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, June 10, 2022 – 10:00 AM CDT

Join the Meeting via Zoom
https://us02web.zoom.us/j/82599620100?pwd=MjF4R0hRTzc1WldZcTdPKzRLMWc4UT09
or call 1-312-626-6799
Meeting ID: 825 9962 0100
Passcode: 634315

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: March 11, 2022
5) Financial Report as of April 30, 2022
6) Executive Session (Pursuant to SDCL 1-25-2(3) for consultation with legal counsel for consideration of proposed contested cases or litigation)
7) Old Business
    a. National Compact Update
    b. Licensure By Endorsement Information
    c. Rules Review Update
8) New Business
    a. Office Update
    b. Supervision Hour Expiration Policy Proposal
9) Other Business
    a. DSS Updates
10) Announcements
    a. Next Meeting: July 22, 2022
11) Adjourn

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South Dakota Board of Examiners for Counselors & Marriage and Family Therapists
Via Videoconference
March 11, 2022

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

Board Members Present via Videoconference: Tiffany Butler, Cheryl Hartman, Jill Janecke, Maureen Gustafson, Roswitha Konz, Woody Schrenk, Jay Trenhaile, Jeff Wangen and Lynell Rice Brinkworth

Board Members Absent:

Others Present via Videoconference: Jennifer Stalley, Executive Secretary; Karen Cudmore, administrative staff; Jeremy Lippert, Board Legal Counsel, Department of Social Services; Erin Handke, Assistant Attorney General, Marilyn Kinsman, Department of Social Services; and Brenda Tidball-Zeltinger, Department of Social Services.

Board members introduced themselves to Jill Janecke and Maureen Gustafson, the newest appointed board members.

Motion to approve the proposed agenda by Konz. Seconded by Hartman. **Motion carried.**

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

Motion to approve the meeting minutes of November 5, 2021 as amended by Schrenk. Seconded by Butler. **Motion carried.**

Motion to accept the financial report as of February 28, 2022 by Trenhaile. Seconded by Butler. **Motion carried.**

Motion to go into executive session for consideration of contested cases and contractual matters at 9:20 am by Butler. Seconded by Konz. **Motion carried.**

Rice Brinkworth declared the Board out of executive session at 10:45 am.

Motion to offer settlement agreement as proposed for Complaint 2021-05 by Butler. Seconded by Schrenk. **Motion carried.** Rice-Brinkworth was recused. Wangen absent.

Motion to dismiss Complaint 2021-06 by Butler. Seconded by Konz. **Motion carried**. Trenhaile abstained. Wangen absent.

Motion to dismiss Complaint 2021-07 by Schrenk. Seconded by Hartman. **Motion carried**. Schrenk recused. Trenhaile abstained. Wangen absent.

Motion to dismiss Complaint 2021-08 by Butler. Seconded by Konz. **Motion carried**. Trenhaile abstained. Wangen absent.

Motion to dismiss Complaint 2021-09 by Butler. Seconded by Schrenk. **Motion carried**. Butler recused. Wangen absent.

Motion to dismiss Complaint 2021-10 by Schrenk. Seconded by Hartman. **Motion carried**. Schrenk recused. Trenhaile abstained. Wangen absent.

Motion to adopt the Findings of Fact and Conclusions of Law and Final Order in the matter of Licensed Professional Counselor Endorsement Application of J. Dahl by Butler. Seconded by Trenhaile. **Motion carried**. Wangen absent.

The Board thanked Bobbi Brown and Sherry Bartels for their service with the Board and welcomed two new Board members, Jill Janecke and Maureen Gustafson.

Stalley provided an office update. Staff will present at the South Dakota Counseling Association's annual conference on April 29th in Aberdeen. Stalley provided an update on the 2022 Legislative session and 2022 online renewal process. The administrative rules workgroup will convene this spring to consider rules changes for 2023.

Motion to adopt revise the Plan of Supervision – Professional Counselor and Plan of Supervision – Professional Counselor – Mental Health applications to clarify educational requirements for licensure by Trenhaile. Seconded by Hartman. **Motion carried.** Wangen absent.

Motion to adopt the Plan of Supervision Renewal Application form by Hartman. Seconded by Butler. **Motion carried.** Wangen absent.

Motion to renew the contract with Midwest Solutions for executive and administrative services with a 6% increase in the contract by Butler. Seconded by Trenhaile. **Motion carried.** Wangen absent.

Schrenk and Cudmore provided an update on the American Association of State Counseling Boards (AASCB) held virtually February 4th and 18th. The Counseling Regulatory Boards Summit will be held August 3-5 in Philadelphia and the Association of Marital & Family Therapy Regulatory Boards will be held September 13-14 in Louisville. Board members interested in attending should notify Board staff.

Kinsman provided a brief Department update and welcomed the two new board members.

The Board's next meeting is scheduled for June 10, 2022, at 10:00 am (central) in Pierre.

Motion to adjourn by Trenhaile. Seconded by Butler. **Motion carried.**

The Board adjourned at 11:36 am.

Respectfully Submitted,

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Jennifer Stalley, Executive Secretary

DRAFT

BOARD OF COUNSELOR EXAMINERS
CASH CENTER BALANCE
FOR MONTH ENDING 04-30-22

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	CENTER	FUND SRC	SUB FUND	FISCAL YEAR	FISCAL MONTH		CASH BALANCE
6503	1140000			0891000	648		2022	10	$	199,027.45
									$	199,027.45

BOARD OF COUNSELOR EXAMINERS
REVENUE SUMMARY
FOR MONTH ENDING 04-30-22

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	CENTER	FUND SRC	SUB FUND	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	4920045			0891000	648		2022	10	$ 2,429.83	$ -
6503	4293945	0	0	0891000	648		2022	10	$ 3,600.00	$ 200.00
6503	4293946	0	0	0891000	648		2022	10	$ 3,100.00	$ 500.00
6503	4293947	0	0	0891000	648		2022	10	$ 14,400.00	$ 1,800.00
6503	4293950	0	0	0891000	648		2022	10	$ 3,700.00	$ 100.00
6503	4293951	0	0	0891000	648		2022	10	$ 2,250.00	$ 200.00
6503	4293952	0	0	0891000	648		2022	10	$ 9,725.00	$ 1,125.00
6503	4293980	0	0	0891000	648		2022	10	$ 600.00	$ 200.00
6503	4293981	0	0	0891000	648		2022	10	$ 1,100.00	$ -
6503	4293982	0	0	0891000	648		2022	10	$ 3,375.00	$ 225.00
6503	4293985	0	0	0891000	648		2022	10	$ 50.00	$ -
									$ 44,329.83	**$ 4,350.00**

BOARD OF COUNSELOR EXAMINERS
REVENUE DETAIL
FOR MONTH ENDING 04-30-22

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	CENTER	FUND SRC	FISCAL MONTH	FISCAL DAY	FISCAL YEAR	SOURCE CODE	DESCRIPTION	AMOUNT
6503	4293945	0	0	0891000	648	10	05	2022	C08220207	BOARD OF COUNSELOR EXAMINERS C	$ (100.00)
6503	4293945	0	0	0891000	648	10	05	2022	C08220207	BOARD OF COUNSELOR EXAMINERS C	$ 100.00
6503	4293945	0	0	0891000	648	10	05	2022	C08220207	BOARD OF COUNSELOR EXAMINERS C	$ 100.00
6503	4293946	0	0	0891000	648	10	05	2022	C08220207	BOARD OF COUNSELOR EXAMINERS C	$ 100.00
6503	4293947	0	0	0891000	648	10	05	2022	C08220207	BOARD OF COUNSELOR EXAMINERS C	$ 450.00
6503	4293952	0	0	0891000	648	10	05	2022	C08220207	BOARD OF COUNSELOR EXAMINERS C	$ 450.00
6503	4293980	0	0	0891000	648	10	05	2022	C08220207	BOARD OF COUNSELOR EXAMINERS C	$ 100.00
6503	4293982	0	0	0891000	648	10	05	2022	C08220207	BOARD OF COUNSELOR EXAMINERS C	$ 225.00
6503	4293945	0	0	0891000	648	10	19	2022	C08220218	BOARD OF COUNSELOR EXAMINERS C	$ (100.00)
6503	4293945	0	0	0891000	648	10	19	2022	C08220218	BOARD OF COUNSELOR EXAMINERS C	$ 100.00
6503	4293945	0	0	0891000	648	10	19	2022	C08220218	BOARD OF COUNSELOR EXAMINERS C	$ 100.00
6503	4293946	0	0	0891000	648	10	19	2022	C08220218	BOARD OF COUNSELOR EXAMINERS C	$ 400.00
6503	4293947	0	0	0891000	648	10	19	2022	C08220218	BOARD OF COUNSELOR EXAMINERS C	$ 1,350.00
6503	4293950	0	0	0891000	648	10	19	2022	C08220218	BOARD OF COUNSELOR EXAMINERS C	$ 100.00
6503	4293951	0	0	0891000	648	10	19	2022	C08220218	BOARD OF COUNSELOR EXAMINERS C	$ 200.00
6503	4293952	0	0	0891000	648	10	19	2022	C08220218	BOARD OF COUNSELOR EXAMINERS C	$ 675.00
6503	4293980	0	0	0891000	648	10	19	2022	C08220218	BOARD OF COUNSELOR EXAMINERS C	$ 100.00
											$ 4,350.00

BOARD OF COUNSELOR EXAMINERS
EXPENDITURE SUMMARY REPORT
FOR MONTH ENDING 04-30-22

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	ACCOUNT DESCRIPTION	CENTER	FUND SRC	SUB FUND	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	5204020	0	0	DUES & MEMBERSHIP FEES	0891000	648		2022	10	$ 1,400.00	$ -
6503	5204050	0	0	COMPUTER CONSULTANT	0891000	648		2022	10	$ 135.00	$ -
6503	5208080	0	0	REFUND OF PRIOR YRS REV	0891000	648		2022	10	$ 150.00	$ -
6503	5102020	0	0	RETIREMENT-ER SHARE	0891000	648		2022	10	$ 193.07	$ 19.60
6503	5102060	0	0	HEALTH/LIFE INS.-ER SHARE	0891000	648		2022	10	$ 424.35	$ 26.12
6503	5204090	0	0	MANAGEMENT CONSULTANT	0891000	648		2022	10	$ 55,282.11	$ 11,034.91
6503	5204590	0	0	INS PREMIUMS & SURETY BDS	0891000	648		2022	10	$ 1,646.10	$ 1,646.10
6503	5204740	0	0	BANK FEES AND CHARGES	0891000	648		2022	10	$ 85.00	$ 12.00
6503	5204960	0	0	OTHER CONTRACTUAL SERVICE	0891000	648		2022	10	$ 30.00	$ -
6503	5204130	0	0	OTHER CONSULTING	0891000	648		2022	10	$ 7,365.00	$ 7,365.00
6503	5204160	0	0	WORKSHOP REGISTRATION FEE	0891000	648		2022	10	$ 250.00	$ -
6503	5204201	0	0	BFM CENTRAL SERVICES	0891000	648		2022	10	$ 1,343.11	$ -
6503	5204204	0	0	RECORDS MGMT SERVICES	0891000	648		2022	10	$ 538.05	$ 369.15
6503	5204207	0	0	HUMAN RESOURCES SERVICES	0891000	648		2022	10	$ 474.88	$ 33.19
6503	5101010	0	0	F-T EMP SAL & WAGES	0891000	648		2022	10	$ 3,217.74	$ 326.69
6503	5101030	0	0	BOARD & COMM MBRS FEES	0891000	648		2022	10	$ 1,560.00	$ 540.00
6503	5102010	0	0	OASI-EMPLOYER'S SHARE	0891000	648		2022	10	$ 359.05	$ 65.59
6503	5102080	0	0	WORKER'S COMPENSATION	0891000	648		2022	10	$ 22.14	$ 2.78
6503	5102090	0	0	UNEMPLOYMENT COMPENSATION	0891000	648		2022	10	$ 0.32	$ 0.03
6503	5205020	0	0	OFFICE SUPPLIES	0891000	648		2022	10	$ 143.65	$ 50.08
6503	5205310	0	0	PRINTING-STATE	0891000	648		2022	10	$ 60.67	$ -
6503	5205350	0		POSTAGE	0891000	648		2022	10	$ 78.64	$ -
6503	5205350	0	0	POSTAGE	0891000	648		2022	10	$ 593.59	$ 102.63
										$ 75,352.47	**$ 21,593.87**

BOARD OF COUNSELOR EXAMINERS
EXPENDITURE DETAIL REPORT
FOR MONTH ENDING 04-30-22

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	CENTER	FUND SRC	SUB FUND	FISCAL MONTH	FISCAL DAY	FISCAL YEAR	SOURCE CODE	VENDOR NUMBER/ INVOICE NUMBER	CHECK NUMBER	VENDOR NAME	AMOUNT
6503	5101030	0	0	0891000	648		10	01	2022	CGEX220328	C			$ 480.00
6503	5102010	0	0	0891000	648		10	01	2022	CGEX220328	C			$ 36.72
6503	5205020	0	0	0891000	648		10	01	2022	916946	1212441434145 0M	00100782119	JCPRINTING	$ 43.00
6503	5205020	0	0	0891000	648		10	01	2022	916947	1212441434180 0M	00100782119	JCPRINTING	$ 7.08
6503	5204090	0	0	0891000	648		10	04	2022	916926	1219990222SC081003-FEB 0M	00100781611	MIDWESTSOL	$ 5,497.45
6503	5204740	0	0	0891000	648		10	04	2022	D0822BF036	BOARD OF COUNSELOR BANK FEES F22537			$ 12.00
6503	5204740	0	0	0891000	648		10	04	2022	D0822BF036	BOARD OF COUNSELOR BANK FEES F22537			$ 12.00
6503	5204740	0	0	0891000	648		10	04	2022	D0822BF036	BOARD OF COUNSELOR BANK FEES F22537			$ (12.00)
6503	5204204	0	0	0891000	648		10	04	2022	RM203032	RECORDS MANAGEMENT BILLING (		0894	$ 369.15
6503	5204590	0	0	0891000	648		10	07	2022	CS203017	CYBER SECURITY BILLING UPLOAD(		0810	$ 161.10
6503	5204590	0	0	0891000	648		10	07	2022	PE203017	PEPL GENERAL LIABILITY BILLINC		0810	$ 1,485.00
6503	5204090	0	0	0891000	648		10	08	2022	920514	1219990222SC081003-MAR 0M	00100782765	MIDWESTSOL	$ 5,537.46
6503	5204207	0	0	0891000	648		10	11	2022	PL203042	HUMAN RESOURCE SERVICES BILLI(		0891	$ 33.19
6503	5101010	0	0	0891000	648		10	15	2022	CGEX220413	C			$ 326.69
6503	5101030	0	0	0891000	648		10	15	2022	CGEX220413	C			$ 60.00
6503	5102010	0	0	0891000	648		10	15	2022	CGEX220413	C			$ 28.87
6503	5102020	0	0	0891000	648		10	15	2022	CGEX220413	C			$ 19.60
6503	5102060	0	0	0891000	648		10	15	2022	CGEX220413	C			$ 26.12
6503	5102080	0	0	0891000	648		10	15	2022	CGEX220413	C			$ 2.78
6503	5102090	0	0	0891000	648		10	15	2022	CGEX220413	C			$ 0.03
6503	5205350	0	0	0891000	648		10	21	2022	MS203031	CENTRAL MAIL SERVICES C		0891	$ 102.63
6503	5204130	0	0	0891000	648		10	23	2022	930808	1230106822SC081015-OCT 0M	00002443294	ALBERTSONC	$ 7,365.00
														$ 21,593.87

BOARD OF COUNSELOR EXAMINERS
AVAILABLE FUNDS
FOR MONTH ENDING 04-30-22

Available Funds Report

	Budget	Commitment	Encumbrance	MTD Amount	YTD Amount	Remaining Budget	Percent Remaining
5101 - Salaries	3,216.00	0.00	0.00	866.69	4,777.74	-1,561.74	-48.56%
5102 - Benefits	333.00	0.00	0.00	114.12	998.93	-665.93	-199.98%
Total PS	3,549.00	0.00	0.00	980.81	5,776.67	-2,227.67	-62.77%
5203 - Travel	13,479.00	0.00	0.00	0.00	0.00	13,479.00	100.00%
5204 - Contractual	82,113.00	0.00	15,388.89	20,460.35	68,549.25	-1,825.14	-2.22%
5205 - Supplies	3,900.00	0.00	0.00	152.71	876.55	3,023.45	77.52%
5206 - Grants	0.00	0.00	0.00	0.00	0.00	0.00	/0
5207 - Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	/0
5208 - Other	0.00	0.00	0.00	0.00	150.00	-150.00	/0
5228 - Transfers	0.00	0.00	0.00	0.00	0.00	0.00	/0
Total OE	99,492.00	0.00	15,388.89	20,613.06	69,575.80	14,527.31	14.60%
Total PS & OE	103,041.00	0.00	15,388.89	21,593.87	75,352.47	12,299.64	11.94%

Board of Counselors Revenue Codes		
$100.00	LPC Application Fee	4293945
$100.00	LPC Endorsement Application Fee	4293946
$100.00	LPC Biennial License Fee	4293947
$100.00	LPC Renewal Fee	4293948
$100.00	LPC-MH Application Fee	4293950
$100.00	LPC-MH Endorsement Application Fee	4293951
$75.00	LPC-MH Biennial License Fee	4293952
$75.00	LPC-MH Renewal Fee	4293953
$100.00	MFT Application Fee	4293980
$100.00	MFT Endorsement Application Fee	4293981
$100.00	MFT Biennial License Fee	4293982
$100.00	MFT Renewal Fee	4293983
$25.00	LPC Inactive License Fee	4293961
$25.00	LPC-MH Inactive License Fee	4293962
$25.00	LMFT Inactive License Fee	4293963
	Annual Interest	4920045
	Investment Council Interest	4491000

Supervision Hours Expiration Proposed Policy:

Supervision hours acquired under a board approved plan of supervision for an LPC-MH may be used to meet the supervision hours required for licensure as an LPC-MH if the applicant for licensure:

1) Has an active LPC in good standing with the Board;
2) Supervision hours for an LPC-MH are acquired pursuant to a Board approved plan of supervision by a supervisor approved by the Board; and
3) Supervision hours are attested to and verified by the Board approved supervisor as part of the application.

LPC-MH supervision hours acquired under a Board approved supervision remain valid as long as the applicant for an LPC-MH maintains an active LPC issued by the Board.

Supervision hours acquired under a board approved plan of supervision for a candidate for an LPC expire when the board approved plan of supervision expires, or the supervisee makes application for an LPC.

Background:

The Board office has identified approximately 40 active LPC licensees who have an LPC-MH plan of supervision that has expired without an application for an LPC-MH. The reason for the expiration of the plans of supervision without pursuing an LPC-MH license varies.

An LPC licensees in this group asked if the hours acquired during the Board approved plan of supervision (now expired) could be used to apply for an LPC-MH now that the required national examination to be licensed as an LPC-MH has been passed. During the time hours were acquired pursuant to the Board approved plan of supervision, the licensee was an active LPC and has been an LPC in good standing for over a decade.

An applicant for an LPC-MH must have an active LPC before beginning a plan of supervision to pursue an LPC-MH. The underlying LPC license is a requirement of the LPC-MH plan of supervision.

An applicant for an LPC does not have an underlying license when under a plan of supervision. The supervisee has practice rights under the plan of supervision that end when the Board approved plan of supervision ends.