

**South Dakota Board of Addiction  
and Prevention Professionals**



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Meeting Minutes  
Board of Addiction & Prevention Professionals  
Park Place Center, 3101 W. 41<sup>st</sup> Street, Sioux Falls, SD 57105  
August 1, 2019  
10:30 AM to 3:00 PM (CST)  
Call In Number: 866-410-8397 & Access Code: 730-588-5906

In attendance: Nicole Bowen, Terri Brown, Ellen Feiner, Amy Hartman, Diane Sevening, and Jill Viedt.

Not in attendance: Stacy Gorman and Don McCoy.

Others in attendance: Jeff Bratkiewicz and Tina Nelson.

Jessica Tyler from DSS participated via conference call.

The BAPP's purpose is to protect the public through the development and establishment of generally accepted standards of professionalism and competence to be used in the recognition, certification, and licensure of addiction and prevention professionals in South Dakota.

I. 10:32 a.m. Hartman called the meeting to order.

II. Hartman called the roll. A quorum was present.

III. Sevening made a motion to approve the August 1, 2019 meeting agenda, with the additions of appointing a new member to the course review committee and discussion regarding the administrative assistant position. Viedt seconded the motion. Motion passed.

IV. Sevening made a motion to approve the May 2, 2019 Board of Directors meeting minutes. Feiner seconded the motion. Motion passed.

V. At 11:00 a.m., Hartman called for Public Input. I.A. joined the meeting via conference call to discuss the services she provides at her counseling agency. She reported she does not use her CAC, in her independent practice, and understands she does not meet the BAPP's qualifications to practice as a private independent addiction counselor. The Board clarified she is permitted to reference her CAC credential. However, she cannot make any oral or written statements that suggest or imply that she provides addiction counseling services. The Board encourages her to upgrade her status to LAC and fulfill the independent practice requirements. The Board requested Bratkiewicz send a letter advising her to work within the scope of her authorized practice.

Conference call with Jessica Tyler and Kara Graveman ended.

VI. 11:19 a.m. Hartman moved the meeting into Executive Session pursuant to SDCL 1-25-2(3) to review and discuss confidential and privileged legal matters with the BAPP's General Counsel, Jeff Bratkiewicz. The

matters to be reviewed and discussed include, but not limited to, pending ethical complaints and investigations, regulatory and sensitive internal matters, potential litigation, and legal training and information provided by the State of South Dakota concerning state professional licensing boards.

Graveman joined Executive Session via secured telephone line (non-conference).

12:31 p.m. Hartman moved the meeting out of Executive Session. The Board broke for lunch.

1:04 p.m. Hartman moved the meeting into Executive Session. Graveman joined Executive Session via secured telephone line (non-conference).

2:35 p.m. Hartman moved the meeting out of Executive Session. Telephone conversation with Graveman ended.

2:39 p.m. Marilyn Kinsman, Amy Iversen-Pollreisz, and Graveman joined the meeting via conference call.

VII. Feiner made a motion to approve the Financial report. Brown seconded the motion. Motion passed.

VIII. The Board reviewed the FY21 Budget Request.

IX. J. Hogancamp is no longer employed with the BAPP. Nelson requested the job announcement for the administrative assistant be reposted as soon as possible.

X. 2017-3 – Sevensing made a motion for the Board to continue with monitoring. Viedt seconded the motion. Brown abstained. Motion passed.

XI. 2018-5 On August 1, 2019 payment in the amount of \$500.00 was received. Viedt made a motion to close the file. Feiner seconded the motion. Motion passed.

XII. 2018-7 The Order of Reprimand, Stipulation and March 19, 2019 letter reflect reimbursement in the amount of \$500.00 was required, prior to July 31, 2019. A May 6, 2019, letter incorrectly reflected the amount due was \$250.00. On July 29, 2019, payment was received in the amount of \$250.00, leaving a balance of \$250.00. Bratkiewicz sent a letter on July 30, 2019, providing additional time (August 31) for the practitioner to submit payment. Feiner made a motion to revisit this matter at the November Board meeting. Brown seconded the motion. Motion passed.

XIII. 2019-1 Payment in the amount of \$250.00 was received. Feiner made a motion to close the file. Viedt seconded the motion. Graveman abstained. Motion passed.

XIV. 2019-2 Sevensing made a motion authorizing Bratkiewicz to send a letter stating no further investigation or action be taken, providing she/he voluntarily relinquishes her/his ACT status. However, the information will be kept on file and revisited if the individual seeks professional credentialing in the future. The matter is considered closed. Feiner seconded the motion. Motion passed.

XV. 2019-3 Viedt made a motion recommending no further investigation or action be taken. The matter is considered closed. Bowen seconded the motion. Motion passed.

XVI. ES. Sevensing made a motion authorizing the BAPP to process the practitioners upgrade application. No further investigation or action will be taken. This matter is resolved. Graveman seconded the motion. Motion passed.

XVII. 2019-4 The practitioner's Legal Counsel is asking the Board to consider resolving the matter through a Letter of Concern, in lieu of the Stipulation, which was voted on at the May 2, 2019 Board of Directors

meeting. Graveman made a motion to affirm the Board's original decision and motion. Bratkiewicz will issue a Stipulation, which will result in an Order of Reprimand. Feiner seconded the motion. Motion passed.

XVIII. 2019-5 Brown made a motion authorizing Bratkiewicz to send a letter reflecting no further investigation or action will be taken at this time. However, the information will be kept on file and will be revisited if the individual seeks professional credentialing in the future. The individual's request for the complaint to be expunged is denied. Viedt seconded the motion. Motion passed.

XIX. Feiner made a motion authorizing Bratkiewicz to send a letter to V. Hare, notifying her that the Board is permitting her to voluntarily withdraw her request. This matter is considered closed. No formal action is required. Sevensing seconded the motion. Motion passed.

XX. Viedt made a motion in support of no further investigation or action be taken regarding the Medical Malpractice Report. Feiner seconded the motion. Motion passed.

XXI. The LAC credential of E.P. lapsed on February 29, 2019. The BAPP sent a lapse letter on March 1, 2019. On May 29, 2019 it came to the BAPP's attention that this person was identified as a LAC instructor for a continuing professional training activity. The BAPP sent a letter on June 10, 2019, addressing this matter and requesting he/she immediately refrain from any activities or services involving, utilizing, or referencing the LAC credential. During the August 1, 2019 Board meeting, it was mentioned that this individual was providing clinical supervision to a student, who is required to be under supervision of a CAC or LAC. Bratkiewicz contacted E.P. by telephone at 12:13 p.m. to discuss this matter. Bowen made a motion authorizing Bratkiewicz to send a letter to the individual notifying him/her that the Board will be investigating this matter. Brown seconded the motion. Sevensing abstained. Motion passed.

XXII. The Board reviewed the Professional & Occupational Licensing Boards & Commissions Review Questionnaire information.

XXIII. Nelson had clarification questions regarding HB 1111. Kinsman and Iversen-Pollreisz explained the questions should be directed to the Board's legal counsel. The BAPP is working on the Draft Application for Active Duty Military Personnel & Spouses.

XXIV. Nelson reported there are 14 applicants for the September testing cycle.

XXV. Kinsman clarified the financial reports and budget request should no longer be posted on the Portal or BAPP's website.

XXVI. The BAPP received nomination information from Mary Merrigan, Erin Nielsen Ogdahl and Justin Falon. Nelson will send the nomination information to Kinsman. The Board has the option to list the nominees in order of preference, but it's not required.

XXVII. Bowen was appointed to the Course Review Committee.

XXVIII. Upcoming Board of Directors meetings: November 7, 2019, February 6, May 7, & August 6, 2020.

XXIX. Sevensing made a motion to adjourn the meeting at 3:15 p.m. Viedt seconded the motion. Motion passed.