



**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, May 2, 2025 – 1:00 PM CDT

Best Western Plus Ramkota Hotel and Conference Center

Conference Room #1

3200 West Maple Street, Sioux Falls

or

Join Zoom Meeting

<https://us02web.zoom.us/j/82569273355?pwd=PjdajhAL3FzkC5ae2U8qTZhVzoyaFZ.1>

Meeting ID: 825 6927 3355

Passcode: 028525

Call: 312 626 6799

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: March 7, 2025
- 5) Approval of Financial Statement: March 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 contract negotiations
- 7) Old Business
 - a. Counseling Compact Update
 - b. Background Check Application Status
- 8) New Business
 - a. Executive Services Contract Renewal
 - b. Albertsen Consulting Contract Renewal
 - c. Counseling Compact Data Sharing Requirements
 - d. Counseling Compact Data Sharing Contract
- 9) Other Business
 - a. Office Update
 - a. 2024 Renewal CE Audits
 - b. Supervisor Expectations Communication
 - c. Board Appointments/Renewals
 - d. AMFTRB Meeting Delegate – September 2025
 - b. DSS Update
- 10) Announcements
 - a. Next Scheduled Meeting – September 5, 2025 at 9:00 am CT via Zoom
- 11) Adjourn



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South Dakota Board of Examiners for Counselors & Marriage and Family Therapists
Via Videoconference
March 7, 2025

President Butler called the meeting to order at 9:01 am central and determined a quorum.

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

Board Members Absent: Maureen Gustafson

Others Present via Videoconference: Jennifer Stalley, Executive Secretary; 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 with the order of the agenda to be modified to accommodate attendees by Trenhaile. Seconded by Wangen. **Motion carried.**

Hartman provided the Board with an update on the recent AASCB Conference and Counseling Compact board meeting. Hartman attended on behalf of the Board. Hartman noted that over 30 states have joined the Counseling Compact. The Compact is working to finalize details about data transmission between boards and the Compact so privileges can be granted. The first privileges may be granted in August 2025, subject to state boards finalizing data transmission and background check approvals. Hartman also noted that the AASCB conference focused on artificial intelligence for completing session notes and the issues that come with that technology. AASCB has training available to state boards on the topic. The Board asked Stalley to schedule a training for an upcoming Board meeting to learn more about the topic. Hartman also noted that the American Counseling Association is working on an update Code of Ethics, but it has not been released.

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

Motion to approve the meeting minutes of November 22, 2024 by Janecke. Seconded by Wangen. **Motion carried.**

Motion to accept the financial report as of January 31, 2025 by Trenhaile. Seconded by Janecke. **Motion carried.**

Mercer reported that she did not have an update from the Department of Social Services.

Motion to go into executive session for the purposes noticed at 9:27 am by Trenhaile. Seconded by Janecke. **Motion carried.**

Butler declared the Board out of executive session at 9:58 am.

Motion to dismiss Complaint 2024-10 by Wangen. Seconded by Trenhaile. **Motion carried.**

Motion to dismiss Complaint 2024-12 by Solsaa. Seconded by Guth. **Motion carried.**

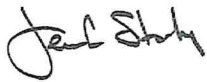
Motion to dismiss Complaint 2024-13 by Butler Seconded by Trenhaile. **Motion carried.**

Stalley provided an office update. The 2024 renewal cycle is completed. Stalley provided numbers for renewals, expirations and inactive licenses as of the final 2024 renewal date. The board office continues to wait on official reappointments and open position appointments for vacancies.

The Board announced its next meeting is scheduled for May 2, 2025 at 1:00 pm (central) via Zoom.

Motion to adjourn at 10:08 am by Trenhaile. Seconded by Wangen. **Motion carried.**

Respectfully Submitted,



Jennifer Stalley, Executive Secretary

Remaining Authority by Object/Subobject

Expenditures current through 03/29/2025 01:50:59 PM

SOCIAL SERVICES -- Summary

FY 2025 Version -- AS -- Budgeted and Informational

FY Remaining: 25.8 %

0891	Board of Counselor Examiners - Info						PCT
Subobject		Operating	Expenditures	Encumbrances	Commitments	Remaining	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	78,488	29,012	0	-52,895	0.0
5204130	Other Consulting	0	9,740	9,685	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	2,288	0	0	-704	0.0
5204202	Central Services	0	6	0	0	-6	0.0
5204204	Central Services	0	291	0	0	-291	0.0
5204207	Central Services	521	209	0	0	312	59.9

Remaining Authority by Object/Subobject

Expenditures current through 03/29/2025 01:50:59 PM

SOCIAL SERVICES -- Summary

FY 2025 Version -- AS -- Budgeted and Informational

FY Remaining: 25.8 %

0891 Board of Counselor Examiners - Info							PCT
Subobject	Operating	Expenditures	Encumbrances	Commitments	Remaining		AVL
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
5204530 Telecommunications Srves	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	4,013	0	0	-4,013		0.0
5204960 Other Contractual Service	0	50	0	0	-50		0.0
Subtotal	83,118	98,420	38,697	0	-53,999		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	3,507	0	0	-1,507		0.0
5205390 Food Stuffs	150	0	0	0	150		100.0
Subtotal	3,900	5,389	0	0	-1,489		0.0
52 Operating							
Subtotal	100,791	103,809	38,697	0	-41,715		0.0
Total	114,368	105,060	38,697	0	-29,389		0.0

**BOARD OF COUNSELOR EXAMINERS
CASH CENTER BALANCE
FOR MONTH ENDING 03-31-25**

[illegible]

**BOARD OF COUNSELOR EXAMINERS
REVENUE SUMMARY
FOR MONTH ENDING 03-31-25**

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	CENTER	FUND SRC	SUB FUND	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	4293945	0	0	0891000	648		2025	09	\$ 6,900.00	\$ 400.00
6503	4293946	0	0	0891000	648		2025	09	\$ 2,200.00	\$ 400.00
6503	4293947	0	0	0891000	648		2025	09	\$ 12,600.00	\$ 1,800.00
6503	4293948	0	0	0891000	648		2025	09	\$ 95,850.00	\$ -
6503	4293950	0	0	0891000	648		2025	09	\$ 4,600.00	\$ 900.00
6503	4293951	0	0	0891000	648		2025	09	\$ 2,200.00	\$ 500.00
6503	4293952	0	0	0891000	648		2025	09	\$ 12,825.00	\$ 1,350.00
6503	4293953	0	0	0891000	648		2025	09	\$ 115,650.00	\$ -
6503	4293954	0	0	0891000	648		2025	09	\$ 100.00	\$ -
6503	4293961	0	0	0891000	648		2025	09	\$ 750.00	\$ -
6503	4293962	0	0	0891000	648		2025	09	\$ 250.00	\$ -
6503	4293963	0	0	0891000	648		2025	09	\$ 125.00	\$ -
6503	4293980	0	0	0891000	648		2025	09	\$ 900.00	\$ 100.00
6503	4293981	0	0	0891000	648		2025	09	\$ 1,300.00	\$ 100.00
6503	4293982	0	0	0891000	648		2025	09	\$ 3,375.00	\$ 450.00
6503	4293983	0	0	0891000	648		2025	09	\$ 25,875.00	\$ -
6503	4293986	0	0	0891000	648		2025	09	\$ 675.00	\$ -
6503	4920045			0891000	648		2025	09	\$ 13,727.61	\$ -
									\$ 299,902.61	\$ 6,000.00

FOR MONTH ENDING 03-31-25[illegible]

BOARD OF COUNSELOR EXAMINERS
EXPENDITURE SUMMARY REPORT
FOR MONTH ENDING 03-31-25

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	ACCOUNT DESCRIPTION	CENTER	FUND SRC	SUB FUND	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	5101030	0	0	BOARD & COMM MBRS FEES	0891000	648		2025	09	\$ 1,162.00	\$ -
6503	5102010	0	0	OASI-EMPLOYER'S SHARE	0891000	648		2025	09	\$ 88.90	\$ -
6503	5204020	0	0	DUES & MEMBERSHIP FEES	0891000	648		2025	09	\$ 1,550.00	\$ -
6503	5204090	0	0	MANAGEMENT CONSULTANT	0891000	648		2025	09	\$ 78,488.47	\$ 8,808.52
6503	5204130	0	0	OTHER CONSULTING	0891000	648		2025	09	\$ 9,740.00	\$ 265.00
6503	5204160	0	0	WORKSHOP REGISTRATION FEE	0891000	648		2025	09	\$ 1,785.00	\$ -
6503	5204201	0	0	BFM CENTRAL SERVICES	0891000	648		2025	09	\$ 2,287.56	\$ 1,223.03
6503	5204202	0	0	PROPERTY MANAGEMENT	0891000	648		2025	09	\$ 5.60	\$ -
6503	5204204	0	0	RECORDS MGMT SERVICES	0891000	648		2025	09	\$ 290.92	\$ -
6503	5204207	0	0	HUMAN RESOURCES SERVICES	0891000	648		2025	09	\$ 208.72	\$ -
6503	5204740	0	0	BANK FEES AND CHARGES	0891000	648		2025	09	\$ 4,013.05	\$ 138.15
6503	5204960	0	0	OTHER CONTRACTUAL SERVICE	0891000	648		2025	09	\$ 50.00	\$ -
6503	5205020	0	0	OFFICE SUPPLIES	0891000	648		2025	09	\$ 36.00	\$ -
6503	5205028	0	0	OFFICE SUPPLIES	0891000	648		2025	09	\$ 800.00	\$ -
6503	5205310	0	0	PRINTING-STATE	0891000	648		2025	09	\$ 1,045.90	\$ -
6503	5205350	0	0	POSTAGE	0891000	648		2025	09	\$ 3,506.51	\$ 143.25
										\$ 105,058.63	\$ 10,577.95

**BOARD OF COUNSELOR EXAMINERS
EXPENDITURE DETAIL REPORT
FOR MONTH ENDING 03-31-25**

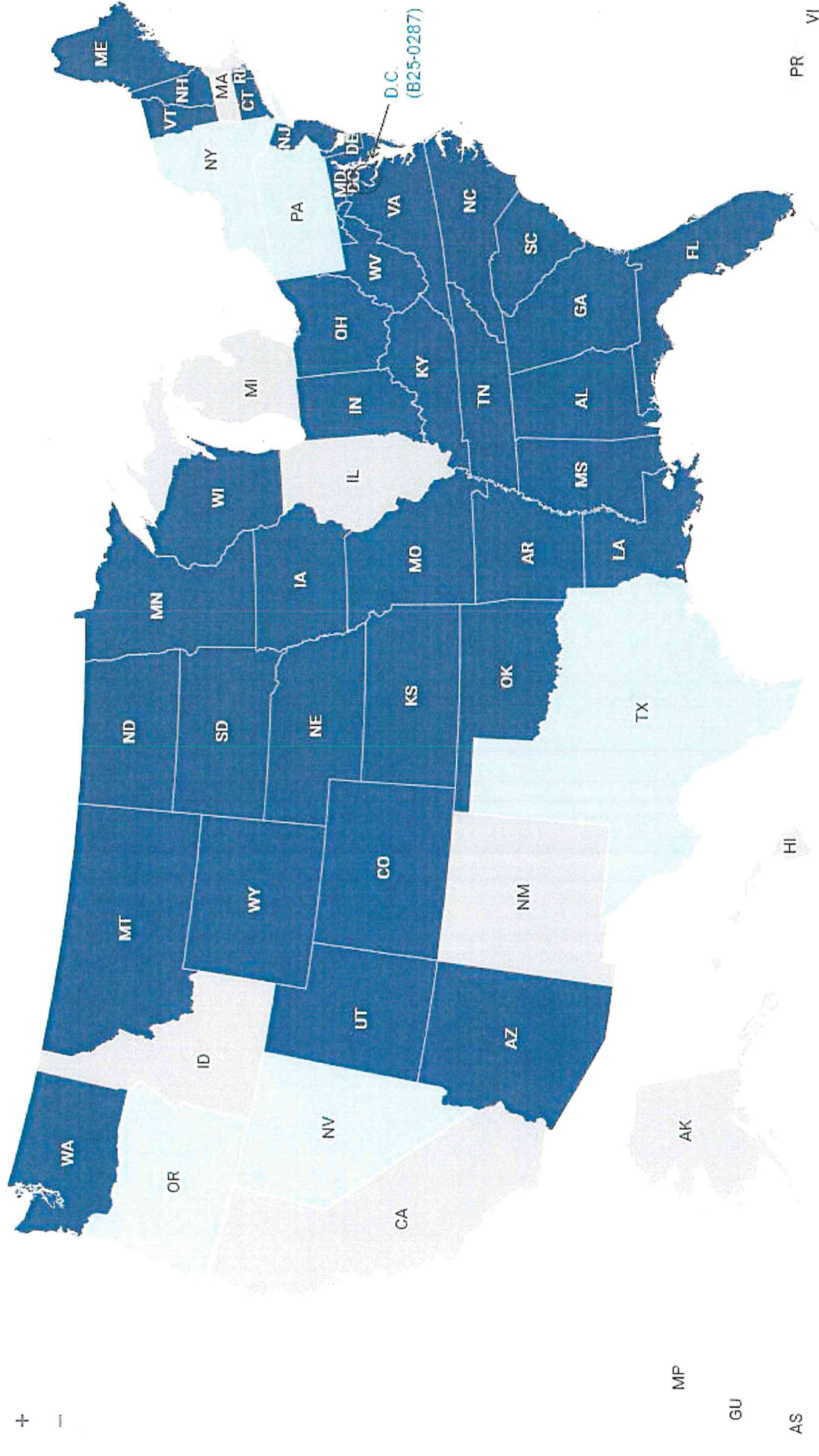
[illegible]

BOARD OF COUNSELOR EXAMINERS
 CONTRACTS
 FOR MONTH ENDING 03-31-25

<u>VENDOR NAME</u>	<u>VENDOR NUMB</u>	<u>CONTRACT NUM</u>	<u>DOCUMENT</u>	<u>DOC LINE</u>	<u>AMO</u>	<u>MATCHING LINE</u>	<u>CALC PERMIT TO PAY</u>
MIDWEST SOLUTIONS INC	12199902	25-0800-013	25SC081003		\$107,500.00	\$78,488.47	\$29,011.53
ALBERTSON CONSULTING INC	12301068	25-0800-109	25SC081015		\$19,425.00	\$9,740.00	\$9,685.00
					\$126,925.00	\$88,228.47	\$38,696.53

Counseling Compact Map

■ Enacted ■ Legislation Filed ■ No Active Legislation



4.24.2025