



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

August 9, 2023

Physical location: Holiday Inn Express & Suites, 3821 W Avera Dr, Sioux Falls

All motions taken by roll call voice vote, unless otherwise stated.

1. **Call to Order:** President Carla Borchardt called the meeting to order at 9:00 A.M. Central.
2. **Roll Call:** Board Members Present: Carla Borchardt, Deborah Bowar, Denise Buchholz, Rebekah Craddock, Nathan Hinker, Christi Keffeler, Lori Koenecke, Jenna VandenBos. Board Members Absent: Kristin Gabriel, Lois Tschetter.

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

Counsel Present: Megan Borchert, General Counsel to the Board.

Others Present: Michael Wanous, Provost and Vice President for Academic Affairs, Northern State University.

3. **Agenda Approval:** Motion by Keffeler to approve the August 9, 2023, agenda. Second by Bowar. Motion carried in unanimous voice vote.
4. **Open Forum:** Borchardt provided the opportunity for guests to address the Board, no one requested to do so.
5. **Approval of Minutes:** Motion by Koenecke to approve the minutes of May 10, 2023. Second by Keffeler. Motion carried.

Borchardt	Yes	Craddock	Yes	Keffeler	Yes	VandenBos	Yes
Bowar	Yes	Gabriel	Absent	Koenecke	Yes		
Buchholz	Yes	Hinker	Yes	Tschetter	Absent	Votes: 8	

6. **Executive Session:** Motion by Buchholz to move into Executive Session, pursuant to SDCL 1-25-2(4), for purpose of consulting with legal counsel. Second by Koenecke. Motion carried.

Borchardt	Yes	Craddock	Yes	Keffeler	Yes	VandenBos	Yes
Bowar	Yes	Gabriel	Absent	Koenecke	Yes		
Buchholz	Yes	Hinker	Yes	Tschetter	Absent	Votes: 8	

The Board went into Executive Session at 9:23 a.m. Motion by Hinker to move out of Executive Session. Second by Koenecke. Motion carried. The board moved out of Executive Session at 10:08 a.m.

Motion by Keffeler to approve entering into agreement with NCSBN to implement the Optimal Regulatory Board System (ORBS) for the Board’s nurse licensure platform, coordinate with the existing vendor to develop a data migration plan, develop proposed timelines, and initiate the checklist as required to move forward to implement ORBS. Second by Bowar. Motion carried.

Borchardt	Yes	Craddock	Yes	Keffeler	Yes	VandenBos	Yes
Bowar	Yes	Gabriel	Absent	Koenecke	Yes		
Buchholz	Yes	Hinker	Yes	Tschetter	Absent	Votes: 8	

Motion by Buchholz to approve the development and implementation of a website for the Board with Albertson Consulting. Second by Keffeler. Motion carried.

Borchardt	Yes	Craddock	Yes	Keffeler	Yes	VandenBos	Yes
Bowar	Yes	Gabriel	Absent	Koenecke	Yes		
Buchholz	Yes	Hinker	Yes	Tschetter	Absent	Votes:	

7. **Compliance:** the acronym “HPAP” represents “Health Professionals Assistance Program”.
 - a. Formal Hearing: No formal hearing were held.
 - b. Compliance Committee Recommendations – Licensed: Miller submitted the following recommendations from the Compliance Committee:
 - Settlement Offer – Letter of Concern: Case #1 SM; Case #2 TP; Case #3 CN; Case #4 SH;
 - Settlement Offer – Letter of Concern with Remediation: Case #5 PK;
 - Settlement Offer – Letter of Reprimand: Case #6 Kim Allsop, SD R044869; Case #7 Marlyn Martinez-Avilla, SD P013134; Case #8 Rochelle Palmquist, SD P013112 ;
 - Settlement Offer – Letter of Reprimand on Privilege to Practice: Case #9 Dena Smugala, WI RN197754;
 - Settlement Offer – Letter of Reprimand with Remediation and Mandated Assessment in HPAP: Case #10 Jenna Maag; SD R039879 initials;
 - Settlement Offer – Mandated Participation in HPAP and Stayed Suspension: Case #11 Katlyn Beto, SD R046564;

- Settlement Offer – Mandated Assessment in HPAP: Case #12 TB;
- Settlement Offer – Voluntary Surrender: Case #13 Marilyn Skidmore SD P014026;
- Settlement Offer – Grant Licensure: Case #14 MC;
- Settlement Offer – Reinstatement with Mandated HPAP: Case #15 Anita Jones SD R033097.

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

Borchardt	Yes	Cradduck	Yes	Keffeler	Yes	VandenBos	Yes
Bowar	Yes	Gabriel	Absent	Koenecke	Yes		
Buchholz	Recuse	Hinker	Recuse	Tschetter	Absent	Votes: 6	

- 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 – Denial of Registration: Case #1 Sharice Jewett SD Z317148; Case #2 Victoria Running Hawk SD Z423539; Case #3 Prescott St. John SD Z426465;

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

Borchardt	Yes	Cradduck	Yes	Keffeler	Yes	VandenBos	Yes
Bowar	Yes	Gabriel	Absent	Koenecke	Yes		
Buchholz	Recuse	Hinker	Recuse	Tschetter	Absent	Votes: 6	

- e. Dismissal Reporting – Registrants: Miller presented a report of Investigative Dismissals, pursuant to SDCL 36-1C-4.
 - f. Additional Compliance Cases:-None
 - g. Licensee Correspondence: Miller reviewed a letter sent to the Board from an HPAP participant.
- 8. HPAP Quarterly Report:** Young presented the SDBON HPAP Quarterly Report; 78 participants were enrolled in July 2023 for monitoring of substance use or mental health related issues.
- 9. Board Development:** Members discussed the outcomes presented in the research article, *Examining the Impact of the COVID-19 Pandemic on Burnout and Stress Among U.S. Nurses, Journal of Nursing Regulation, Vol. 14/Issue 1, April 2023*. Results suggest that more than half of the sample of LPNs, RNs, and APRNs reported an increase in workload during pandemic, and 40% to over 50% feeling emotionally drained, used up, burned out, fatigued. These factors have led to increased nurse turnover.

10. Financial Report:

- a. FY23 Annual Report – Matthies presented the SDBON FY23 Annual Report submitted to SD DOH. Motion by Cradduck to accept the FY23 annual report and approve FY25 budget as presented. Second by Koenecke. Motion carried.

Borchardt	Yes	Cradduck	Yes	Keffeler	Yes	VandenBos	Yes
Bowar	Yes	Gabriel	Absent	Koenecke	Yes		
Buchholz	Yes	Hinker	Yes	Tschetter	Absent	Votes: 8	

- b. FY24 Financial Report – Matthies presented the SDBON FY24 for the time period of July 2023. Motion by Koenecke to approve the FY24 financial report as presented. Second by Keffeler. Motion carried.

Borchardt	Yes	Cradduck	Yes	Keffeler	Yes	VandenBos	Yes
Bowar	Yes	Gabriel	Absent	Koenecke	Yes		
Buchholz	Yes	Hinker	Yes	Tschetter	Absent	Votes: 8	

11. Licensure and Operations Report: Matthies reported that as of July 2023, the Board had 19,881 licensed registered nurses, 2,676 licensed practical nurses, 56 certified nurse midwives, 2,223 certified nurse practitioners, 47 clinical nurse specialists, 538 certified registered nurse anesthetists, 10,708 registered certified nurse aides, and 5,520 unlicensed medication aides.

12. Nursing Education:

- a. Nursing Education Committee (NEC) Recommendations – Burg submitted the following recommendations from the NEC:
 1. Grant prerequisite approval status for Dakota Wesleyan University’s AD RN program in Rapid City;
 2. Grant approval of University of South Dakota’s Rapid City site closure plan;
 3. Grant approval of Presentation College’s voluntary closure of nursing programs (LPN, BSN, APRN);
 4. Grant approval of Western Dakota Technical College’s revised AD RN NCLEX Improvement Action Plan;
 5. Grant approval of Mitchell Technical College’s AD RN curriculum changes;

6. Grant approval to disburse funds for RN Nurse Education Assistance Scholarships;
7. Grant approval of Augustana University’s curriculum changes for the Adult-Gerontology Acute Care Nurse Practitioner and Adult-Gerontology Clinical Nurse Specialist MSN and Post Graduate Certificate program.

Informational Only – No Action Requested

- Oglala Lakota College’s notification of Probation Status by Commission for Nursing Education Accreditation (CNEA) and failure to notify stakeholders of program’s probationary status by due date of June 30, 2023.

Motion by Koenecke to accept the recommendations of the NEC on the Education Consent Agenda. Second by Buchholz. Motion carried.

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

- b. Sinte Gleska University (SGU) Quarterly Status Update Report – Burg presented the written quarterly report submitted by SGU. Motion by Bowar to accept SGU’s quarterly status update report. Second by Hinker. Motion carried.

Borchardt	Yes	Craddock	Yes	Keffeler	Yes	VandenBos	Yes
Bowar	Yes	Gabriel	Absent	Koenecke	Yes		
Buchholz	Yes	Hinker	Yes	Tschetter	Absent	Votes: 8	

- c. Northern State University (NSU) Request: Burg presented background on NSU’s request and an overview of the required prerequisite documentation submitted by NSU. She reported that NSU has met requirements in ARSD 20:48:07.
 - i. Approval of Nursing Program Administrator for BSN Program – Tabled.
 - ii. Approval of Prerequisite Status for BSN Program: Wanous presented NSU’s proposal to begin a new BSN program in Aberdeen; he responded to Board member questions.

Motion by Keffeler to grant prerequisite approval status for a BSN program at NSU with the first cohort beginning fall 2025. Second by Hinker. Motion carried.

Borchardt	Yes	Craddock	Yes	Keffeler	Yes	VandenBos	Yes
Bowar	Yes	Gabriel	Absent	Koenecke	Yes		
Buchholz	Yes	Hinker	Yes	Tschetter	Absent	Votes: 8	

- d. Other Nursing Education Information – Burg presented information about NCSBN’s 2023 2nd quarter national PN and RN pass rate reports. She discussed the rationale provided by NCSBN for the increase in the Next Generation NCLEX exam pass rates following implementation of the new exam at the beginning of 2nd quarter.

13. Nursing Practice:

- a. APRN Advisory Committee Appointments – Olson presented an overview of the APRN Advisory Committee. She provided the current APRN Advisory Committee Membership roster, applications, and curriculum vitas of applicants for the upcoming open CRNA and CNP positions. Motion by Bowar to appoint Dustin Delaney, CRNA and Carol Stewart, CNP to serve as members of the Board’s Advisory Committee for three-year terms. Second by Keffeler. Motion carried.

Borchardt	Yes	Craddock	Yes	Keffeler	Yes	VandenBos	Yes
Bowar	Yes	Gabriel	Absent	Koenecke	Yes		
Buchholz	Yes	Hinker	Yes	Tschetter	Absent	Votes: 8	

14. **SD Center for Nursing Workforce Report:** Olson provided an update on the nurse preceptor course that was specifically designed for student nurse preceptors. The online course consists of six modules and is offered at no cost. The course was launched on April 3, 2023; 105 individuals have enrolled in the course. The course can be accessed at:

<https://doh.sd.gov/licensing-and-records/boards/nursing/south-dakota-center-for-nursing-workforce/nurse-preceptor-course/>.

15. Policy:

- a. Promulgation of Rules in 20:48:04 Update: Young and Olson presented the proposed rules that were approved for proceeding by the Department of Health Secretary Magstadt. Prior to moving forward with the promulgation process, Young and Olson presented ten focus sessions to 142 South Dakota nursing stakeholders and incorporated their suggestions. Young shared that the proposed rules are now posted on the state portal and that the Board’s formal hearing to adopt the rules will be held on October 10, 2023.
- b. 2023 Legislative Taskforce: Study Committee on Sustainable Models for Long Term Care: Young provided an overview of the continuing work of the taskforce. The goal of the workgroup is to assess availability of current and future work force and grow the pipeline for the various continuum of care delivery of services locations, examine

licensure and education requirements, preparation of workforce, and to recommend changes/improvements to design a workforce to address the access to services in rural and urban areas.

16. NCSBN Delegate Assembly Recommendations: Young provided a review of the NCSBN Board of Director’s recommendations for adoption by the Delegate Assembly. Motion by Koenecke to support the adoption of the following recommendations for the NCSBN Delegate Assembly:

- Approve the College of Registered Nurses of Newfoundland and Labrador and the Nova Scotia College of Nursing as Exam User Members of NCSBN;
- Elect candidates from the slate of candidates proposed by the Leadership Succession Committee; and
- Support the use of remote testing and AI security technology for the NCSBN Exams.

Second by Boward. Motion carried.

Borchardt	Yes	Craddock	Yes	Keffeler	Yes	VandenBos	Yes
Bowar	Yes	Gabriel	Absent	Koenecke	Yes		
Buchholz	Yes	Hinker	Yes	Tschetter	Absent	Votes: 8	

17. External Meeting Reports:

- a. NCSBN EO Summit, June 21-23, 2023 – Young attended and provided highlights of the meeting.

18. Announcements:

a. Future Board Meetings: 11/15/2023; 2/6/2024; 5/7/2024; 8/6/2024; 11/6/2024.
b. NLC and NCSBN Annual Meetings: August 15-18, 2022.
c. SDBON APRN Advisory Committee Meeting: August 25, 2023; Virtual.

19. Motion to adjourn by Bowar. Second by Hinker. Motion carried in unanimous voice vote. Meeting adjourned at 2:03 p.m.