

**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

September 6, 2018

10:30 AM to 3:00 PM (CST)

Call In Number: 866-410-8397

Access Code: 730-588-5906

Members Present: Nicole Bowen, Terri Brown, Ellen Feiner, Amy Hartman, Donald McCoy, Linda Peitz, & Jill Viedt.

Kara Graveman participated via conference call.

Members Absent: Diane Sevening.

DSS Staff Present: Marilyn Kinsman participated via conference call for a portion of the meeting.

Others in attendance: Jeff Bratkiewicz, Paula Koller & Tina Nelson.

Purpose: 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. Hartman called the meeting to order at 10:33 am.

II. Hartman called the roll, a quorum was present.

III. Viedt made a motion to approve the September 6, 2018 meeting agenda, with the following additions: Peitz's third term expires 10/30/18, nominations are needed for this position; clarification needed regarding the independent practice policy; questions related to the 1.3 FTE; L.C. matter; and assess the \$25.00 application fee for renewal applications. Peitz seconded the motion. Motion passed.

IV. Peitz made a motion to approve the June 14, 2018 Board of Directors meeting minutes. Brown seconded the motion. Motion passed.

V. Feiner made a motion to approve the financial report. Brown seconded the motion. Motion passed.

Conference call ended with Graveman and she joined the meeting on a non-conference telephone line.

VI. At 10:42 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.

McCoy joined the meeting at 10:46 a.m.

VII. Hartman moved the meeting out of Executive Session at 10:56 a.m.

VIII. 2017-3 McCoy made a motion in favor of the BAPP requesting HPAP provide quarterly reports regarding the progress/status of the practitioner. The Board will continue to monitor this matter. Bowen seconded the motion. Brown and Viedt abstained. Motion passed.

IX. 2017-7 No action necessary.

X. BAPP received reimbursement for administrative expenses from G.B. on 8-27-18. Feiner made a motion to consider this matter closed. Graveman seconded the motion. Motion passed.

XI. The BAPP received T.P. proof of liability insurance on 8-13-18. The policy was issued for one year. Viedt made a motion requesting a letter be sent to T.P. stating if she/he continues to work in the same capacity for Keystone Treatment Center, she/he will be required to submit proof of liability insurance, to the BAPP, annually. Hartman did not participate in discussion regarding this matter. McCoy seconded the motion. Motion passed.

Non-conference telephone call ended with Graveman.

XII. Hartman called for Public Input at 11:00 a.m. Hearing none, she proceeded with the agenda.

At 11:05 a.m. Kinsman and Graveman joined the meeting via conference call.

XIV. Peitz made a motion to adopt and implement the Code of Conduct and Conflict of Interest Policy for Use By State Authority, Board, Commission, and Committee Members. Board members will receive a copy of this policy in their orientation packet. Feiner seconded the motion. Motion carried.

XV. McCoy made a motion authorizing the BAPP to acquire a state email address, which will allow the BAPP to receive DSS and State communications. The cost is \$600 per person, per year. This fee is set by BIT and can fluctuate annually. Nelson and Koller will share one email address, and the Board has the option to cancel this email, at the end of each year. Viedt seconded the motion. Motion carried.

XVI. Peitz made a motion requiring the BAPP collect the \$15 fee for replacement/duplicate certificates and the \$5 fee for replacement/duplicate identification cards whether mailed, faxed, or emailed to the practitioner. McCoy seconded the motion. Motion carried.

XVII. The Board discussed whether it's permissible for the BAPP to require the \$150 reinstatement fee, for any individual who re-applies for trainee recognition, after the 15-day reinstatement period. It was determined this would require administrative rule change. The Board may consider this option, if or when administrative rule changes are proposed.

XIX. Work-group members (Hartman, Bowen, Peitz, and Sevensing) met on 8-16-18 to discuss CSAD issues/challenges regarding workforce development. The BAPP will send a letter to Mr. Dosch notifying him that the Board is in the beginning stages of reviewing and discussing changes with the certification/licensure requirements and reciprocity process.

XX. Graveman volunteered to join the CSAD work-group.

XXI. Viedt made a motion to prohibit the BAPP from providing free renewal applications. The fee for all paper applications is \$25. Feiner seconded the motion. Motion passed.

Lunch break at 12:21 p.m. Phone call with Graveman and Kinsman ended.

The Board reconvened at 12:45 p.m. Graveman joined the meeting via conference call.

XXII. The committee members had no additional information to share regarding an update on the NCC AP credentialing and cost. After further discussion, Peitz made a motion not to adopt or implement NCC AP credentialing or the NAADAC exam. Brown seconded the motion. Motion passed. The Board requested the administrative office keep a separate phone-log documenting calls received from individuals who indicate they have a MAC credential and are interested in moving to SD.

XXIII. Viedt made a motion to change the dates of the Board of Directors meetings to the first Thursday in February, May, August and November. Effective immediately. Feiner seconded the motion. Motion passed.

XXIV. The Board discussed creating a standardized form for ACT's and clinical supervisors to use to document the required 300 hours of supervised practical training. This form would replace the current form requesting a description of the 300 hours in each of the twelve core functions. The form could also track/log the required clinical supervision hours.

XXVI. McCoy volunteered to serve on the Compliance Committee; Viedt will be an alternate on the Compliance Committee; and, Hartman volunteered to serve on the Ethics Committee.

XXVII. Peitz's third term on the Board expires 10/30/18. The Board members are working on securing nominations for this credentialed professional's position.

XXVIII. Peitz made a motion requesting Bratkiewicz send a letter to L.C. stating that the Board authorized renewal of her/his LAC credential. However, the practitioner is not currently authorized to engage in "independent practice" that involves the use of her/his LAC credential. L.C. cannot use or refer to her/his LAC credential in professional activities that fall outside of direct employment with a credentialing or governmental agency. This means no reference to her/his LAC credential on websites, social media, marketing materials, etc. Graveman seconded the motion. Motion passed.

XXIX. Bratkiewicz will draft a letter which will be sent to all practitioners, regarding independent practice. The Board will review this letter at the November meeting.

XXX. Questions related to the 1.3 FTE will be discussed at the November meeting.

XXXI. Upcoming Board of Directors meetings: November 1, 2018, February 7, 2019, May 2, 2019 and August 1, 2019.

XXXII. Koller announced her intent to retire in January.

XXXIII. At 3:00 p.m. Viedt made a motion to adjourn the meeting. Graveman seconded the motion. Motion passed.