIAL SERVICES
BUDGET UNIT 0891 BOARD OF COUNSELOR EXAMINERS - INFO

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
COMPANY NO 6503										
COMPANY NAME PROFESSIONAL & LICENSING BOARDS										
6503	0891000648	520402000	1	01/31/2025	00953893	AMFTRBASSO	12115318		500.00	DR **
	OBJSUB:	5204020							500.00	DR **
6503	0891000648	520409000	25SC081003--DEC	01/15/2025	00950086	MIDWESTSOL	12199902		8,750.17	DR **
	OBJSUB:	5204090							8,750.17	DR **
6503	0891000648	520413000	25SC081015--NOV	01/15/2025	02588349	ALBERTSONC	12301068		675.00	DR **
	OBJSUB:	5204130							675.00	DR **
6503	0891000648	520416000	00357	01/08/2025	00948788	AMERICANAS	12115387	01	595.00	DR
6503	0891000648	520416000	00358	01/29/2025	00952422	AMERICANAS	12115387	01	595.00	DR
6503	0891000648	520416000	00359	01/08/2025	00948788	AMERICANAS	12115387	01	595.00	DR
	OBJSUB:	5204160							1,785.00	DR **
6503	0891000648	520420400	RM512031	01/15/2025					97.96	DR **
	OBJSUB:	5204204							97.96	DR **
6503	0891000648	520535000	MS512034	01/22/2025					11,808.13	DR ***
	OBJECT:	5204	CONTRACTUAL SERVICES						11,808.13	DR ***
	OBJSUB:	5205350							383.51	DR **
	GROUP:	52	SUPPLIES & MATERIALS						383.51	DR **
	COMP:	6503	OPERATING EXPENSES						383.51	DR ***
	CNTR:	0891000648							12,191.64	DR *****
	CNTR:	089100064							12,191.64	DR *****
	CNTR:	0891000							12,191.64	DR *****
	B. UNIT:	0891							12,191.64	DR *****

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 01/31/2025

AGENCY BUDGET UNIT CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
08 0891			SOCIAL SERVICES BOARD OF COUNSELOR EXAMINERS - INFO		
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS					
0891000648	6503	510103000	BOARD & COMM MBERS FEES	.00	1,162.00
ACCT: 5101			EMPLOYEE SALARIES	.00	1,162.00 *
0891000648	6503	510201000	OASI-EMPLOYER'S SHARE	.00	88.90
ACCT: 5102			EMPLOYEE BENEFITS	.00	88.90 *
ACCT: 51			PERSONAL SERVICES	.00	1,250.90 **
0891000648	6503	520402000	DUES & MEMBERSHIP FEES	500.00	1,550.00
0891000648	6503	520403000	MANAGEMENT CONSULTANT	8,750.17	61,023.09
0891000648	6503	520413000	OTHER CONSULTING	675.00	9,475.00
0891000648	6503	520416000	WORKSHOP REGISTRATION FEE	1,785.00	1,785.00
0891000648	6503	520420100	BFM CENTRAL SERVICES	.00	1,064.53
0891000648	6503	520420400	RECORDS MGMT SERVICES	97.96	290.92
0891000648	6503	520420700	HUMAN RESOURCES SERVICES	.00	208.72
0891000648	6503	520474000	BANK FEES AND CHARGES	.00	3,874.90
0891000648	6503	520496000	OTHER CONTRACTUAL SERVICE	.00	25.00
ACCT: 5204			CONTRACTUAL SERVICES	11,808.13	79,297.16 *
0891000648	6503	520502000	OFFICE SUPPLIES	.00	36.00
0891000648	6503	520502800	OFFICE SUPPLIES	.00	800.00
0891000648	6503	520531000	PRINTING-STATE	.00	1,045.90
0891000648	6503	520535000	POSTAGE	383.51	2,957.22
ACCT: 5205			SUPPLIES & MATERIALS	383.51	4,839.12 *
ACCT: 52			OPERATING EXPENSES	12,191.64	84,136.28 **
COMP: 6503				12,191.64	85,387.18 ***
CNTR: 0891000648				12,191.64	85,387.18 ****
CNTR: 089100064				12,191.64	85,387.18 *****
CNTR: 0891000				12,191.64	85,387.18 *****
B UNIT: 0891				12,191.64	85,387.18 *****