



South Dakota
Department of
Social Services

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

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South Dakota Board of Addiction and Prevention Professionals

Friday, September 27, 2024 – 9:00 AM CDT

Via ZOOM

<https://us02web.zoom.us/j/88158170209?pwd=MmFiOUlLa1lvdjVqWWpkNlRaQWlhZD09>

Meeting ID: 881 5817 0209

Passcode: 716355

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: June 17, 2024
- 5) Approval of Financial Statement: August 31, 2024
- 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. Administrative Rule Change Timeline
- 8) New Business
 - a. In the Matter of Licensure of Earvin Archambeau (LAC 23021941)
 - b. In the Matter of the Application of Michael Robeck (ACT)
- 9) Other Business
 - a. Office Update
 - b. DSS Update
- 10) Announcements
 - a. Next Board Meeting: December 6, 2024 at 9:00 am (CT) via zoom
- 11) Adjourn

**South Dakota Board of Addiction and Prevention Professionals
Department of Social Services Conference Room, Pierre, SD
June 17, 2024**

President Viedt called the meeting to order at 10:31 a.m. central and determined a quorum.

Board Members Present: Jill Viedt, Nicole Bowen, Kelsey Smith, Jodi Hepperle, Kristi Jacobsma, Kari Johnston, Tiffany Kashas, and Kari Termansen.

Others Present: Jennifer Stalley, Executive Secretary; Court Roper, Board Legal Counsel, Department of Social Services; Erin Handke, Assistant Attorney General; Tracy Mercer, Department of Social Services.

Motion to approve the proposed agenda by Smith. Seconded by Jacobsma. **Motion carried.**

Viedt asked for comments from the public. There were no comments offered.

Motion to approve the meeting minutes of April 15, 2024 with a correction, by Smith. Seconded by Bowen. **Motion carried.**

Motion to accept the May 31, 2024 financial report as presented by Jacobsma. Seconded by Johnston. **Motion carried.**

Motion to go into executive session for consideration of contested cases at 10:44 a.m. by Smith. Seconded by Hepperle. **Motion carried.**

Viedt declared the Board out of executive session at 11:38 a.m.

Motion to adopt the Findings of Fact and Conclusions of Law and Final Order in the Consolidated Matter of Complaints Nos. 2023-07, 2023-08, 2023-07-36-1C and 2023-08-36-1C by Smith. Seconded by Johnston. **Motion carried.** Jacobsma recused.

Motion to move Complaint 2024-01 to a hearing by Viedt. Seconded by Bowen. **Motion carried.** Jacobsma recused.

Motion to dismiss Complaint 2024-03 by Kashas. Seconded by Smith. **Motion carried.**

Motion to dismiss Complaint 2024-05 by Johnston. Seconded by Bowen. **Motion carried.**

Motion to dismiss Complaint 2024-06 by Smith. Seconded by Jacobsma. **Motion carried.**

Motion to dismiss Complaint 2024-07 by Jacobsma. Seconded by Hepperle. **Motion carried.**

Motion to approve payment of up to \$15,665 to Albertson Consulting for invoiced software licensing, support and maintenance for the Board's database by Jacobsma. Seconded by Bowen. **Motion carried.**

Motion to renew a contract with Albertson Consulting for software licensing, support and maintenance of the Board's database for fiscal year 2025 up to a total of \$7,500 by Smith. Seconded by Jacobsma. **Motion carried.**

Motion to renew a contract with Midwest Solutions for executive services with a 4% increase for the services plus up to \$7,500 in reimbursement for Board expenses by Kashas. Seconded by Smith. **Motion carried.**

The Board discussed several areas of the certification and licensing process to identify possible changes to policy or administrative rules. Stalley was instructed to draft possible policy or rule changes consistent with the discussion for review at the next meeting.

Motion by Hepperle to approve the proposed revisions to the ACT/PST application, the ACT/PST supervision and work experience tracking forms, the CAC/LAC/CPS application, and the retesting application. Seconded by Bowen. **Motion carried.**

Motion by Hepperle that an applicant for a CAC or LAC meets the national examination requirement for certification or licensure by passing one of the board-approved International Certification & Reciprocity Examinations (ADC or AADC) or one of the National Certification Commission for Addiction Professionals Examinations (NAADC Level I, NAADC Level II or MAC). Seconded by Johnston. **Motion carried.**

Motion to accept courses from National Addiction Studies Accreditation Commission approved programs without the need for a course review by Jacobsma, Seconded by Johnston. **Motion carried.**

Stalley provided an office update.

Mercer provided an update from the Department.

Stalley reminded the Board the next Board meeting is set for Friday, September 6th at 9:00 a.m. (central) via zoom

Motion to adjourn by Johnston. Seconded by Jacobsma. **Motion carried.**

The Board adjourned at 1:35 p.m.

Respectfully Submitted,

Kelsey Smith, Secretary

Remaining Authority by Object/Subobject

Expenditures current through 08/31/2024 02:50:39 PM

SOCIAL SERVICES -- Summary

FY 2025 Version -- AS -- Budgeted and Informational

FY Remaining: 83.3%

0894 Subobject	Board of Addiction & Prevent Prof - Info	Operating	Expenditures	Encumbrances	Commitments	Remaining	PCT AVL
EMPLOYEE SALARIES							
5101010	F-t Emp Sal & Wages	5,307	0	0	0	5,307	100.0
5101030	Board & Comm Mbrs Fees	6,824	1,328	0	0	5,496	80.5
Subtotal		12,131	1,328	0	0	10,803	89.1
EMPLOYEE BENEFITS							
5102010	Oasi-employer's Share	1,308	102	0	0	1,206	92.2
5102020	Retirement-er Share	652	0	0	0	652	100.0
5102060	Health Insurance-er Share	733	0	0	0	733	100.0
5102080	Worker's Compensation	456	0	0	0	456	100.0
5102090	Unemployment Compensation	38	0	0	0	38	100.0
Subtotal		3,187	102	0	0	3,085	96.8
51 Personal Services							
Subtotal		15,318	1,430	0	0	13,888	90.7
TRAVEL							
5203030	Auto-priv (in-st.) H/rte	1,517	1,224	0	0	293	19.3
5203100	Lodging/in-state	1,168	89	0	0	1,079	92.4
5203120	Incidentals-travel-in St.	50	0	0	0	50	100.0
5203140	Meals/taxable/in-state	361	6	0	0	355	98.3
5203150	Non-taxable Meals/in-st	300	26	0	0	274	91.3
5203260	Air-comm-out-of-state	1,200	0	0	0	1,200	100.0
5203280	Other-public-out-of-state	125	0	0	0	125	100.0
5203300	Lodging/out-state	1,455	0	0	0	1,455	100.0
5203350	Non-taxable Meals/out-st	475	0	0	0	475	100.0
Subtotal		6,651	1,345	0	0	5,306	79.8
CONTRACTUAL SERVICES							
5204020	Dues & Membership Fees	2,448	0	0	0	2,448	100.0
5204050	Computer Consultant	625	0	0	0	625	100.0
5204080	Legal Consultant	16,830	0	0	0	16,830	100.0
5204090	Management Consultant	117,825	20,428	104,432	0	-7,035	0.0
5204130	Other Consulting	0	10,390	7,275	0	-17,665	0.0
5204160	Workshop Registration Fee	550	0	0	0	550	100.0
5204201	Central Services	4,726	821	0	0	3,905	82.6
5204203	Central Services	20	0	0	0	20	100.0
5204204	Central Services	154	98	0	0	56	36.4
5204207	Central Services	1,788	239	0	0	1,549	86.6

Remaining Authority by Object/Subobject

Expenditures current through 08/31/2024 02:50:39 PM

SOCIAL SERVICES -- Summary

FY 2025 Version -- AS -- Budgeted and Informational

FY Remaining: 83.3%

0894	Board of Addiction & Prevent Prof - Info						PCT
Subobject		Operating	Expenditures	Encumbrances	Commitments	Remaining	AVL
5204460	Equipment Rental	2,800	0	0	0	2,800	100.0
5204490	Rents-private Owned Prop.	11,478	0	0	0	11,478	100.0
5204530	Telecommunications Srvc	2,100	0	0	0	2,100	100.0
5204550	Garbage & Sewer	120	0	0	0	120	100.0
5204590	Ins Premiums & Surety Bds	1,110	0	0	0	1,110	100.0
5204960	Other Contractual Service	3,200	900	0	0	2,300	71.9
Subtotal		165,774	32,876	111,707	0	21,191	12.8
SUPPLIES & MATERIALS							
5205020	Office Supplies	1,250	52	0	0	1,198	95.8
5205300	Trophies & Awards	155	0	0	0	155	100.0
5205310	Printing-state	0	42	0	0	-42	0.0
5205328	Printing-commercial	1,000	0	0	0	1,000	100.0
5205350	Postage	1,900	148	0	0	1,752	92.2
Subtotal		4,305	242	0	0	4,063	94.4
CAPITAL OUTLAY							
5207491	Telephone Equipment	175	0	0	0	175	100.0
Subtotal		175	0	0	0	175	100.0
52 Operating Subtotal		176,905	34,463	111,707	0	30,735	17.4
Total		192,223	35,893	111,707	0	44,623	23.2

**BOARD OF ADDICTION AND PREVENTION PROFESSIONALS
REVENUE SUMMARY
FOR MONTH ENDING 08-31-24**

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	FUND CENTER	SUB SRC	FUND	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	4293020	0	0	0894000	721		2025	02	\$ (51.19)	\$ (30.53)
6503	4293110	0	0	0894000	721		2025	02	\$ 500.00	\$ 250.00
6503	4293130	0	0	0894000	721		2025	02	\$ 2,200.00	\$ 1,600.00
6503	4293135	0	0	0894000	721		2025	02	\$ 800.00	\$ 500.00
6503	4293155	0	0	0894000	721		2025	02	\$ 150.00	\$ -
6503	4293310	0	0	0894000	721		2025	02	\$ 100.00	\$ 100.00
6503	4293320	0	0	0894000	721		2025	02	\$ 750.00	\$ 750.00
6503	4293350	5	0	0894000	721		2025	02	\$ 350.00	\$ -
6503	4293510	0	0	0894000	721		2025	02	\$ 100.00	\$ 100.00
6503	4293520	0	0	0894000	721		2025	02	\$ 400.00	\$ 400.00
6503	4293521	0	0	0894000	721		2025	02	\$ 600.00	\$ 200.00
6503	4293550	0	0	0894000	721		2025	02	\$ 20.00	\$ 20.00
6503	4920045			0894000	721		2025	02	\$ 5,107.70	\$ 5,107.70
									\$ 11,026.51	\$ 8,997.17

**BOARD OF ADDICTION AND PREVENTION PROFESSIONALS
EXPENDITURE SUMMARY REPORT
FOR MONTH ENDING 08-31-24**

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	ACCOUNT DESCRIPTION	CENTER	FUND SRC	SUB FUND	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	5203030	0	0	AUTO-PRIV (IN-ST.) H/RTE	0894000	721		2025	02	\$ 1,224.00	\$ -
6503	5203100	0	0	LODGING/IN-STATE	0894000	721		2025	02	\$ 88.97	\$ -
6503	5203140	0	0	TAXABLE MEALS/IN-STATE	0894000	721		2025	02	\$ 6.00	\$ -
6503	5203150	0	0	NON-TAXABLE MEALS/IN-ST	0894000	721		2025	02	\$ 26.00	\$ -
6503	5204090	0	0	MANAGEMENT CONSULTANT	0894000	721		2025	02	\$ 20,428.34	\$ 10,019.57
6503	5204130	0	0	OTHER CONSULTING	0894000	721		2025	02	\$ 10,390.00	\$ 10,390.00
6503	5204201	0	0	BFM CENTRAL SERVICES	0894000	721		2025	02	\$ 821.07	\$ -
6503	5204204	0	0	RECORDS MGMT SERVICES	0894000	721		2025	02	\$ 97.50	\$ -
6503	5204207	0	0	HUMAN RESOURCES SERVICES	0894000	721		2025	02	\$ 238.54	\$ 238.54
6503	5204960	0	0	OTHER CONTRACTUAL SERVICE	0894000	721		2025	02	\$ 900.00	\$ 25.00
6503	5205020	0	0	OFFICE SUPPLIES	0894000	721		2025	02	\$ 52.15	\$ -
6503	5205310	0	0	PRINTING-STATE	0894000	721		2025	02	\$ 42.30	\$ 42.30
6503	5205350	0	0	POSTAGE	0894000	721		2025	02	\$ 148.00	\$ 65.86
6503	5101030	0	0	BOARD & COMM MBRS FEES	0894000	721		2025	02	\$ 1,328.00	\$ -
6503	5102010	0	0	OASI-EMPLOYER'S SHARE	0894000	721		2025	02	\$ 102.05	\$ -
										\$ 35,892.92	\$ 20,781.27

**BOARD OF ADDICTION AND PREVENTION PROFESSIONALS
EXPENDITURE DETAIL REPORT
FOR MONTH ENDING 08-31-24**

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	5204130	0	0	0894000	721		02	01	2025	626112	1230106825SC081022-MAY	0M 00002564660	ALBERTSONC	\$ 225.00
6503	5205310	0	0	0894000	721		02	01	2025	CD507020	CENTRAL DUPLICATING SERVIC		0894	\$ 42.30
6503	5204130	0	0	0894000	721		02	06	2025	629382	1230106825SC081505-MAY	0M 00002564939	ALBERTSONC	\$ 5,100.00
6503	5204130	0	0	0894000	721		02	06	2025	629383	1230106825SC081504-MAY	0M 00002564939	ALBERTSONC	\$ 5,065.00
6503	5204960	0	0	0894000	721		02	07	2025	623148	1220891064849	0M 00100925019	BADGERSTAT	\$ 25.00
6503	5204090	0	0	0894000	721		02	08	2025	631880	1219990225SC081011-JUL	0M 00100925971	MIDWESTSOL	\$ 10,019.57
6503	5205350	0	0	0894000	721		02	13	2025	MS507034	CENTRAL MAIL SERVICES	C	0894	\$ 65.86
6503	5204207	0	0	0894000	721		02	14	2025	PL507043	HUMAN RESOURCE SERVICES B		0894	\$ 238.54
														\$ 20,781.27