



South Dakota Board of Examiners for Counselors &  
Marriage and Family Therapists

P.O. Box 340, 1351 N. Harrison Ave., Pierre, SD 57501-0340

Ph: 605-224-1721

Fax: 1-888-425-3032

E-mail: [SDBCE@midwestsolutionssd.com](mailto:SDBCE@midwestsolutionssd.com)

[dss.sd.gov/licensingboards/examiners.aspx](http://dss.sd.gov/licensingboards/examiners.aspx)

**SOUTH DAKOTA STATE BOARD OF EXAMINERS FOR COUNSELORS &  
MARRIAGE AND FAMILY THERAPISTS**

**Friday, September 5, 2025 – 9:00 AM CDT**

Join Zoom Meeting

<https://us02web.zoom.us/j/81719646772?pwd=u880Mwa9v1ke5GW2Fj9qdb9zEVB7F3.1>

Meeting ID: 817 1964 6772

Passcode: 930703

Call: 312 626 6799

**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 Board Minutes: May 2, 2025
- 5) Approval of Financial Statement: July 31, 2025
- 6) Executive Session (Pursuant to SDCL 1-25-2(3) for consultation with legal counsel for consideration of proposed contested cases or litigation and contract negotiations
- 7) Old Business
  - a. Background Check Application Status/Legislation
  - b. Counseling Compact Updates/Website Page
- 8) New Business
  - a. Hearing in the Matter of the Application of Hande Briddick for Licensure as a Licensed Professional Counselor
  - b. Open Meetings Law Overview (required by SDCL 1-25-13)
  - c. The South Dakota Network Against Family Violence and Sexual Assault Continuing Education Provider Request
  - d. Artificial Intelligence Standards in Counseling Discussion
- 9) Other Business
  - a. Office Update
    - a. Supervisor Expectations Communication
    - b. Board Appointments/Renewals
    - c. National Meetings
      1. AMFTRB Meeting Delegate – September 2025
      2. AASCB Annual Meeting – February 22 – 24, 2026
      3. Counseling Compact Annual Meeting – February 22 – 24, 2026
      4. NBCC Annual Meeting - TBD
  - b. DSS Update
- 10) Announcements
  - a. Next Scheduled Meeting – December 5, 2025 at 9:00 am CT via Zoom
- 11) Adjourn



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South Dakota Board of Examiners for Counselors & Marriage and Family Therapists  
Best Western Plus Ramkota Hotel and Conference Center

Conference Room #1

3200 West Maple Street, Sioux Falls

or

Via Videoconference

May 2, 2025

President Butler called the meeting to order at 1:01 pm central and determined a quorum.

**Board Members Present in Person:** Tiffany Butler, Mary Guth, and Stacy Solsaa

**Board Members Present via Videoconference:** Maureen Gustafson, Amy Hartman, Jill Janecke, Jay Trenhaile, and Jeff Wangen

**Board Members Absent:** None.

**Others Present in Person:** Jennifer Stalley, Executive Secretary; Natalie Young, Administrative Assistant

**Others Present via Videoconference:** 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 with the order of the agenda to be modified to accommodate attendees by Guth. Seconded by Solsaa. **Motion carried.**

Butler asked for comments from the public. No one from the public was present.

Motion to approve the meeting minutes of March 7, 2025 by Hartman. Seconded by Janecke. **Motion carried.**

Motion to accept the financial report as of March 31, 2025 by Wagan. Seconded by Hartman. **Motion carried.**

Motion to go into executive session for the purposes noticed at 1:09 pm by Guth. Seconded by Solsaa. **Motion carried.**

Butler declared the Board out of executive session at 2:03 pm.

Motion to dismiss Complaint 2024-14 by Guth. Seconded by Wangen. **Motion carried.**

Motion to dismiss Complaint 2025-01 by Hartman. Seconded by Trenhaile. **Motion carried.** Janecke was recused.

Motion to dismiss Complaint 2025-02 by Guth. Seconded by Wangen. **Motion carried.**

Motion to consolidate Complaint 2025-03 and Complaint 2025-05 and defer action by Butler. Seconded by Solsaa. **Motion carried.**

Motion to dismiss complaint 2025-04 by Solsaa. Seconded by Guth. **Motion carried.**

Motion to dismiss complaint 2025-06 by Gustafson. Seconded by Wangen. **Motion carried.**

Stalley provided an update on the Counseling Compact and the background check application status.

Motion to renew the contract with Midwest Solutions for executive services with a 3% increase by Trenhaile. Seconded by Wangen. **Motion carried.**

Motion to renew the contract with Albertsen Consulting for database software under the same terms as the current contract by Trenhaile. Seconded by Guth. **Motion carried.**

Stalley provided the Board with an update on the data sharing requirements for the Counseling Compact.

Stalley provided an office update. The 2024 renewal continuing education audits were completed. The Board discussed a supervisor expectations communication to inform supervisors of their role in the licensure process. The Board also discussed representation at the annual AMFTRB Meeting in September 2025.

Stalley thanked Jill Janecke for her time served on the Board. Janecke is stepping back from the Board due to time constraints. The Board thanked Jill for her contributions during her time on the Board.

Mercer provided the Board with a Department update.

The Board announced its next meeting is scheduled for September 5, 2025 at 9:00 am (central) via Zoom.

Motion to adjourn at 2:31 pm by Trenhaile. Seconded by Solsaa. **Motion carried.**

Respectfully Submitted,



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Jennifer Stalley, Executive Secretary



# Remaining Authority by Object/Subobject

Expenditures current through 08/02/2025 12:20:22 PM

SOCIAL SERVICES -- Summary

FY 2026 Version -- AS -- Budgeted and Informational

FY Remaining: 91.2%

0891	Board of Counselor Examiners - Info						PCT
Subobject	Operating	Expenditures	Encumbrances	Commitments	Remaining	AVL	
<b>EMPLOYEE SALARIES</b>							
5101010 F-t Emp Sal & Wages	3,424	0	0	0	3,424	100.0	
5101030 Board & Comm Mbrs Fees	9,505	0	0	0	9,505	100.0	
<b>Subtotal</b>	<b>12,929</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,929</b>	<b>100.0</b>	
<b>EMPLOYEE BENEFITS</b>							
5102010 Oasi-employer's Share	837	0	0	0	837	100.0	
<b>Subtotal</b>	<b>837</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>837</b>	<b>100.0</b>	
<b>51 Personal Services</b>							
<b>Subtotal</b>	<b>13,766</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,766</b>	<b>100.0</b>	
<b>TRAVEL</b>							
5203030 Auto-priv (in-st.) H/rte	4,382	0	0	0	4,382	100.0	
5203100 Lodging/in-state	1,750	0	0	0	1,750	100.0	
5203130 Non-employ. Travel-in St.	1,100	0	0	0	1,100	100.0	
5203140 Meals/taxable/in-state	112	0	0	0	112	100.0	
5203150 Non-taxable Meals/in-st	450	0	0	0	450	100.0	
5203260 Air-comm-out-of-state	2,000	0	0	0	2,000	100.0	
5203280 Other-public-out-of-state	180	0	0	0	180	100.0	
5203300 Lodging/out-state	2,024	0	0	0	2,024	100.0	
5203320 Incidentals-out-of-state	75	0	0	0	75	100.0	
5203330 Non-employ Travel-out-st.	1,000	0	0	0	1,000	100.0	
5203350 Non-taxable Meals/out-st	700	0	0	0	700	100.0	
<b>Subtotal</b>	<b>13,773</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,773</b>	<b>100.0</b>	
<b>CONTRACTUAL SERVICES</b>							
5204020 Dues & Membership Fees	1,550	1,050	0	0	500	32.3	
5204050 Computer Consultant	4,000	0	0	0	4,000	100.0	
5204080 Legal Consultant	4,000	0	0	0	4,000	100.0	
5204090 Management Consultant	54,605	0	0	0	54,605	100.0	
5204131 Other Consulting	7,500	0	0	0	7,500	100.0	
5204160 Workshop Registration Fee	1,550	0	0	0	1,550	100.0	
5204200 Central Services	88	0	0	0	88	100.0	
5204201 Central Services	1,584	649	0	0	935	59.0	
5204204 Central Services	0	98	0	0	-98	0.0	
5204207 Central Services	521	0	0	0	521	100.0	
5204360 Advertising-newspaper	300	0	0	0	300	100.0	
5204460 Equipment Rental	750	0	0	0	750	100.0	



## Remaining Authority by Object/Subobject

Expenditures current through 08/02/2025 12:20:22 PM

SOCIAL SERVICES -- Summary

FY 2026 Version -- AS -- Budgeted and Informational

FY Remaining: 91.2%

0891 Board of Counselor Examiners - Info							PCT
Subobject	Operating	Expenditures	Encumbrances	Commitments	Remaining		AVL
5204510 Rents-other	3,300	0	0	0	3,300		100.0
5204530 Telecommunications Svcs	1,100	0	0	0	1,100		100.0
5204590 Ins Premiums & Surety Bds	2,270	0	0	0	2,270		100.0
5204740 Bank Fees And Charges	0	12	0	0	-12		0.0
<b>Subtotal</b>	<b>83,118</b>	<b>1,809</b>	<b>0</b>	<b>0</b>	<b>81,309</b>		<b>97.8</b>
<b>SUPPLIES &amp; MATERIALS</b>							
5205020 Office Supplies	0	60	0	0	-60		0.0
5205028 Office Supplies	400	0	0	0	400		100.0
5205328 Printing-commercial	1,350	0	0	0	1,350		100.0
5205350 Postage	2,000	91	0	0	1,909		95.5
5205390 Food Stuffs	150	0	0	0	150		100.0
<b>Subtotal</b>	<b>3,900</b>	<b>151</b>	<b>0</b>	<b>0</b>	<b>3,749</b>		<b>96.1</b>
<b>52 Operating Subtotal</b>	<b>100,791</b>	<b>1,960</b>	<b>0</b>	<b>0</b>	<b>98,831</b>		<b>98.1</b>
<b>Total</b>	<b>114,557</b>	<b>1,960</b>	<b>0</b>	<b>0</b>	<b>112,597</b>		<b>98.3</b>

**BOARD OF COUNSELOR EXAMINERS  
CASH CENTER BALANCE  
FOR MONTH ENDING 07-31-25**

[illegible]

**BOARD OF COUNSELOR EXAMINERS**  
**REVENUE SUMMARY**  
**FOR MONTH ENDING 07-31-25**

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	CENTER	FUND SRC	SUB FUND	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	4293945	0	0	0891000	648		2026	01	\$ 600.00	\$ 600.00
6503	4293946	0	0	0891000	648		2026	01	\$ 300.00	\$ 300.00
6503	4293947	0	0	0891000	648		2026	01	\$ 1,125.00	\$ 1,125.00
6503	4293950	0	0	0891000	648		2026	01	\$ 500.00	\$ 500.00
6503	4293951	0	0	0891000	648		2026	01	\$ 400.00	\$ 400.00
6503	4293952	0	0	0891000	648		2026	01	\$ 1,575.00	\$ 1,575.00
6503	4293980	0	0	0891000	648		2026	01	\$ 400.00	\$ 400.00
6503	4293982	0	0	0891000	648		2026	01	\$ 450.00	\$ 450.00
									\$ 5,350.00	\$ 5,350.00



**BOARD OF COUNSELOR EXAMINERS  
REVENUE DETAIL  
FOR MONTH ENDING 07-31-25**

COMP	ACCOUNT	BDGT	GRANT	CENTER	FUND FISCAL			FISCAL	FISCAL	SOURCE	DESCRIPTION	AMOUNT
		YEAR	YEAR		SRC	MONTH	DAY	YEAR	CODE			
6503	4293946	0	0	0891000	648	01	03	2026	C08600002'	BD OF CMFT CHECK DEPOSIT	C	\$ (200.00)
6503	4293946	0	0	0891000	648	01	03	2026	C08600002'	BD OF CMFT CHECK DEPOSIT	C	\$ 200.00
6503	4293946	0	0	0891000	648	01	03	2026	C08600002'	BD OF CMFT CHECK DEPOSIT	C	\$ 200.00
6503	4293947	0	0	0891000	648	01	03	2026	C08600002'	BD OF CMFT CHECK DEPOSIT	C	\$ 450.00
6503	4293951	0	0	0891000	648	01	03	2026	C08600002'	BD OF CMFT CHECK DEPOSIT	C	\$ 200.00
6503	4293952	0	0	0891000	648	01	03	2026	C08600002'	BD OF CMFT CHECK DEPOSIT	C	\$ 675.00
6503	4293980	0	0	0891000	648	01	03	2026	C08600002'	BD OF CMFT CHECK DEPOSIT	C	\$ 100.00
6503	4293945	0	0	0891000	648	01	18	2026	C08600014	BD OF CMFT- CASH DEPOSIT	C	\$ (100.00)
6503	4293945	0	0	0891000	648	01	18	2026	C08600014	BD OF CMFT- CASH DEPOSIT	C	\$ 100.00
6503	4293945	0	0	0891000	648	01	18	2026	C08600014	BD OF CMFT- CASH DEPOSIT	C	\$ 100.00
6503	4293945	0	0	0891000	648	01	18	2026	C08600014	BD OF CMFT CHECK DEPOSIT 7/17C		\$ (300.00)
6503	4293945	0	0	0891000	648	01	18	2026	C08600014	BD OF CMFT CHECK DEPOSIT 7/17C		\$ 300.00
6503	4293945	0	0	0891000	648	01	18	2026	C08600014	BD OF CMFT CHECK DEPOSIT 7/17C		\$ 300.00
6503	4293950	0	0	0891000	648	01	18	2026	C08600014	BD OF CMFT CHECK DEPOSIT 7/17C		\$ 100.00
6503	4293951	0	0	0891000	648	01	18	2026	C08600014	BD OF CMFT CHECK DEPOSIT 7/17C		\$ 100.00
6503	4293952	0	0	0891000	648	01	18	2026	C08600014	BD OF CMFT CHECK DEPOSIT 7/17C		\$ 225.00
6503	4293980	0	0	0891000	648	01	18	2026	C08600014	BD OF CMFT CHECK DEPOSIT 7/17C		\$ 200.00
6503	4293945	0	0	0891000	648	01	25	2026	C08600018	BD OF CMFT CHECK DEPOSIT 7/24C		\$ (100.00)
6503	4293945	0	0	0891000	648	01	25	2026	C08600018	BD OF CMFT CHECK DEPOSIT 7/24C		\$ 100.00
6503	4293946	0	0	0891000	648	01	25	2026	C08600018	BD OF CMFT CHECK DEPOSIT 7/24C		\$ 100.00
6503	4293947	0	0	0891000	648	01	25	2026	C08600018	BD OF CMFT CHECK DEPOSIT 7/24C		\$ 450.00
6503	4293950	0	0	0891000	648	01	25	2026	C08600018	BD OF CMFT CHECK DEPOSIT 7/24C		\$ 200.00
6503	4293951	0	0	0891000	648	01	25	2026	C08600018	BD OF CMFT CHECK DEPOSIT 7/24C		\$ 100.00
6503	4293952	0	0	0891000	648	01	25	2026	C08600018	BD OF CMFT CHECK DEPOSIT 7/24C		\$ 675.00
6503	4293980	0	0	0891000	648	01	25	2026	C08600018	BD OF CMFT CHECK DEPOSIT 7/24C		\$ 100.00
6503	4293945	0	0	0891000	648	01	10	2026	C08600007'	BD OF CMFT CHECK DEPOSIT 7/9 C		\$ (100.00)
6503	4293945	0	0	0891000	648	01	10	2026	C08600007'	BD OF CMFT CHECK DEPOSIT 7/9 C		\$ 100.00
6503	4293945	0	0	0891000	648	01	10	2026	C08600007'	BD OF CMFT CHECK DEPOSIT 7/9 C		\$ 100.00
6503	4293947	0	0	0891000	648	01	10	2026	C08600007'	BD OF CMFT CHECK DEPOSIT 7/9 C		\$ 225.00
6503	4293950	0	0	0891000	648	01	10	2026	C08600007'	BD OF CMFT CHECK DEPOSIT 7/9 C		\$ 200.00
6503	4293982	0	0	0891000	648	01	10	2026	C08600007'	BD OF CMFT CHECK DEPOSIT 7/9 C		\$ 450.00
												\$ 5,350.00

**BOARD OF COUNSELOR EXAMINERS  
EXPENDITURE SUMMARY REPORT  
FOR MONTH ENDING 07-31-25**

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	ACCOUNT DESCRIPTION	CENTER	FUND SRC	SUB FUND	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	5204020	0	0	DUES & MEMBERSHIP FEES	0891000	648		2026	01	\$ 1,050.00	\$ 1,050.00
6503	5204201	0	0	BFM CENTRAL SERVICES	0891000	648		2026	01	\$ 648.60	\$ 648.60
6503	5204204	0	0	RECORDS MGMT SERVICES	0891000	648		2026	01	\$ 98.23	\$ 98.23
6503	5204740	0	0	BANK FEES AND CHARGES	0891000	648		2026	01	\$ 12.00	\$ 12.00
6503	5205020	0	0	OFFICE SUPPLIES	0891000	648		2026	01	\$ 59.54	\$ 59.54
6503	5205350	0	0	POSTAGE	0891000	648		2026	01	\$ 90.52	\$ 90.52
										\$ 1,958.89	\$ 1,958.89

[illegible]



BOARD OF COUNSELOR EXAMINERS  
CONTRACTS  
FOR MONTH ENDING 07-31-25

<u>VENDOR NAME</u>	<u>VENDOR NUMB</u>	<u>CONTRACT NUM</u>	<u>DOCUMENT</u>	<u>DOC LINE</u>	<u>AMO</u>	<u>MATCHING LINE</u>	<u>CALC PERMIT</u>	<u>7</u>
MIDWEST SOLUTIONS INC	12199902	26-0800-080	26SC081003		\$110,500.00	\$18,211.02	\$92,288.98	
ALBERTSON CONSULTING INC	12301068	26-0800-120	26SC081015		\$12,000.00	\$0.00	\$12,000.00	
					\$122,500.00	\$18,211.02	\$104,288.98	

**1-25-13. Annual review of open meeting laws--Acknowledgment.**

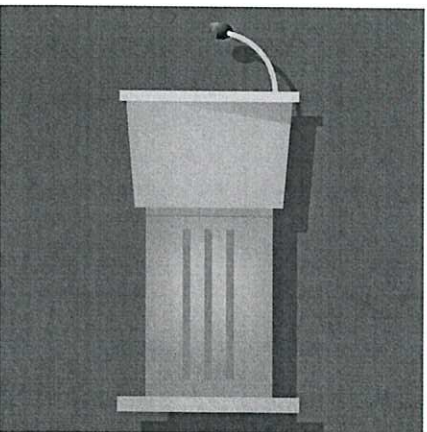
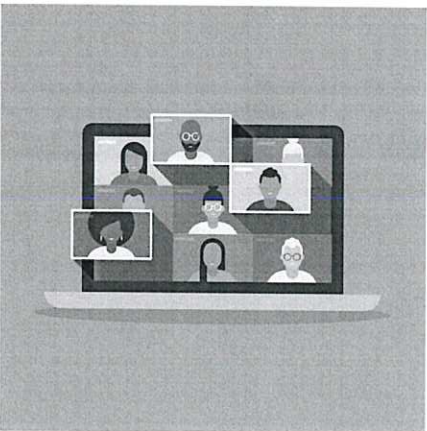
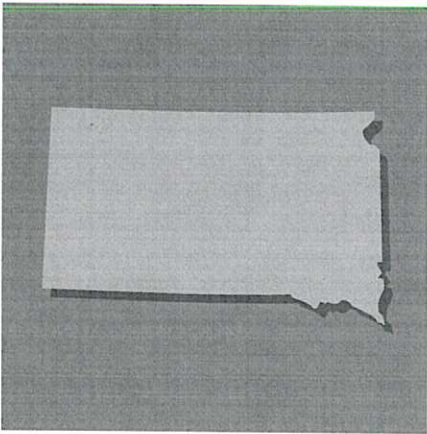
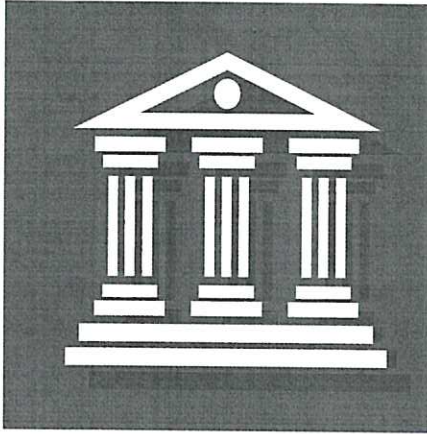
Any agency, as defined in § 1-26-1, or political subdivision of this state, that is required to provide public notice of its meetings pursuant to § 1-25-1.1 or 1-25-1.3 must annually review the following, during an official meeting of the agency or subdivision:

(1) The explanation of the open meeting laws of this state published by the attorney general, pursuant to § 1-11-1; and

(2) Any other material pertaining to the open meeting laws of this state provided by the attorney general.

The agency or subdivision must include in the minutes of the official meeting an acknowledgement that the review was completed.

**Source:** SL 2025, ch 7, § 2.



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# Conducting the Public's Business in Public

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A guide to South Dakota's  
Open Meetings Laws  
*(Revised 2025)*

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Prepared by:  
S.D. Attorney General's Office  
*in partnership with the*  
S.D. NewsMedia Association

Published by:  
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**Q: WHAT ARE SOUTH DAKOTA'S OPEN MEETINGS LAWS?**

**A:** South Dakota's open meetings laws embody the principle that the public is entitled to the greatest possible information about public affairs and are intended to encourage public participation in government. SDCL Ch. 1-25 requires that official meetings of public bodies must be public and advance notice is to be given of such meetings. The statutes define an "official meeting" as one where a quorum of the public body is present and at which official business or public policy of the body is discussed or decided. Openness in government is encouraged.

**Q: WHO DOES THE OPEN MEETINGS LAWS APPLY TO?**

**A:** The open meetings laws apply to all public bodies of the state and its political subdivisions. SDCL 1-25-1, 1-25-12(3). This includes cities, counties, school boards and other public bodies created by ordinance or resolution, such as appointed boards, task forces, and committees, so long as they have authority to exercise sovereign power. SDCL 1-25-12(2). Although no court decisions have been issued on the subject, this probably does not include bodies that serve only in an advisory capacity. The State Constitution allows the Legislature and the Unified Judicial System to create rules regarding their own separate functions.

**Q: ARE TELECONFERENCES CONSIDERED PUBLIC MEETINGS?**

**A:** Yes. The open meetings laws allow meetings, including executive or closed meetings, to be conducted by teleconference – defined as an exchange of information by audio, video, or electronic means (including the internet) – if a place is provided for the public to participate. SDCL 1-25-1.5, 1-25-12(5). In addition, for teleconferences where

less than a quorum of the public body is present at the location open to the public, arrangements must also be made for the public to listen by telephone or internet (except for portions of meetings properly closed for executive sessions). SDCL 1-25-1.6. The media and public must be notified of teleconference meetings under the same notice requirements as any other meeting.

**Q: HOW ARE THE PUBLIC AND MEDIA NOTIFIED WHEN PUBLIC BUSINESS IS BEING DISCUSSED?**

**A:** SDCL 1-25-1.1 requires that all political subdivisions (except the state and its boards, commissions, or departments as provided in § 1-25-1.3) prominently post a notice and copy of the proposed agenda at the political subdivision's principal office. At a minimum, the proposed agenda must include the date, time, and location of the meeting and must be visible, readable, and accessible to the public for 24 continuous hours immediately preceding the meeting. Also, if the political subdivision has its own website, the notice must be posted on the website upon dissemination of the notice. For special or rescheduled meetings, political subdivisions must comply with the regular meeting notice requirements as much as circumstances permit. The notice must be delivered in person, by mail, by email, or by telephone to all local news media who have asked to be notified. It is good practice for local media to renew requests for notification of special or rescheduled meetings at least annually.

SDCL 1-25-1.3 varies slightly from SDCL 1-25-1.1 and requires the State and its agencies, boards, commissions, or departments to give notice by posting a proposed agenda at least 72 continuous hours before a meeting is scheduled to start (this does not include any weekend or legal holiday). The State is also required to give notice of a public meeting by posting its proposed agenda on <http://boardsandcommissions.sd.gov>.

**Q: WHO ARE LOCAL NEWS MEDIA?**

**A:** There is no definition of "local news media" in SDCL ch. 1-25. "News media" is defined in SDCL 13-1-57 generally as those personnel of a newspaper, periodical, news service, radio station, or television station regardless of the medium through which their content is delivered. The Attorney General is of the opinion that "local news media" is all news media – broadcast and print – that regularly carry news to the community.

**Q: IS A PUBLIC COMMENT PERIOD REQUIRED AT PUBLIC MEETINGS?**

**A:** Yes. Public bodies are required to provide at every official meeting a period of time on their agenda for public comment. SDCL 1-25-1. Each public body has the discretion to limit public comment as to the time allowed for each topic commented on, and as to the total time allowed for public comment. Public comment is not required at meetings held solely for an executive session, inauguration, presentation of an annual report, or swearing in of elected officials.

**Q: CAN PUBLIC MEETINGS BE RECORDED?**

**A:** Yes, SDCL 1-25-11 requires public bodies to allow recording (audio or video) of their meetings if the recording is reasonable, obvious, and not disruptive. This requirement does not apply to those portions of a meeting confidential or closed to the public.

**Q: WHEN CAN A MEETING BE CLOSED TO THE PUBLIC AND MEDIA?**

**A:** SDCL 1-25-2 allows a public body to close a meeting for the following purposes: 1) to discuss personnel issues pertaining to officers or employees; 2) consideration of the performance or discipline of a student, or the student's participation in interscholastic activities; 3) consulting with legal counsel, or reviewing communications from legal counsel about proposed or pending litigation or

contractual matters; 4) employee contract negotiations; 5) to discuss marketing or pricing strategies of a publicly-owned competitive business; or 6) to discuss information related to the protection of public or private property such as emergency management response plans or other public safety information. The statute also recognizes that executive session may be appropriate to comport with other laws that require confidentiality or permit executive or closed meetings. Federal law pertaining to students and medical records will also cause school districts and other entities to conduct executive sessions or conduct meetings to refrain from releasing confidential information. Meetings may also be closed by cities and counties for certain economic development matters. SDCL 9-34-19.

Note that SDCL 1-25-2 and SDCL 9-34-19 do not require meetings be closed in any of these circumstances.

Any official action based on discussions in executive session must, however, be made at an open meeting.

**Q: WHAT IS THE PROPER PROCEDURE FOR EXECUTIVE SESSIONS?**

**A:** Motions for executive sessions must refer to the specific state or federal law allowing for the executive session i.e. "pursuant to SDCL 1-25-2(3)." Also, best practice to avoid public confusion would be that public bodies explain the reason for going into executive session. For example, the motion might state "motion to go into executive session pursuant to SDCL 1-25-2(1) for the purposes of discussing a personnel matter," or "motion to go into executive session pursuant to SDCL 1-25-2(3) for the purposes of consulting with legal counsel."

Discussion in the executive session must be strictly limited to the announced subject. No official votes may be taken on any matter during an executive session. The public body must return to open session before any official action can be taken.



**Q: WHAT HAPPENS IF THE MEDIA OR PUBLIC IS IMPROPERLY EXCLUDED FROM A MEETING OR OTHER VIOLATIONS OF THE OPEN MEETING LAWS OCCUR?**

**A:** Excluding the media or public from a meeting that has not been properly closed subjects the public body or the members involved to: (a) prosecution as a Class 2 misdemeanor punishable by a maximum sentence of 30 days in jail, a \$500 fine or both; or (b) a reprimand by the Open Meeting Commission ("OMC"). The same penalties apply if the agenda for the meeting is not properly posted, or other open meeting violations occur.

Also, action taken during any meeting that is not open or has not been properly noticed could, if challenged, be declared null and void.

**Q: HOW ARE ISSUES REFERRED TO THE OPEN MEETINGS COMMISSION ("OMC")?**

**A:** Persons alleging violations of the open meetings laws must make their complaints with law enforcement officials in the county where the offense occurred. After a signed and notarized complaint is made under oath, and any necessary investigation is conducted, the State's Attorney may: (a) prosecute the case as a misdemeanor; (b) find that the matter has no merits and file a report with the Attorney General for statistical purposes; or (c) forward the complaint to the OMC for a determination. The OMC is comprised of five State's Attorneys or Deputy State's Attorneys appointed by the Attorney General. The OMC examines whether a violation has occurred and makes written public findings explaining its reasons. If you have questions on the procedures or status of a pending case, you may contact the Attorney General's Office at 605-773-3215 to talk to an assistant for the OMC. Procedures for the OMC are posted on the website for the Office of Attorney General.  
<http://atg.sd.gov/>.

**Q: WHAT DOES THE TERM "SOVEREIGN POWER" MEAN?**

**A:** The open meetings laws do not define this term, but it generally means the power to levy taxes, impose penalties, make special assessments, create ordinances, abate nuisances, regulate the conduct of others, or perform other traditional government functions. The term may include the exercise of many other governmental functions. If an entity is unclear whether it is exercising "sovereign power" it should consult with legal counsel.

**Q: MAY AGENDA ITEMS BE CONSIDERED IF THEY ARE ADDED LESS THAN 24 HOURS BEFORE A MEETING?**

**A:** Proposed agendas for public meetings must be posted at least 24 hours in advance of the meeting. The purpose of providing advance notice of the topics to be discussed at a meeting is to provide information to interested members of the public concerning the governing body's anticipated business. Typically, the public body adopts the final agenda upon convening the meeting. At the time the final agenda is adopted, the governing body may add or delete agenda items and may also change the order of business. See *In re Yankton County Commission, Open Meetings Commission Decision # 20-03*, December 31, 2020. New items cannot be added after the agenda has been adopted by the governing body.

Public bodies are strongly encouraged to provide at least 24 hours' notice of all agenda items so as to be fair to the public and to avoid dispute.

For special or rescheduled meetings, public bodies are to comply to the extent circumstances permit. In other words, posting less than 24 hours in advance may be permissible in emergencies.

**Q: ARE EMAIL DISCUSSIONS "MEETINGS" FOR PURPOSES OF THE OPEN MEETINGS LAWS?**

**A:** The definition of an "official meeting" in SDCL 1-25-12(1) specifically includes meetings conducted by "electronic means, including electronic mail, instant messaging, social media, text message, or virtual meeting platform[.]" A quorum of a public body that discusses official business of that body via electronic means is conducting an official meeting for purposes of the open meetings laws. Electronic communications made solely for scheduling purposes do not fall within the definition of an official meeting.

**Q: WHAT RECORDS MUST BE AVAILABLE TO THE PUBLIC IN CONJUNCTION WITH PUBLIC MEETINGS?**

**A:** SDCL 1-25-1.4 requires state boards, commissions, or departments to make public meeting materials available on <http://boardsandcommissions.sd.gov>. SDCL 1-27-1.16 requires that any other public body must post meeting materials on the public body's website or make those materials available to the public at least twenty-four hours prior to the hearing or when made available to the members of the public body, whichever is later. Finally, SDCL 1-27-1.17 requires that draft minutes of public meetings must be made available to the public at the principal place of business for the public body within 10 business days after the meeting (or made available on the website for the public body within five business days).

These laws are in addition to any specific requirements for public bodies (i.e., publication requirements in state laws pertaining to cities, counties, or school districts). Enforcement of public records laws contained in SDCL Ch. 1-27 are handled by separate procedures found in SDCL 1-27-35, et. seq. rather than the open meeting procedures described above. Violations of SDCL 1-27-1.16 and 1-27-1.17 are also Class 2 misdemeanors.

**Q: WHAT REQUIREMENTS APPLY TO TASK FORCES, COMMITTEES AND WORKING GROUPS?**

**A:** Task forces and committees that exercise "sovereign power," and are created by statute, ordinance, or proclamation are required to comply with the open meetings laws. SDCL 1-25-12(1). Task forces, committees, and working groups that are not created by statute, ordinance, or proclamation, or are advisory only, may not be subject to the open meetings laws, but are encouraged to comply to the extent possible when public matters are discussed. Ultimately, if such advisory task forces, committees and working groups present any reports or recommendations to public bodies, the public bodies must wait until the next meeting (or later) before taking final action on the recommendations. SDCL 1-27-1.18.

**Q: ARE PUBLIC BODIES REQUIRED TO REVIEW THE OPEN MEETINGS LAWS?**

**A:** Public bodies must annually review an explanation of the open meetings laws provided by the Attorney General, along with any other material pertaining to the open meetings laws made available by the Attorney General. SDCL 1-25-13. Each public body must report in its minutes that the annual review of the open meetings laws was completed.



## **PERTINENT S.D. OPEN MEETINGS STATUTES**

**(other specific provisions may apply depending on the public body involved)**

**1-25-1. OPEN MEETINGS.** An official meeting of a public body is open to the public unless a specific law is cited by the public body to close the official meeting to the public.

It is not an official meeting of one public body if its members provide information or attend the official meeting of another public body for which the notice requirements of § 1-25-1.1 or 1-25-1.3 have been met. It is not an official meeting of a public body if its members attend a press conference called by a representative of the public body.

For any event hosted by a nongovernmental entity to which a quorum of the public body is invited and public policy may be discussed, but the public body does not control the agenda, the public body may post a public notice of a quorum, in lieu of an agenda. The notice of a quorum must meet the posting requirements of § 1-25-1.1 or 1-25-1.3 and must contain, at a minimum, the date, time, and location of the event.

The public body shall reserve at every official meeting a period for public comment, limited at the public body's discretion as to the time allowed for each topic and the total time allowed for public comment, but not so limited as to provide for no public comment.

Public comment is not required at an official meeting held solely for the purpose of meeting in executive session, an inauguration, presentation of an annual report to the public body, or swearing in of a newly elected official, regardless of whether the activity takes place at the time and place usually reserved for an official meeting.

If a quorum of township supervisors, road district trustees, or trustees for a municipality of the third class meets solely for purposes of implementing previously publicly adopted policy; carrying out ministerial functions of that township, district, or municipality; or undertaking a factual investigation of conditions related to public safety; the meeting is not subject to the provisions of this chapter.

A violation of this section is a Class 2 misdemeanor.

**1-25-1.1. PUBLIC NOTICE OF POLITICAL SUBDIVISIONS.** Each political subdivision shall provide public notice, with proposed agenda, that is visible, readable, and accessible for at least an entire, continuous twenty-four hours immediately preceding any official meeting, by posting a copy of the notice, visible to the public, at the principal office of the political subdivision holding the meeting. The proposed agenda shall include the date, time, and location of the meeting. The notice shall also be posted on the political subdivision's website upon dissemination of the notice, if a website exists. For any special or rescheduled meeting, the information in the notice shall be delivered in person, by mail, by email, or by

telephone, to members of the local news media who have requested notice. For any special or rescheduled meeting, each political subdivision shall also comply with the public notice provisions of this section for a regular meeting to the extent that circumstances permit. A violation of this section is a Class 2 misdemeanor.

**1-25-1.3. PUBLIC NOTICE OF STATE.** The state shall provide public notice of a meeting by posting a copy of the proposed agenda at the principal office of the board, commission, or department holding the meeting. The proposed agenda shall include the date, time, and location of the meeting, and be visible, readable, and accessible to the public. The agenda shall be posted at least seventy-two hours before the meeting is scheduled to start according to the agenda. The seventy-two hours does not include Saturday, Sunday, or legal holidays. The notice shall also be posted on a state website, designated by the commissioner of the Bureau of Finance and Management. For any special or rescheduled meeting, the information in the notice shall be delivered in person, by mail, by email, or by telephone, to members of the local news media who have requested notice. For any special or rescheduled meeting, the state shall also comply with the public notice provisions of this section for a regular meeting to the extent that circumstances permit. A violation of this section is a Class 2 misdemeanor.

**1-25-1.5. TELECONFERENCE MEETING.** Any official meeting may be conducted by teleconference. A teleconference may be used to conduct a hearing or take final disposition regarding an administrative rule pursuant to § 1-26-4. A member is deemed present if the member answers present to the roll call conducted by teleconference for the purpose of determining a quorum. Each vote at an official meeting held by teleconference may be taken by voice vote. If any member votes in the negative, the vote shall proceed to a roll call vote.

**1-25-1.6. TELECONFERENCE PARTICIPATION.** At any official meeting conducted by teleconference, there shall be provided one or more places at which the public may listen to and participate in the teleconference meeting. For any official meeting held by teleconference, that has less than a quorum of the members of the public body participating in the meeting who are present at the location open to the public, arrangements shall be provided for the public to listen to the meeting via telephone or internet. The requirement to provide one or more places for the public to listen to the teleconference does not apply to official meetings closed to the public pursuant to specific law.



**1-25-2. EXECUTIVE SESSION.** Executive or closed meetings may be held for the sole purposes of:

(1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. The term, employee, does not include any independent contractor;

(2) Discussing the expulsion, suspension, discipline, assignment of or the educational program of a student or the eligibility of a student to participate in interscholastic activities provided by the South Dakota High School Activities Association;

(3) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters;

(4) Preparing for contract negotiations or negotiating with employees or employee representatives;

(5) Discussing marketing or pricing strategies by a board or commission of a business owned by the state or any of its political subdivisions, when public discussion may be harmful to the competitive position of the business; or

(6) Discussing information pertaining to the protection of public or private property and any person on or within public or private property specific to:

(a) Any vulnerability assessment or response plan intended to prevent or mitigate criminal acts;

(b) Emergency management or response;

(c) Public safety information that would create a substantial likelihood of endangering public safety or property, if disclosed;

(d) Cyber security plans, computer, communications network schema, passwords, or user identification names;

(e) Guard schedules;

(f) Lock combinations;

(g) Any blueprint, building plan, or infrastructure record regarding any building or facility that would expose or create vulnerability through disclosure of the location, configuration, or security of critical systems of the building or facility; and

(h) Any emergency or disaster response plans or protocols, safety or security audits or reviews, or lists of emergency or disaster response personnel or material; any location or listing of weapons or ammunition; nuclear, chemical, or biological agents; or other military or law enforcement equipment or personnel.

However, any official action concerning the matters pursuant to this section shall be made at an open official meeting. An executive or closed meeting must be held only upon a majority vote of the members of the public body present and voting, and discussion during the closed meeting

is restricted to the purpose specified in the closure motion. Nothing in § 1-25-1 or this section prevents an executive or closed meeting if the federal or state Constitution or the federal or state statutes require or permit it. A violation of this section is a class 2 misdemeanor.

**1-25-6. DUTY OF STATE'S ATTORNEY.** If a complaint alleging a violation of chapter 1-25 is made pursuant to § 23A-2-1, the state's attorney shall take one of the following actions:

(1) Prosecute the case pursuant to Title 23A;

(2) Determine that there is no merit to prosecuting the case. Upon doing so, the state's attorney shall send a copy of the complaint and any investigation file to the attorney general. The attorney general shall use the information for statistical purposes and may publish abstracts of such information, including the name of the government body involved for purposes of public education; or

(3) Send the complaint and any investigation file to the South Dakota Open Meetings Commission for further action.

**1-25-6.1. DUTY OF STATE'S ATTORNEY (COUNTY COMMISSION ISSUES).** If a complaint alleges a violation of this chapter by a board of county commissioners, the state's attorney shall take one of the following actions:

(1) Prosecute the case pursuant to Title 23A;

(2) Determine that there is no merit to prosecuting the case. The attorney general shall use the information for statistical purposes and may publish abstracts of the information as provided by § 1-25-6;

(3) Send the complaint and any investigation file to the South Dakota Open Meetings Commission for further action; or

(4) Refer the complaint to another state's attorney or to the attorney general for action pursuant to § 1-25-6.

**1-25-7. REFERRAL TO OMC.** Upon receiving a referral from a state's attorney or the attorney general, the South Dakota Open Meetings Commission shall examine the complaint and investigatory file submitted by the state's attorney or the attorney general and shall also consider signed written submissions by the persons or entities that are directly involved. Based on the investigatory file submitted by the state's attorney or the attorney general and any written responses, the commission shall issue a written determination on whether the conduct violates this chapter, including a statement of the reasons therefor and findings of fact on each issue and conclusions of law necessary for the proposed decision. The final decision shall be made by a majority of the commission members, with each member's vote set forth in the written decision. The final decision shall be filed with the attorney general and shall be provided to the public entity and or public officer involved, the state's attorney,



and any person that has made a written request for such determinations. If the commission finds a violation of this chapter, the commission shall issue a public reprimand to the offending official or governmental entity. However, no violation found by the commission may be subsequently prosecuted by the state's attorney or the attorney general. All findings and public censures of the commission shall be public records pursuant to § 1-27-1. Sections 1-25-6 to 1-25-9, inclusive, are not subject to the provisions of chapter 1-26.

**1-25-8. OMC Members.** The South Dakota Open Meeting Commission is comprised of five state's attorneys or deputy state's attorneys appointed by the attorney general. Each commissioner serves at the pleasure of the attorney general. The members of the commission shall choose a chair of the commission annually by majority vote.

**1-25-12. DEFINITIONS.** Terms used in the open meetings laws mean:

(1) "Official meeting," any meeting of a quorum of a public body at which official business or public policy of that public body is discussed or decided by the public body, whether in person or by means of teleconference or electronic means, including electronic mail, instant messaging, social media, text message, or virtual meeting platform, provided the term does not include communications solely to schedule a meeting or confirm attendance availability for a future meeting;

(2) "Political subdivision," any association, authority, board, municipality, commission, committee, council, county, school district, task force, town, township, or other local governmental entity, which is created by statute, ordinance, or resolution, and is vested with the authority to exercise any sovereign power derived from state law;

(3) "Public body," any political subdivision or the state;

(4) "State," each agency, board, commission, or department of the State of South Dakota, not including the Legislature; and

(5) "Teleconference," an exchange of information by any audio, video, or electronic medium, including the internet.

**1-25-13. ANNUAL REVIEW OF OPEN MEETING LAWS.** Any agency, as defined in § 1-26-1, or political subdivision of this state, that is required to provide public notice of its meetings pursuant to § 1-25-1.1 or 1-25-1.3 must annually review the following, during an official meeting of the agency or subdivision:

(1) The explanation of the open meeting laws of this state published by the attorney general, pursuant to § 1-11-1; and

(2) Any other material pertaining to the open meeting laws of this state provided by the attorney general.

The agency or subdivision must include in the minutes of the official meeting an acknowledgement that the review was completed.

**1-27-1.16. MEETING PACKETS AND MATERIALS.**

If a meeting is required to be open to the public pursuant to § 1-25-1 and if any printed material relating to an agenda item of the meeting is prepared or distributed by or at the direction of the governing body or any of its employees and the printed material is distributed before the meeting to all members of the governing body, the material shall either be posted on the governing body's website or made available at the official business office of the governing body at least twenty-four hours prior to the meeting or at the time the material is distributed to the governing body, whichever is later. If the material is not posted to the governing body's website, at least one copy of the printed material shall be available in the meeting room for inspection by any person while the governing body is considering the printed material. However, the provisions of this section do not apply to any printed material or record that is specifically exempt from disclosure under the provisions of this chapter or to any printed material or record regarding the agenda item of an executive or closed meeting held in accordance with § 1-25-2. A violation of this section is a Class 2 misdemeanor. However, the provisions of this section do not apply to printed material, records, or exhibits involving contested case proceedings held in accordance with the provisions of chapter 1-26.

**1-27-1.17. DRAFT MINUTES.** The unapproved, draft minutes of any public meeting held pursuant to § 1-25-1 that are required to be kept by law shall be available for inspection by any person within ten business days after the meeting. However, this section does not apply if an audio or video recording of the meeting is available to the public on the governing body's website within five business days after the meeting. A violation of this section is a Class 2 misdemeanor. However, the provisions of this section do not apply to draft minutes of contested case proceedings held in accordance with the provisions of chapter 1-26.

**1-27-1.18. WORKING GROUP REPORTS.** Any final recommendations, findings, or reports that result from a meeting of a committee, subcommittee, task force, or other working group which does not meet the definition of a political subdivision or public body pursuant to § 1-25-1, but was appointed by the governing body, shall be reported in open meeting to the governing body which appointed the committee, subcommittee, task force, or other working group. The governing body shall delay taking any official action on the recommendations, findings, or reports until the next meeting of the governing body.

Below is information about our organization and attached is an example of a training that we offered in April as well as one that we will be offering in September (that's the one that I mailed to you that you probably will receive next week.)

The Network is a state-level non-profit agency comprised of caring people dealing with the concerns of domestic violence and sexual assault victims.

We believe that domestic violence results from the use of force or threat to achieve and maintain control over others in intimate relationships. The Network opposes the use of violence as a means of control over others.

All of our programs and services are rooted firmly in the belief that people victimized by crime have the right to assume power over their own lives by making informed choices regarding their empowerment journey. The Network is dedicated to the empowerment of those victimized by domestic or sexual violence.

**Our Mission: *Working together to promote victims' rights for a safer South Dakota.***

**Our Vision: *Committed to advancing prevention endeavors, improving response efforts and advocacy by diligently working within our communities, across our State and in our Tribal Nations.***

The Network provides training and technical assistance to its 72 member agencies as well as other partner agencies and others who work with victims of domestic violence, sexual assault and stalking. We manage numerous federal, state and private foundation grants.

We offer a Basic Victim Assistance Academy and an Advanced Victim Assistance Academy every year. The Basic VAA is a 40 hour training for professional who work with victims of crime and have less than 3 years of experience. The agenda is attached from the one that we offered in April. The Advanced is for professionals who work with victims of crime and have more than 3 years of experience or are in leadership positions or moving into leadership positions. It is about 3 days and topics have included resiliency, responding to mass trauma, etc.

We also offer virtual trainings throughout the year and will be finishing up a year long monthly webinar series on trauma informed responses. Depending on funding, we try to

offer in-person trainings as well such as the one on sexual assault that we will be hosting in September.





Together, we are  
The Network.

The South Dakota Network  
Against Family Violence  
and Sexual Assault



***Mission Statement:***

*To support all allied professionals to enhance the delivery of culturally relevant, quality services to victims of crime in South Dakota through collaboration, coordination and education.*

**2025 BASIC ACADEMY AGENDA**

**Day One: Monday, April 7th**

7:30 – 8:00AM	Registration
8:00 – 8:15AM	Land Acknowledgment and Welcome
8:15-9:30AM	<p>Knowing your Why: Building your Purpose—Alyssa Schaeffbauer and Cindy Schmit</p> <p>Purpose: Participants will gain understanding of why knowing your “why” is essential for personal and professional growth. Explore how your “why” can evolve over time and learn some reasons for the purpose behind your “why”.</p>
9:30-9:40AM	BREAK
9:40-10:50AM	<p>History of the Crime Victims’ Rights Movement in the United States—Courtney Waid</p> <p>Purpose: To provide a historical overview of the field of victim studies. Special focus will center on the development of victimology as an academic field; additionally, the history of the victims’ rights and assistance movement in the United States will be covered. The major social, political, legislative, and administrative influences that led to the federal and various state governments focusing resources on victim issues will be highlighted. Specific legislation from the 1970s to the present will be covered in detail.</p>



10:50-11:00AM	BREAK
11:00AM-12:30PM	Marsy's Law—Tracey Decker Purpose: To understand Marsy's Law and how it applies to the work that you do with victims and how to work with other professionals to best help victims while maintaining confidentiality
12:30-1:45PM	LUNCH ON OWN
1:45-3:45PM	In Her Shoes—Kathy Rutten Purpose: To understand the dynamics of victims of domestic violence and to increase the awareness of the struggles that victims face when navigating the different systems
3:45-4:00PM	BREAK
4:00-5:00PM	Crime Victims Compensation—Nicci Rancy & Randi Spaid Purpose: To understand the CVC program including assisting victims with applying and what can and cannot be covered.
5:00 – 5:10PM	Wrap Up

**Day Two: Tuesday, April 8th**

8:00 - 8:10AM	Welcome
8:10-9:10AM	Navigating the Justice System from a System Advocate Point of View--Cindy Schmit, Alyssa Schaefbauer, and Scott Hultgren, Gretchen Slate Purpose: To understand the criminal justice process from a system advocate point of view and how to best explain the process to a victim
9:10-9:20AM	BREAK
9:20-10:20AM	Navigating the Justice System from a Shelter Advocate Point of View—Christy VanDeWetering, Sarah Reinhart and Sara Krekelberg

	Purpose: To understand the criminal and civil justice process from a shelter advocate point of view and how to best explain the process to a victim.
10:20-10:30AM	BREAK
10:30-11:30AM	Impact of Crime on Victims—Cindy Schmit & Sara Krekelberg Purpose: To address the different ways crime can impact victims-physically, psychologically/emotionally, financially, and spirituality
11:30AM-12:45PM	LUNCH
12:45-2:15PM	Communication and Safety Planning with Victims/Survivors—Sara Krekelberg and Christy VanDeWetering Purpose: To introduce communication skills that are necessary for victim service providers to successfully advocate for victims in the aftermath of a crime and throughout their involvement in the criminal or juvenile justice system. The session will include discussing safety planning with victims/survivors
2:15-2:25PM	BREAK
2:25-4:25PM	Sexual Assault—Jeff Kollars, Tracey Decker, and Angela Lisburg Purpose: To describe the legal definition of sexual assault, identify and practice approaches for working with victims of sexual assault, and define the roles of Law Enforcement, Prosecutors, and Advocates.
4:25-5:00PM	Networking Time

**Day Three: Wednesday, April 9th**

8:00 – 8:05AM	Welcome
8:05 – 10:05AM	Domestic Violence— Jeff Kollars, Tracey Decker, Sarah Reinhart Purpose: To describe the legal definitions of domestic violence and strangulation, discuss the differences

that distinguish domestic violence from other crimes, and identify and practice approaches for working with victims of domestic violence.

10:05-10:15AM

BREAK

10:15-11:45AM

Know More, Do More: Recognizing and Responding to Stalking—Julia Holtemeyer, SPARC

Purpose: Stalking is a prevalent, dangerous, and often misunderstood crime. This session explores the dynamics of stalking, focusing on the highly contextual nature of the crime by discussing common tactics and technologies used by perpetrators, and the co-occurrence of stalking with domestic and sexual violence, as well as tools to plan for victim safety and hold offenders accountable.

11:45AM-1:00PM

LUNCH

1:00-4:00PM

Trauma Informed Response—Cassie Nagel

Purpose: To explore trauma informed responses and how to utilize those responses to provide effective services to victims of crime

4:00-4:30PM

Network/Activity

4:30-4:45PM

Wrap Up

**Day Four: Thursday, April 10th**

8:00 – 8:05AM

Welcome

8:05-9:30AM

Working with Native American Victims and MMIP—Tanya Grassel-Krietlow

Purpose: To understand the cultural considerations when working with Native American Victims and Missing and Murdered Indigenous People

9:30-9:45AM

BREAK

9:45-10:45AM

Working with LGBTQ+ Victims—Mary Laidlaw

10:45-10:55AM

BREAK

10:55-11:50 AM	Working with People with Disabilities—Lance Sigdestad Purpose: To demonstrate an understanding of abuse of people with disabilities including common myths and what victim advocates can be aware of
11:50AM-1:00PM	LUNCH ON OWN
1:00-1:45PM	Crimes Against the Elderly and People with Disabilities—Scott Wilson Purpose: To demonstrate an understanding of elder abuse including potential crimes that victim advocates can be aware of
1:45-1:55PM	BREAK
1:55-3:55PM	Child Victims: From Bedrooms to Chat Rooms—Hollie Strand Purpose: To understand the digital world of kids, online dangers and vulnerabilities and the dynamics of disclosures (lack of) and working with child victims
3:55-4:05PM	BREAK
4:05-5:05PM	Ethics in Victim Services—Christy VanDeWetering and Courtney Waid Purpose: To provide and encourage the use of ethical standards to support the evolution of victim assistance as a professional discipline. To provide insights and activities for becoming conscious of one's values and self-aware in terms of professional conduct in assisting victims of crime.
5:05-5:15PM	Wrap Up

**Day Five: Friday, April 11th**

8:00 - 8:10AM	Welcome
8:10 - 9:10AM	SAVIN and Parole and Pardon Processes—Susan Dowling and Stacy Cole Purpose: To understand the victim notification system and the parole and pardon system
9:10-9:20AM	BREAK

9:20-10:00AM	South Dakota Highway Patrol Crash Assistance Program—Natasha Penner, Becky Eggebrecht, and Marissa Cronan Purpose: To understand and identify potential resources for victims that you work with
10:00-10:05AM	BREAK
10:05-10:35AM	Information about 211 and the Helpline—Amy Carter Purpose: To understand and identify potential resources for victims that you work with
10:35-10:40AM	BREAK
10:40AM– 12:00PM	Self-Care: Building Resilience by Knowing Your Why—Alyssa Schaefbauer and Cindy Schmit Purpose: Participants will explore the connection between self-care and resilience when working in trauma-exposed professions. Understand how knowing your why supports long-term resilience and helps manage the impact of secondary trauma. Participants will be encouraged to develop personalized self-care practices that promote balance and prevent burnout.
12:00PM – 12:30PM	Questions for Committee Members Presentation of Certificates—Anette Beasley Class Picture

\*\*Students will do overall evaluation via survey monkey



# SEXUAL ASSAULT WORKSHOP AGENDA

September 4<sup>th</sup> and 5<sup>th</sup>, 2025  
Best Western Plus Ramkota Hotel  
Sioux Falls

## Day One

September 4<sup>th</sup>, Thursday

**8:00am-9:00am:** Workshop registration

**9:00am-9:30am:** Welcome from Sioux Falls Police Chief, Jon Thum

**9:30am-11:00am:** Sexual Assault Case Study: Deputy States Attorney, Crystal Johnson with SFPD CAP Detective, Pat Mertes

**11:00-11:15:** Break

**11:15-11:30:** Sexual Assault Workgroup Update: Chrissie Young, Director for the Center for the Prevention of Child Maltreatment

**11:30-12:30:** Lunch

**12:30p-1:30pm:** Sexual Assault Nurse Examiner (SANE) Information: Jen Canton, MSN, RN, SANE-A, SANE-P, International Association of Forensic Nurses Forensic Nursing Project Director

**1:30-1:45:** Break

**1:45-3:45:** Trauma-Informed Practices When Working With Victims and Survivors of Sexual Assault: Dr. Christine Murray, Ph.D., LCMHC & LMFT (NC), LPC & LMFT (PA)

### Topics to be covered:

- What is trauma?
- Why is it important for professionals in all disciplines to understand and apply trauma-informed approaches when working with victims and survivors?
- What steps are recommended for implementing trauma-informed practices in multidisciplinary community settings?
- What foundational information about the intersections between trauma and mental health should all professionals understand when it comes to working with victims and survivors?

**3:45-4:00** Break

**4:00-4:30pm:** Q&A Panel Discussion with Deputy States Attorney, Crystal Johnson; SFPD CAP Detective, Pat Mertes; International Association of Forensic Nurses Forensic Nursing Project Director, Jen Canton; and Dr. Christine Murray

## Day Two

September 5<sup>th</sup>, Friday

**9:00-9:15:** Welcome, Housekeeping, Transition to One of Two Tracks

**SANE TRACK: The intended audience for this track are SANEs.**

**9:15-12:00:** SANE Courtroom Training with Tracey Decker, Attorney Consultant and Advisor for The Network. This track will include a mock trial with direct and cross examination and a Q& A Panel.

**ADVOCATE TRACK: This track is intended for advocates.**

**9:15-10:45:** Understanding the Long-term Healing Journey for Survivors of Interpersonal Violence with Dr. Christine Murray

Topics to be covered:

- What is important for victim advocates to know about the connections between short-term crisis services and the long-term journey for survivors?
- What are the common challenges that survivors often face along the long-term healing journey?
- What steps can survivors and supporters (including victim advocates and other allied professionals) take to promote sustainable, long-term healing and recovery for survivors?

(Note: This discussion will be grounded in the Pathways for Supporting Survivors Model that I've been developing through her Source for Survivors resource: <https://www.sourceforsurvivors.info/about.html>.)

**10:45-11:00:** Break

**11:00-12:00:** Understanding the Criminal Justice Process with Cindy Schmit

## INSTRUCTOR INFORMATION

**Crystal Johnson** is currently a Deputy State's Attorney for Minnehaha County State's Attorney's Office. Raised in Viborg South Dakota, she graduated from the University of Sioux Falls where she was a member of the Volleyball and Women's Basketball teams. She attended and graduated from the University of Kansas School of Law and following a couple years in Wichita Kansas, she returned to her home state in 2005. Crystal began at the Minnehaha County State's Attorneys Office in January 2005 as a magistrate attorney. In 2007 she was promoted to a felony attorney. In 2014, she was selected as the South Dakota State's Attorneys Association Prosecutor of the Year. Crystal practiced as a deputy state's attorney until 2015 when she was appointed as a Magistrate Judge in the 2nd Judicial Circuit. In 2018, she had the opportunity to return to the job she loved as a prosecutor in Minnehaha County and has been there ever since. In 2020 she was appointed interim Minnehaha County State's Attorney. In her practice she has tried cases ranging from simple assault and DWI's to rape and capital murder. Her primary focus of practice is crimes against persons, which a special interest in crimes against children. Since 2016 she has also served as an adjunct professor at the University Center in Sioux Falls. In her spare time, she coaches youth basketball and volleyball, spending the weekends yelling at children as they run up and down a court, and is involved in her children's activities from driving them to activities and watching and cheering them on as they participate in their variety of activities.

**Jen Canton** is the International Association of Forensic Nurses Foundation Telehealth Expert. Before that she was the SANE Supervisor at Avera in Sioux Falls and the project director for two Dept of Justice grants awarded to expand post-sexual assault care to underserved areas. Her team of SANEs provide post-assault care in person to patients at all the Avera facilities in Sioux Falls, as well as to numerous facilities in the upper Midwest states via telehealth. She has been an RN for 20 years; 9 of them as a forensic nurse. She has a Bachelors in the Science of Nursing and a Masters in Forensic Nursing. She is SANE-A and SANE-P certified and has conducted hundreds of medical-forensic exams. She also works for Hennepin Healthcare in Minneapolis as a forensic nurse and is a member of the SD Statewide Sexual Assault Taskforce.

**Christine Murray** is the Founder of Start Here Counseling & Consulting, PLLC. She is on a mission to promote mental health, healthy relationships, and thriving communities. She has over two decades of experience working in the mental health field. Based in Greensboro, North Carolina, she is a Licensed Marriage and Family Therapist (LMFT) and Licensed Clinical Mental Health Counselor (LCMHC) in North Carolina, as well as a Licensed Marriage and Family Therapist (LMFT) and Licensed Professional Counselor (LPC) in her home state of Pennsylvania.



Throughout her career, much of her work has focused on supporting survivors of domestic violence in the long-term recovery process and strengthening community response systems to better support victims and survivors as they move toward safety and healing. As a survivor of past abuse, she brings her own lived experience to this work, including as Founder of The Source for Survivors resource and as Co-Founder of the See the Triumph campaign to end the stigma surrounding domestic violence.

Outside of work, she loves spending time with her friends and family members--including her two teenage sons, being in the great outdoors, and staying active by walking, hiking, and working out.

**Tracey Dollison Decker** has practiced as an attorney in the Rapid City area since she graduated from the Knudson School of Law at the University of South Dakota in 1999. Tracey worked as an attorney with the Pennington County State's Attorney's Office for nearly 20 years. For the majority of that time, she zealously worked to bring justice to victims and safety to the community through her prosecutions of sexual assault, domestic violence, child abuse and homicide cases. She also served briefly as the Director of Victim's Assistance in Pennington County where she directly served victims of crime, advocating for them and supporting them through the criminal justice process. Tracey is not new to the South Dakota Network because throughout her time as a prosecutor she worked as a trainer for SDNAFVSA, traveling across South Dakota to train law enforcement officers, prosecutors and victim advocates about the dynamics of domestic violence and sexual assault. Tracey has previously served on the West River Human Trafficking Taskforce as a vice-chairperson, the Black Hills Childrens Home Child Advocacy Center Advisory Board, and the South Dakota State's Attorney's Association Board of Directors. Tracey is a past president of the Public Sector Section of the State Bar of South Dakota. She continues to support the State Bar of South Dakota through her service on its Ethics and Women In Law Committees. She currently serves on the One Heart Board of Directors in Rapid City, SD. Over the years Tracey has been recognized for her work with crime victims by having been awarded the WAVI Victim's Champion Award and the Western South Dakota Child Protection Council's Building Strong Families Award. Tracey currently lives in Rapid City with her two sons, Jacob and Lee.

**Cindy Schmit** is a Victim Assistance Program Specialist (VAPS) for Homeland Security Investigations. Her area of responsibility covers primarily North and South Dakota and assisting in Minnesota when needed. These national and international federal cases involve investigations into human trafficking, child exploitation, child sexual abuse material (CSAM), identity theft, and financial crimes. She has also assisted on cases

involving homicide, kidnapping, sexual assault, aggravated assault, child abuse and maltreatment, vehicular homicide, elder abuse, abuse of the disabled, and domestic violence cases. Cindy is a graduate from the University of South Dakota with a degree in Criminal Justice and a minor in Drug & Alcohol Abuse Studies and has been a Victim Specialist for twenty-eight (28) years. She has attended many hours of training during those years, along with the Homeland Security Victim Assistance Academy, the Instructional Development Course, and is trauma-informed, and crisis response trained. She not only sits on two (2) Sexual Assault Response Teams and two (2) Human Trafficking Taskforces, but is also a committee member and presenter for the SD Victim Assistance Academies, a member of the SD Network Against Family Violence and Sexual Assault, a member of the SD VSMART (Victim Services Mobile Assistance Response Team), and chairs the SD Victim Witness and Allied Partner Subcommittee Meetings. For over fifteen (15) years, Cindy had educated a myriad of professionals, students, and community organizations on the topics of victim services, trauma responses, navigating the criminal justice system, impact of crime on victims, internet safety, and self-care. She is passionate about victim services, teamwork, and navigating victims and their families through the federal investigative process, understanding their rights, identifying resources, and providing support toward healing. She has also been honored in her career to be the recipient of the Distinguished Service Award, the Outstanding Civilian of the Year Award, recognition by the HSI VAP leadership for her work efforts, and recognition by the US Department of Justice, District of South Dakota, "For Creating an Environment Where Victims of Crime Have the Confidence They Will be Heard, Believed, and Supported". Cindy believes that victim services is work of great meaning and responsibility and finds her balance in spending time with her family and friends. Her life is blessed with her wonderful husband and two sons, family, and all her friends in and out of the work. If she's not working, you will find her with her family enjoying the outdoors, camping, walking the dogs, hitting the trails on their UTV's, or being a bleacher mom at all their son's high school sporting events.