



Meeting Minutes – *Unapproved Draft; Pursuant to [SDCL 1-27-1.17](#)*
 May 7, 2024

Holiday Inn Express & Suites, 3821 W Avera Dr, Sioux Falls, SD

All motions taken by roll call, unless otherwise stated.

- Call to Order:** President Carla Borchardt called the meeting to order at 9:00 A.M. Central.

Roll Call: Board Members Present: Carla Borchardt, Deborah Bowar, Denise Buchholz, Kristin Gabriel, Nathan Hinker, Carena Jarding, Lori Koenecke, Penny Tilton, Jenna VandenBos.

Board Members Absent/Excused: Rebekah Craddock, Christi Keffeler.

Others Present:

Board Staff: Linda Young, Glenna Burg, John Lang, Erin Matthies, Francie Miller, Lindsay Olson.

Legal Counsel: Megan Borchert, General Counsel to the Board; Shelly Munson, Board Prosecutor.

Guests: Terri Schildhauer, Court Reporter; Catherine Williamson, Administrative Law Judge (ALJ).

- Agenda Approval:** Motion by Bowar to approve the May 7, 2024, agenda. Second by Gabriel. Motion carried in a unanimous voice vote.
- Open Forum:** Borchardt provided the opportunity for guests to address the Board, no one requested to do so.
- Approval of Minutes:** Motion by Hinker to approve the minutes of February 6, 2024, and March 28, 2024. Second by Buchholz. Motion carried.

Borchardt	Yes	Craddock	Absent	Hinker	Yes	Tilton	Yes
Bowar	Yes	Gabriel	Yes	Keffeler	Absent	VandenBos	Yes
Buchholz	Yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 9	

- Executive Session:** The Board did not enter into Executive Session.
- Health Professionals Assistance Program (HPAP) Quarterly Report:** Young presented the SDBON HPAP Quarterly Report; 73 participants were enrolled in March 2024, and 70 in April, for monitoring of substance use or mental health related issues. As of April 2024, 9 participants were discharged from HPAP, 7 (78%) were discharged successfully.
- Compliance:**

a. Formal Hearings:

- Jamie Brandt, applicant Z374806, for RN license, with ALJ Williamson presiding. Licensee served with notice. Licensee did not appear. Motion by Koenecke to deny licensure of Jamie Brandt, Z374806. Second by Jarding. Motion carried.

Borchardt	Yes	Craddock	Absent	Hinker	Recuse	Tilton	Yes
Bowar	Yes	Gabriel	Yes	Keffeler	Absent	VandenBos	Yes
Buchholz	Recuse	Jarding	Yes	Koenecke	Yes	Yes Votes: 7	

- Regina Wofford, M010989, with ALJ Williamson presiding. Medication aide registrant served with notice. Registrant did not appear. Motion by Gabriel to suspend the registration of Regina Wofford, M010989. Second by Tilton. Motion carried.

Borchardt	Yes	Craddock	Absent	Hinker	Recuse	Tilton	Yes
Bowar	Yes	Gabriel	Yes	Keffeler	Absent	VandenBos	Yes
Buchholz	Recuse	Jarding	Yes	Koenecke	Yes	Yes Votes: 7	

b. Compliance Committee Recommendations – Licensed: Miller submitted the following recommendations from the Compliance Committee:

- Settlement Offer – Reinstatement with Mandated Participation in HPAP and Stayed Suspension: Case #1 Christy Carmody, SD R032567;
- Settlement Offer – Mandated Participation in HPAP and Stayed Suspension: Case #1 Chris Engeseth, SD R037418;
- Settlement Offer- Letter of Reprimand, Mandated Participation in HPAP and Stayed Suspension: Case #1 Gina Pace SD R049403;
- Settlement Offer – Voluntary Surrender: Case #1 Connie Mesteth, SD R022332;
- Settlement Offer – Letter of Concern: Case #1 D.S., Case #2 S.S., Case #3 L. O., Case #4 T.V., Case #5 T.C.;
- Settlement Offer – Letter of Concern on Privilege to Practice: Case #1 W.R., Case #2 N.S.;
- Settlement Offer – Letter of Reprimand: Case #1 Shanna Jongeward, SD P014004, Case #2 Angel Paulsen SD R047212, Case #3 Joellen Hahn SD R029311;
- Settlement Offer – Grant licensure with Probation: Case #1 Crystal Pederson SD (RN Applicant) Z392984.

Motion by Koenecke to accept the recommendations of the Compliance Committee as presented and outlined in the Compliance Committee Recommendations document of licensed nurses. Second by Jarding. Motion carried.

Borchardt	Yes	Craddock	Absent	Hinker	Recuse	Tilton	Yes
Bowar	Yes	Gabriel	Yes	Keffeler	Absent	VandenBos	Yes
Buchholz	Recuse	Jarding	Yes	Koenecke	Yes	Yes Votes: 7	

- c. Dismissal Reporting – Licensed: Miller presented a report of Investigative Dismissals, pursuant to SDCL 36-1C-4.
- d. Compliance Committee Recommendations – Registrants: Miller submitted the following recommendations from the Compliance Committee:
 - Settlement Offer – Letter of Reprimand: Case #1 Stephanie Grotewold SD M005096; Case #2 Carrie Hoffman SD M012199;
 - Settlement Offer – Voluntarily Surrender: Case #1 Laurie Perkins SD M008826.

Motion by Koenecke to accept the recommendation of the Compliance Committee as presented and outlined in the Compliance Committee Recommendations for Registrants document. Second by Tilton. Motion carried.

Borchardt	Yes	Craddock	Absent	Hinker	Recuse	Tilton	Yes
Bowar	Yes	Gabriel	Yes	Keffeler	Absent	VandenBos	Yes
Buchholz	Recuse	Jarding	Yes	Koenecke	Yes	Yes Votes: 7	

- e. Dismissal Reporting – Registrants: Miller presented a report of Investigative Dismissals, pursuant to SDCL 36-1C-4.
- f. Additional Compliance Cases:
 1. Miller presented background on J. V. Motion by Bower to Grant Licensure with Mandated Participation in HPAP. Second by Buchholz. Motion carried.

Borchardt	Yes	Craddock	Absent	Hinker	Yes	Tilton	Yes
Bowar	Yes	Gabriel	Yes	Keffeler	Absent	VandenBos	Yes
Buchholz	yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 9	

2. Miller presented background on Alexis Hiller SD P013225. Motion by Gabriel to Summarily Suspend license. Second by Bower.

Borchardt	Yes	Craddock	Absent	Hinker	Recuse	Tilton	Yes
Bowar	Yes	Gabriel	Yes	Keffeler	Absent	VandenBos	Yes
Buchholz	Recuse	Jarding	Yes	Koenecke	Yes	Yes Votes: 7	

3. Miller presented background on Casandra Graff SD P013777. Motion by Gabriel to Summarily Suspend license. Second by Tilton.

Borchardt	Yes	Craddock	Absent	Hinker	Recuse	Tilton	Yes
Bowar	Yes	Gabriel	Yes	Keffeler	Absent	VandenBos	Yes
Buchholz	Recuse	Jarding	Yes	Koenecke	Yes	Yes Votes: 7	

- g. Licensee Correspondence: Miller provided a letter sent to the Board from an HPAP participant who was successfully discharged from the program.
- h. Additional hearing dates for 2024: Miller presented additional dates June 5-6, 2024 for Contested Case Hearings.

8. **Financial Report:** Matthies presented the SDBON FY24 income and expense statement for the period of July 2023-March 2024. Motion by Jarding to approve the FY24 financial report as presented. Second by Gabriel. Motion carried.

Borchardt	Yes	Craddock	Absent	Hinker	Yes	Tilton	Yes
Bowar	Yes	Gabriel	Yes	Keffeler	Absent	VandenBos	Yes
Buchholz	Yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 9	

9. Licensure and Operations:

- a. Licensure & Registry Report: Matthies reported that as of April 2024, the Board had 19,817 licensed registered nurses, 2,747 licensed practical nurses, 56 certified nurse midwives, 2,402 certified nurse practitioners, 44 clinical nurse specialists, 540 certified registered nurse anesthetists, 11,246 registered certified nurse aides, and 4,805 unlicensed medication aides.
- b. **ORBS:** Young and Lang provided an update on the status of transitioning to the Optimal Regulatory Board System (ORBS) licensure software platform. The tentative timeline to implement and go live is May 2025.
- c. **Website Development Update:** Young reported that the new website, www.sdbon.org, went live on April 18, 2024. Feedback on the new website has been positive.

10. Nursing Education:

- a. **Nursing Education Committee (NEC) Recommendations:** Burg submitted the following recommendations from the NEC:
 1. Grant approval of curriculum changes for the following South Dakota State University (SDSU) programs:
 - i. Post-Graduate Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) program
 - ii. RN to BSN program
 2. Grant approval of curriculum changes for the University of South Dakota (USD) Doctor of Nurse Anesthesia Practice (DNAP) program.
 3. Grant approval of an action plan for continued improvement of the NCLEX scores for failure to meet the 75% pass rate for 2 consecutive measuring periods for the following programs:
 - i. Oglala Lakota College – AD RN
 - ii. Sinte Gleska College – PN
 - iii. Sisseton Wahpeton College – PN
 4. Grant approval of a detailed program report as requested by the SDBON for the Minnesota State Community and Technical College Workforce Development Solutions RN and LPN Refresher programs.

Motion by Buchholz to accept the recommendations of the NEC as presented in the Education Consent Agenda. Second by Bowar. Motion carried.

Borchardt	Yes	Craddock	Absent	Hinker	Yes	Tilton	Recuse
Bowar	Yes	Gabriel	Yes	Keffeler	Absent	VandenBos	Yes
Buchholz	Yes	Jarding	Recuse	Koenecke	Yes	Yes Votes: 7	

- b. **Mitchell Technical College (MTC) Request:** Burg presented a request submitted by MTC to move the Associate Degree RN program to full approval status following two full measuring periods with pass rates above 75% for first time test takers. Motion by Koenecke to grant full approval status for MTC Associate Degree RN program. Second by Hinker. Motion carried.

Borchardt	Yes	Craddock	Absent	Hinker	Yes	Tilton	Yes
Bowar	Yes	Gabriel	Yes	Keffeler	Absent	VandenBos	Yes
Buchholz	Yes	Jarding	Recuse	Koenecke	Yes	Yes Votes: 8	

- c. **Nursing Education Annual Statistical Report:** Burg provided an overview of the 2024 Annual Report of Nursing Education Programs. The report will be made available on the board’s website and will be presented on May 22, 2024, at the CNW’s Symposium.

11. Nursing Practice:

- a. **Wound Care Certification Practice Request:** Olson presented a request from Monument Health asking the Board to provide an approved list of wound care certifications that will meet the requirement in ARSD subdivision 20:48:04:01.01(6) (2023) to address the performance of conservative sharp wound debridement (CSWD) by a registered nurse who holds current wound care certification from a national certification body approved by the Board. Motion by Tilton to approve the following six nationally accredited wound care certifications:
 1. Certified Wound Care Nurse (CWCN)
 2. Certified Wound Ostomy Nurse (CWON)
 3. Certified Wound Ostomy and Continence Nurse (CWOON)
 4. Certified Wound Specialist (CWS)
 5. Certified Wound Associate (CWCA)
 6. Wound Care Certified (WCC)

Second by Koenecke. Motion carried.

Borchardt	Yes	Craddock	Absent	Hinker	Yes	Tilton	Yes
Bowar	Yes	Gabriel	Yes	Keffeler	Absent	VandenBos	Yes
Buchholz	Yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 9	

- b. **Diabetes Aide Training Course Update:** Olson provided an update on revisions to the Diabetes Aide Training Course that incorporate current information on various diabetes topics. Olson explained that when a licensed nurse is not available, a registered nurse, who has met requirements in ARSD § 20:48:04.01:17 (2023) may delegate insulin administration to a trained diabetes aide. The board’s online diabetes aide training course meets the training requirement in ARSD subdivision 20:48:04.01:16(1) (2023). The online course is free and access to the updated course will be available on the Board’s website.

12. SD Center for Nursing Workforce (CNW) Report:

- a. **2024 Center for Nursing Workforce Symposium:** Olson provided an update on the event to be held May 22, 2024, in Sioux Falls at the Hilton Garden Inn Downtown. The CNW, South Dakota Nurses Association, and

Nursing Education Deans & Directors are co-hosting the event; Dr. Nelda Godfrey is the keynote speaker. The event convenes nurses, and others interested, to make recommendations for strategic action and to evaluate effectiveness of actions implemented, pursuant to SDCL 36-9-96(1).

13. Policy:

- a. 2024 South Dakota Legislative Impact Report - Boards: Young provided an overview of bills introduced in South Dakota's 2024 legislative session that impact the Board; including the passage of House Bill 1013, an act to adopt the advanced practice registered nurse (APRN) licensure compact.
- b. Promulgation of Rules: ARSD 20:48 Update: Young provided an update on the promulgation of amendments to the clinical enrichment program (CEP) rules in ARSD § 20:48:07.01 (1991) for curriculum updates and preceptor requirements; and amendment to ARSD § 20:48:03:14 (1986), and a new rule in § 20:48:16:04, to require reporting of events to the board within 60 days. Young and Burg held two focus group sessions in March to obtain stakeholder feedback on the drafted rules, over 30 participants attended. Participants represented South Dakota's nursing academia and CEP program instructors. Young received approval to proceed with promulgating rules and the public hearing will be held on June 5, 2024, at 9:00 AM CT.

14. External Meeting Reports:

- a. NCSBN Midyear Meeting: Borchardt and Young attended the meeting held in Atlanta, March 12-14, 2024. They provided highlights of the meeting.

15. Announcements:

- a. Future Board Meetings: 6/5/2024, 8/6/2024; 11/6/2024; 2/4/2025; 5/6/2025; 8/5/2025; 11/4/2025.
- b. NCSBN Annual Meeting: August 28 – 30, 2024, Chicago, IL.

16. Motion to Adjourn by Gabriel. Second by Hinker. Motion carried in a unanimous voice vote. Meeting adjourned at 1:45 P.M.