



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

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

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

Via Teleconference

Friday, April 17, 2020 – 9:00 AM CDT

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 Minutes: February 14, 2020
- 5) Financial Report as of April 4, 2020
- 6) Executive Session (Pursuant to SDCL 1-25-2 (3) for consideration of proposed contested cases or contractual matters)
- 7) Old Business
 - a. Board Legislation Update (Senate Bill 18 and Senate Bill 19)
 - b. 2020 Meeting Schedule Adjustments
- 8) New Business
 - a. Office Update
 - b. COVID-19 Implications for Licensure
 - c. Executive Secretary Services Contract Renewal
 - d. Legal Services Letter of Engagement
 - e. Department of Social Services Update
- 9) Announcements
- 10) Adjourn



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South Dakota Board of Examiners for Counselors & Marriage and Family Therapists
Kneip Building Conference Room #3, Pierre, SD
February 14, 2020

President Rice Brinkworth called the meeting to order at 10:04 am central and determined a quorum.

Board Members Present: Lynell Rice Brinkworth, Tiffany Butler, Cheryl Hartman, Woody Schrenk, Bobbi Brown, Jeff Wangen and Seth Olson

Board Members Present via Telephone: Roswitha Konz

Board Members Absent: Sherry Bartels

Others Present in Person: Jennifer Stalley, Executive Secretary; Bonnie Jameson, administrative staff, Jim Carlon, legal counsel; and Erin Handke, Assistant Attorney General

Motion to approve the proposed agenda by Wangen. Seconded by Butler. Motion carried.

Rice Brinkworth asked for comments from the public. There were no comments offered.

Motion to approve the meeting minutes of December 6, 2019 by Schrenk. Seconded by Butler. Motion carried.

Motion to accept the financial report as of January 31, 2020 by Brown. Seconded by Hartman. Motion carried.

The Department of Social Services provided an update to the Board. Amy Iversen-Pollreis is leaving the Department at the end of the month. A replacement will be named after her departure. Marilyn Kinsman will continue as the Board's primary contact for the Department.

Stalley provided the Board with an update on legislation under consideration by the Legislature. Senate Bills 18 and 19 are the Board's proposed legislation. Both bills passed the Senate committee and floor votes. The bills are awaiting action by the House of Representatives.

Stalley provided an office update, including the list of new licensees since the last meeting, renewal progress for the 2019 renewal period, and the status of the database project.

The Board discussed the equivalency of semester hours and quarter hours for required courses. The consensus of the Board is that 4 quarter hours equal 2.66 semester hours. For purposes of a transcript review, the totality of the program hours should be considered, along with the course hours in determining if a specific course is acceptable to meet educational requirements.

The Board noted the time and place for the LPC plan of supervision application hearing of Wendy Lohan. Lohan appeared before the Board and presented information concerning her qualifications for a plan of supervision.

Motion to go into executive session for consideration of contested cases and contractual matters at 12:05 pm by Hartman. Seconded by Wangen. Motion carried.

Rice Brinkworth declared the Board out of executive session at 12:55 pm.

Motion to approve the LPC plan of supervision application of Wendy Lohan on the condition that Lohan submit a corrected application for an LPC plan of supervision; Lohan is supervised by Amy Hartmann and/or Bruce Fogas while under the plan of supervision; and Lohan complete eight (8) hours of continuing education in the areas of recordkeeping, boundary issues, or confidentiality by March 1, 2021 by Butler. Seconded by Schrenk. Olson was recused.

Stalley announced that Bonnie Jameson is leaving the Board's office to pursue another opportunity. Stalley will introduce Jameson's replacement at the next Board meeting.

The Board's next meeting is scheduled for April 17th at 9:00 am (central) by teleconference.

Motion to adjourn by Konz. Seconded by Brown. Motion carried.

The Board adjourned at 1:02 pm.

Respectfully Submitted,

Jennifer Stalley, Executive Secretary

Remaining Authority by Object/Subobject

Item #5

Expenditures current through 04/04/2020 12:20:46 PM

SOCIAL SERVICES -- Summary

FY 2020 Version -- AS -- Budgeted and Informational

FY Remaining: 24.1 %

0891	Board of Counselor Examiners - Info						PCT
Subobject	Operating	Expenditures	Encumbrances	Commitments	Remaining	AVL	
EMPLOYEE SALARIES							
5101030 Board & Comm Mbrs Fees	3,079	3,180	0	0	-101	0.0	
Subtotal	3,079	3,180	0	0	-101	0.0	
EMPLOYEE BENEFITS							
5102010 Oasi-employer's Share	312	246	0	0	66	21.2	
Subtotal	312	246	0	0	66	21.2	
51 Personal Services							
Subtotal	3,391	3,426	0	0	-35	0.0	
TRAVEL							
5203030 Auto-priv (in-st.) H/rte	4,331	2,404	0	0	1,927	44.5	
5203100 Lodging/in-state	1,507	288	0	0	1,219	80.9	
5203120 Incidentals-travel-in St.	0	20	0	0	-20	0.0	
5203130 Non-employ. Travel-in St.	1,100	0	0	0	1,100	100.0	
5203140 Meals/taxable/in-state	112	32	0	0	80	71.4	
5203150 Non-taxable Meals/in-st	450	272	0	0	178	39.6	
5203260 Air-comm-out-of-state	2,000	617	0	0	1,383	69.2	
5203280 Other-public-out-of-state	180	51	0	0	129	71.7	
5203300 Lodging/out-state	2,024	428	0	0	1,596	78.9	
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	92	0	0	608	86.9	
Subtotal	13,479	4,204	0	0	9,275	68.8	
CONTRACTUAL SERVICES							
5204020 Dues & Membership Fees	1,550	1,400	0	0	150	9.7	
5204050 Computer Consultant	0	15,037	27,600	0	-42,637	0.0	
5204080 Legal Consultant	7,000	2,996	0	0	4,004	57.2	
5204090 Management Consultant	54,605	49,947	17,553	0	-12,895	0.0	
5204160 Workshop Registration Fee	1,550	0	0	0	1,550	100.0	
5204200 Central Services	82	0	0	0	82	100.0	
5204201 Central Services	1,584	1,789	0	0	-205	0.0	
5204204 Central Services	0	109	0	0	-109	0.0	
5204207 Central Services	521	828	0	0	-307	0.0	
5204360 Advertising-newspaper	300	0	0	0	300	100.0	
5204460 Equipment Rental	750	0	0	0	750	100.0	
5204510 Rents-other	3,300	0	0	0	3,300	100.0	

Remaining Authority by Object/Subobject

Expenditures current through 04/04/2020 12:20:46 PM

SOCIAL SERVICES -- Summary

FY 2020 Version -- AS -- Budgeted and Informational

FY Remaining: 24.1 %

0891	Board of Counselor Examiners - Info						PCT
Subobject	Operating	Expenditures	Encumbrances	Commitments	Remaining	AVL	
5204530 Telecommunications Srvc	1,100	949	0	0	151	13.7	
5204590 Ins Premiums & Surety Bds	2,270	0	0	0	2,270	100.0	
5204960 Other Contractual Service	0	19	0	0	-19	0.0	
Subtotal	74,612	73,074	45,153	0	-43,615	0.0	
SUPPLIES & MATERIALS							
5205020 Office Supplies	0	479	0	0	-479	0.0	
5205028 Office Supplies	400	0	0	0	400	100.0	
5205310 Printing-state	0	458	0	0	-458	0.0	
5205328 Printing-commercial	1,350	0	0	0	1,350	100.0	
5205350 Postage	2,000	1,922	0	0	78	3.9	
5205390 Food Stuff's	150	0	0	0	150	100.0	
Subtotal	3,900	2,859	0	0	1,041	26.7	
52 Operating							
Subtotal	91,991	80,137	45,153	0	-33,299	0.0	
Total	95,382	83,563	45,153	0	-33,334	0.0	

BA1409R1

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 03/31/2020

PAGE

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	0891000648	1140000	124,848.68	DR	BOARD OF COUNSELOR EXAMINERS
COMPANY/SOURCE TOTAL 6503 648			124,848.68	DR *	
COMP/BUDG UNIT TOTAL 6503 0891			124,848.68	DR **	
BUDGET UNIT TOTAL 0891			124,848.68	DR ***	

BA20JB60

AVAILABLE FUNDS AS OF: 03/31/2020 MONTHLY PAGE 1,464
FY YEAR REMAINING: 25.1%
PAY DAYS REMAINING: 6 DATE 04/04/2020

BUDGET UNIT 0891

BUDGET UNIT NAME BOARD OF COUNSELOR EXAMINERS

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE	PCT AVL
6503-I	95,382.00	0.00	0.00	45,153.00	83,562.21	33,333.21-	124,848.68	
BUDGETED TOT	95,382.00	0.00	0.00	45,153.00	83,562.21	33,333.21-		
ALL COMP TOT	95,382.00	0.00	0.00	45,153.00	83,562.21	33,333.21-		

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	3,079.00	0.00	0.00	0.00	3,180.00	101.00-	0.0
5102 EMPLOYEE BENEFITS	312.00	0.00	0.00	1.38	245.72	66.28	21.2
5203 TRAVEL	13,479.00	0.00	0.00	1,121.39	4,203.03	9,275.97	68.8
5204 CONTRACTUAL SVCS	74,612.00	0.00	45,153.00	5,683.30	73,074.31	43,615.31-	0.0
5205 SUPPLIES & MATRLS	3,900.00	0.00	0.00	114.92	2,859.15	1,040.85	26.7
TOTALS	95,382.00	0.00	45,153.00	6,920.99	83,562.21	33,333.21-	0.0

BREAKOUT BY COMPANY:

COMPANY	PROFESSIONAL & LICENSING BOARDS	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101000	EMPLOYEE SALARIES	3,079.00	0.00	0.00	0.00	3,180.00	101.00-	0.0
5102000	EMPLOYEE BENEFITS	312.00	0.00	0.00	1.38	245.72	66.28	21.2
5203000	TRAVEL	13,479.00	0.00	0.00	1,121.39	4,203.03	9,275.97	68.8
5204000	CONTRACTUAL SVCS	74,612.00	0.00	45,153.00	5,683.30	73,074.31	43,615.31-	0.0
5205000	SUPPLIES & MATRLS	3,900.00	0.00	0.00	114.92	2,859.15	1,040.85	26.7
	PS SUBTOTALS	3,391.00	0.00	0.00	1.38	3,425.72	34.72-	0.0
	OE SUBTOTALS	91,991.00	0.00	45,153.00	6,919.61	80,136.49	33,298.49-	0.0
	COMPANY 6503-I TOT	95,382.00	0.00	45,153.00	6,920.99	83,562.21	33,333.21-	0.0

AGENCY BUDGET UNIT	COMPANY NO	COMPANY NAME	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
08 0891	6503	SOCIAL SERVICES BOARD OF COUNSELOR EXAMINERS				
		PROFESSIONAL & LICENSING BOARDS				
		BOARD & COMM MBRS FEES			.00	3,180.00
ACCT: 5101	6503	EMPLOYEE SALARIES			.00	3,180.00
0891000648	510201000	OASI-EMPLOYER'S SHARE			1.38	245.72
ACCT: 5102	6503	EMPLOYEE BENEFITS			1.38	245.72
0891000648	520303000	PERSONAL SERVICES			1.38	3,425.72
0891000648	520310000	AUTO-PRIV (IN-ST.) H/RTE			1,004.64	2,404.08
0891000648	520310000	LODGING/IN-STATE			.00	36.38
0891000648	520312000	LODGING/IN-STATE			.00	251.27
0891000648	520314000	INCIDENTALS-TRAVEL-IN ST.			.00	20.00
0891000648	520315000	TAXABLE MEALS/IN-STATE			18.00	32.00
0891000648	520326000	NON-TAXABLE MEALS/IN-ST			98.75	272.25
0891000648	520328000	AIR-COMM-OUT-OF-STATE			.00	616.60
0891000648	520330000	OTHER-PUBLIC-OUT-OF-STATE			.00	50.75
0891000648	520335000	LODGING/OUT-OF-STATE			.00	427.70
0891000648	520335000	NON-TAXABLE MEALS/OUT-ST			.00	92.00
ACCT: 5203	6503	TRAVEL			1,121.39	4,203.03
0891000648	520402000	DUES & MEMBERSHIP FEES			.00	1,400.00
0891000648	520405000	COMPUTER CONSULTANT			15,037.00	15,037.00
0891000648	520408000	LEGAL CONSULTANT			2,996.05	2,996.05
0891000648	520409000	MANAGEMENT CONSULTANT			9,548.38	49,947.00
0891000648	520420100	BEM CENTRAL SERVICES			.00	1,789.17
0891000648	520420400	RECORDS MGMT SERVICES			.00	108.80
0891000648	520420700	HUMAN RESOURCES SERVICES			182.58	828.36
0891000648	520453000	TELECOMMUNICATIONS SRVCS			12.10	948.75
0891000648	520496000	OTHER CONTRACTUAL SERVICE			.00	19.18
ACCT: 5204	6503	CONTRACTUAL SERVICES			5,683.30	73,074.31
0891000648	520502000	OFFICE SUPPLIES			.00	478.58
0891000648	520531000	PRINTING-STATE			.00	458.15
0891000648	520535000	POSTAGE			.00	96.49
0891000648	520535000	POSTAGE			114.92	1,825.93
ACCT: 5205	6503	SUPPLIES & MATERIALS			114.92	2,859.15
ACCT: 52	6503	OPERATING EXPENSES			6,919.61	80,136.49
COMP: 6503	0891000648				6,920.99	83,562.21
CNTR: 089100064	089100064				6,920.99	83,562.21
CNTR: 0891000	0891000				6,920.99	83,562.21
B UNIT: 0891	0891				6,920.99	83,562.21

Board of Counselors Revenue Codes		
\$100.00	LPC Application Fee	4293945
\$100.00	LPC Reciprocity Application Fee	4293946
\$100.00	LPC License Fee	4293947
\$100.00	LPC Renewal	4293948
\$50.00	LPC Late Fee	4293949
\$100.00	LPC-MH Application Fee	4293950
\$100.00	LPC-MH Reciprocity Application Fee	4293951
\$75.00	LPC-MH License Fee	4293952
\$75.00	LPC-MH Renewal	4293953
\$50.00	LPC-MH Late Fee	4293954
\$100.00	MFT Application Fee	4293980
\$100.00	MFT Reciprocity Application Fee	4293981
\$100.00	MFT License Fee	4293982
\$100.00	MFT Renewal	4293983
\$100.00	MFT Exam Fee	4293984
\$20.00	MFT Reexamination Fee	4293985
\$50.00	MFT Late Fee	4293986
\$25.00	CE Application Fee	4896000
\$25.00	Mailing List Paper	4293990
\$50.00	Mailing List Labels	4293990
\$15.00	License Verification Letter	4293990
\$10.00	Duplicate Renewal Card	4293990
\$20.00	Duplicate License	4293990
	Annual Interest	4920045
	Investment Council Interest	4491000

New Licensees of February 1, 2020

License Type	Last Name	First Name	City	State	Date Issued
LPC20649	Robbins	Teresa	Sioux Falls	SD	3/26/2020
LPC20650	Thole	Teigan	Gillette	WY	3/26/2020
LPC20646	Plummer	Vincent	Wahpeton	ND	3/19/2020
LPC20644	Charnley	Ian	Brookings	SD	3/16/2020
LPC20555	Runner	Norma	Rapid City	SD	3/16/2020
LPC20538	Groseclose	Chelsey Marie	Spearfish	SD	3/9/2020
LPC20574	Martin	Savanna	JB Andrews	MD	3/9/2020
LPC20639	Murphy	Katherine M.	Sioux City	IA	2/28/2020
LPC20595	Thibeault	Kristina	Watertown	SD	2/18/2020
LPC20357	de los Santos	Katrina	Box Elder	SD	2/11/2020
LPC-MH30612	Hough	Erica	Ellsworth	MN	3/19/2020
LPC-MH30515	Hutchison	Kacey	Pierre	SD	2/11/2020
LPC-MH30532	Welch	Joseph C.	Sioux Falls	SD	2/11/2020
LMFT11516	Matthews	Jeanette	Bloomington	MN	3/16/2020
LMFT11517	Alexander	Cherise	Puyallup	WA	3/30/2020

Approved Plans of Supervision as of February 1, 2020

Supervisor Last Name	Supervisor First		Last Name	First Name	License Category	Plan		Applicant City	State
	Name	POS #				approved date	Plan end date		
Anderson	Douglas	11515	Thomson	Christine	LMFT	2/19/2020	2/19/2025	Edgerton	MN
Hartmann	Gretchen	11515	Thomson	Christine	LMFT	2/19/2020	2/19/2020	Edgerton	MN
Lemke	Molly	20587	Ballard	Courtney	LPC	2/11/2020	2/11/2025	Sioux Falls	SD
Stemper	Robin	20632	Fritz	Michele	LPC	2/11/2020	2/11/2025	Aberdeen	SD
Janecke	Jill	20642	Garrett	Holly	LPC	3/4/2020	3/4/2025	Pierre	SD
Sanderson	Amy	20647	George	Morgan	LPC	3/22/2020	3/22/2025	Aberdeen	SD
Boomsma	Amanda	20634	Guest	Jennifer	LPC	2/18/2020	2/18/2025	Watertown	SD
Sanderson	Amy	20636	Halfpop	Austin	LPC	2/27/2020	2/27/2025	Aberdeen	SD
Birgen	Constance	20505	Hoelker	Emily	LPC	2/11/2020	2/11/2025	Vermillion	SD
Hartmann	Gretchen	20550	Hoogendoorn	Vanessa	LPC	2/19/2020	2/19/2020	Rock Rapids	IA
Ward	Amy	20637	Kelley	Richard Daniel	LPC	2/27/2020	2/27/2025	Brookings	SD
Ambrosion	Tami	20633	Krause	Rachel	LPC	2/18/2020	2/18/2025	Le Mars	IA
Butler	Tiffany	20645	Levesque	Alicia	LPC	3/18/2020	3/18/2025	Brookings	SD
Questad	Kimberly	20645	Levesque	Alicia	LPC	3/18/2020	3/18/2025	Brookings	SD
Beebe	Caroline	20641	McClure	Ian	LPC	3/4/2020	3/4/2025	Sioux Falls	SD
Anderson	Joy	20564	Miner	Kris	LPC	3/23/2020	3/23/2025	Gregory	SD
Alten-Osmera	Christy	20581	Olson	Nicolle	LPC	3/22/2020	3/22/2025	Sioux Falls	SD
Jungwirth	Tonja	20638	Roshau	Bailey	LPC	2/27/2020	2/27/2025	Aberdeen	SD
Gloor	Erica	20640	Sanchez	Edgard Danilo	LPC	3/4/2020	3/4/2025	Garretson	SD
Suess-Carlin	JoSee	20648	Schmidt Barbeau	Dawn	LPC	3/22/2020	3/22/2025	Rapid City	SD
Traversie	Stephanie	20643	Ulmer	Amanda Kay	LPC	3/11/2020	3/11/2025	Watertown	SD
McLaughlin	Jessica	30610	Davis	Polly	LPC-MH	3/11/2020	3/11/2025	Brookings	SD
Burke	Jodi	30611	de los Santos	Katrina	LPC-MH	3/11/2020	3/11/2025	Box Elder	SD
Murray	Maureen	30611	de los Santos	Katrina	LPC-MH	3/11/2020	3/11/2025	Box Elder	SD
Burroughs	Andrew	30607	Hall	Kasandra	LPC-MH	2/19/2020	2/19/2025	Sioux Falls	SD
Solsaa	Stacy	30605	Hartman	RandiLee	LPC-MH	2/11/2020	2/11/2025	Brookings	SD
Johnson	Mary	30588	Hayford	Stacy	LPC-MH	2/19/2020	2/19/2025	Rapid City	SD
Shepherd	Rachel	30588	Hayford	Stacy	LPC-MH	2/19/2020	2/19/2025	Rapid City	SD
Pettersen	Rachel	30606	Makley	Amanda	LPC-MH	2/11/2020	2/11/2025	Sturgis	SD
Olthoff	Luanna	30564	Meyer	Alexis	LPC-MH	3/22/2020	3/22/2025	Sioux Falls	SD
Questad	Kimberly	20381	Pliska	Michelle	LPC-MH	3/22/2020	3/22/2025	Brandon	SD
Brockberg-Robertson	Debra	20381	Pliska	Michelle	LPC-MH	3/22/2020	3/22/2025	Brandon	SD
Foote	Kelsey	30601	Stricherz	Kelsi	LPC-MH	3/4/2020	3/4/2025	Huron	SD
Johnson	Mary	30609	Thibeault	Kristina	LPC-MH	3/4/2020	3/4/2025	Watertown	SD
Born	Staci	30608	Tilstra	Katelyn	LPC-MH	2/27/2020	2/27/2025	Brandon	SD
Williams	Sue	30608	Tilstra	Katelyn	LPC-MH	2/27/2020	2/27/2025	Brandon	SD