



Meeting Minutes – *Unapproved Draft; Pursuant to [SDCL 1-27-1.17](#)* August 6, 2024

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

All motions taken by roll call, unless otherwise stated.

1. 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, Rebekah Craddock, Kristin Gabriel, Nathan Hinker, Carena Jarding, Christi Keffeler, Lori Koenecke, Penny Tilton.

Board Members Absent/Excused: Jenna VandenBos.

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.

Guests: Dezarae Fenski, Makenzie Huber, TJ Wanken.

2. Agenda Approval: Motion by Keffeler to approve the August 6, 2024, agenda. Second by Gabriel. Motion carried.

Borchardt	Yes	Craddock	Yes	Hinker	Yes	Tilton	Yes
Bowar	Yes	Gabriel	Yes	Keffeler	Yes	VandenBos	Absent
Buchholz	Yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 10	

3. Open Forum: Borchardt provided the opportunity for guests to address the Board, no one requested to do so.

4. Approval of Minutes: Motion by Bowar to approve the minutes of May 7, 2024, and June 5, 2024. Second by Tilton. Motion carried.

Borchardt	Yes	Craddock	Yes	Hinker	Yes	Tilton	Yes
Bowar	Yes	Gabriel	Yes	Keffeler	Yes	VandenBos	Absent
Buchholz	Yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 10	

5. Executive Session: Motion by Hinker to move into Executive Session at 11:11 A.M., pursuant to SDCL 1-25-2(4) and SDCL 19-19-502, for purpose of consulting with legal counsel. Second by Jarding. Motion carried.

Borchardt	Yes	Craddock	Yes	Hinker	Yes	Tilton	Yes
Bowar	Yes	Gabriel	Yes	Keffeler	Yes	VandenBos	Absent
Buchholz	Yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 10	

The board moved out of Executive Session at 12:15 P.M.

Motion by Koenecke to transition to an in-house board of nursing Health Professionals Assistance Program (HPAP) in FY26 if the board is approved to hire qualified personnel to support the program. If not approved to hire qualified personnel, issue an RFP for FY26 for contracted HPAP services, according to state contract requirements. Second by Bowar. Motion carried.

Borchardt	Yes	Craddock	Yes	Hinker	Yes	Tilton	Yes
Bowar	Yes	Gabriel	Yes	Keffeler	Yes	VandenBos	Absent
Buchholz	Yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 10	

6. HPAP Quarterly Report: Young presented the SDBON HPAP Quarterly Report; 72 participants were enrolled in May 2024, and 69 in June, for monitoring of substance use or mental health related issues. As of June 2024, 14 participants were discharged from HPAP, 11 (79%) were discharged successfully.

7. Compliance:

a. **Formal Hearings:** There were no formal hearings. Licensee signed a Settlement Agreement.

1. Heather Benson; SD R031288. Motion by Keffler to order Mandated Participation in HPAP and Stayed Suspension. Second by Gabriel. Motion carried.

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

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 Marilyn Skidmore, SD P014026; Case #2 Brittany Enstad, SD R044587; Case #3 Josh Smith, SD R045039.
- Settlement Offer- Letter of Reprimand, Mandated Participation in HPAP: Case #1 Tammie Roberts-Altaffer, SD Z395482.

- Settlement Offer – Voluntary Surrender: Case #1 Amanda Waite, SD R055578.
- Settlement Offer – Letter of Concern: Case #1 D.O., Case #2 T.O., Case #3 D.L., Case #4 M.M.
- Settlement Offer – Letter of Concern on Privilege to Practice: Case #1 W.T.
- Settlement Offer – Letter of Reprimand: Case #1 Sara Andrews, P014347; Case #2 Donna Gebhardt, SD R058824.
- Settlement Offer – Letter of Reprimand with Remediation: Case #1 Jessica Smith, SD P014212.
- Settlement Offer - Letter of Reprimand on Privilege to Practice: Case #1 Heather Daniels, CO PN47782; Kelly Orte, IA RN125399.

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

- 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 Concern: Case #1 M.S., Case #2 E.F., Case #3 E.K., Case #4 K.T.

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

Borchardt	Yes	Craddock	Yes	Hinker	Recuse	Tilton	Yes
Bowar	Yes	Gabriel	Yes	Keffeler	Yes	VandenBos	Absent
Buchholz	Recuse	Jarding	Recuse	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:** Motion by Buchholz to move into Executive Session at 9:15 A.M., pursuant to SDCL 1-25-2(3) and SDCL 19-19-502, for purpose of consulting with legal counsel. Second by Hinker. Motion carried.

Borchardt	Yes	Craddock	Yes	Hinker	Yes	Tilton	Yes
Bowar	Yes	Gabriel	Yes	Keffeler	Yes	VandenBos	Absent
Buchholz	Yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 10	

The board moved out of Executive Session at 9:30 P.M.

1. Miller presented background on V. M. Motion by Tilton to Grant Licensure with Mandated Participation in HPAP. Second by Hinker. Motion carried.

Borchardt	Yes	Craddock	Yes	Hinker	Yes	Tilton	Yes
Bowar	Yes	Gabriel	Yes	Keffeler	Yes	VandenBos	Absent
Buchholz	Yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 10	

2. Miller presented background on Tammy Carpenter, SD R049641. Motion by Buchholz to Summarily Suspend license. Second by Jarding. Motion carried.

Borchardt	Yes	Craddock	Yes	Hinker	Yes	Tilton	Yes
Bowar	Yes	Gabriel	Yes	Keffeler	Yes	VandenBos	Absent
Buchholz	Yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 10	

- 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:** No additional dates scheduled at this time.

8. Financial Report:

- a. **FY24 Annual Report:** Matthies presented the SDBON FY24 Annual Report submitted to the SD Department of Health. Motion by Jarding to accept the FY24 annual report and approve FY26 budget as presented. Second by Gabriel. Motion carried.

Borchardt	Yes	Craddock	Yes	Hinker	Yes	Tilton	Yes
Bowar	Yes	Gabriel	Yes	Keffeler	Yes	VandenBos	Absent
Buchholz	Yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 10	

- b. **FY25 Financial Report:** Matthies presented the SDBON FY25 for the time period of July 2024. Motion by Koenecke to approve the FY25 financial report as presented. Second by Hinker. Motion carried.

Borchardt	Yes	Craddock	Yes	Hinker	Yes	Tilton	Yes
Bowar	Yes	Gabriel	Yes	Keffeler	Yes	VandenBos	Absent
Buchholz	Yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 10	

9. Licensure and Operations:

- a. **Licensure & Registry Report:** Matthies reported that as of August 2024, the Board had 19,914 licensed registered nurses, 2,717 licensed practical nurses, 55 certified nurse midwives, 2,492 certified nurse practitioners, 43 clinical nurse specialists, 558 certified registered nurse anesthetists, 11,438 registered certified nurse aides, and 4,735 registered medication aides.
- b. **Optimal Regulatory Board System (ORBS) Update:** Lang provided an update on the status of transitioning to the ORBS licensure software platform. The tentative timeline to implement and go live is May 2025.

10. Nursing Education:

- a. **Nursing Education Committee (NEC) Recommendations:** Burg submitted the following recommendations from the NEC:
 1. Grant approval of South Dakota State University’s reorganization plan to increase admission seat capacity from 48 to 72 seats annually in the Accelerated BSN program on the Rapid City campus beginning January 2025.
 2. Grant approval of University of South Dakota’s reorganization plan to increase admission seat capacity from 64 to 80 seats each semester in the BSN program on the Vermillion campus beginning Fall 2024.
 3. Grant approval to disburse funds for RN Nurse Education Assistance Scholarships.
 4. Grant approval of Augustana University’s request to move master’s degree program in nursing and post-graduate APRN program to full approval status following notification of accreditation by the Commission on Collegiate Nursing Education (CCNE).

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

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

11. Nursing Practice:

- a. **APRN Advisory Committee Appointments:** Olson presented an overview of the APRN Advisory Committee and the current membership roster. Olson also presented the reappointment requests for Brandi Pravecek, CNP and Sarah Schryvers, CNP, to serve a second term on the committee. Applications are being accepted for the open CNS and CNM positions. Motion by Tilton to reappoint Brandi Pravecek, CNP, Family, and Sarah Schryvers, CNP, Family. Second by Bowar. Motion carried.

Borchardt	Yes	Craddock	Yes	Hinker	Yes	Tilton	Yes
Bowar	Yes	Gabriel	Yes	Keffeler	Yes	VandenBos	Absent
Buchholz	Yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 10	

- b. **Injectable Compounded Products – FDA Update:** Olson shared information from the U.S. Food & Drug Administration (FDA) regarding potential risks associated with injectable compounded drug products containing semaglutide or tirzepatide. These compounded products have not been approved by the FDA and there have been reports of adverse events. The FDA noted that they have received reports of some prescribers starting patients on doses higher than recommended and following shorter titration schedules which could lead to negative outcomes. Olson informed the board that the FDA’s communication will be shared on the board’s website for healthcare providers when considering the use of these compounded products to ensure patient safety.

- 12. SD Center for Nursing Workforce (CNW) Report:** Olson shared details about two upcoming nursing workforce events she will attend to represent the SDBON and CNW. She will be part of a workforce programs panel at the 2024 Healthcare Revolution Summit hosted by the South Dakota Department of Health on August 12, 2024, in Pierre. She will also participate in the South Dakota Nursing Network Nursing Summit on November 7th, 2024, in Sioux Falls.

13. Policy:

- a. **2024 Promulgation of Rules ARSD 20:48 Update:** Young provided an update on the rules adopted at the public hearing on June 5, 2024; the rules become effective on August 18, 2024. Changes were made to clinical enrichment programs (CEP), ARSD § 20:48:07.01, on curriculum and preceptor requirements; and ARSD § 20:48:03:14 and new rule in § 20:48:16:04, on reporting events, such as address changes to the board in 60 days.
- b. **National Council of State Boards of Nursing (NCSBN) Delegate Assembly Recommendations:** Young provided a summary of the items open for consideration and adoption at NCSBN’s Delegate Assembly on August 28 – 30, 2024 in Chicago.

14. Travel Request:

- a. **NCSBN Leadership & Public Policy Conference:** Motion by Bowar to approve travel for the NCSBN Leadership & Public Policy Conference: October 9 – 11, 2024, Charlottesville, VA (Up to 4). Second by Jarding. Motion carried.

Borchardt	Yes	Craddock	Yes	Hinker	Yes	Tilton	Yes
Bowar	Yes	Gabriel	Yes	Keffeler	Yes	VandenBos	Absent
Buchholz	Yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 10	

15. External Meeting Reports:

- a. **2024 NCSBN EO Summit:** Young shared highlights of the meeting in Park City, UT, June 19 – 21, 2024.

16. Announcements:

- a. Future Board Meetings: 11/6/2024; 2/4/2025; 5/6/2025; 8/5/2025; 11/4/2025.
b. SDBON APRN Advisory Committee Meeting: August 23, 2024; Virtual.
c. Nurse Licensure Compact (NLC) and NCSBN Annual Meetings: August 27 – 30, 2024, Chicago, IL.

- 17. Motion to Adjourn** by Gabriel. Second by Hinker. Motion carried in a unanimous voice vote. Meeting adjourned at 12:30 P.M.