



Meeting Minutes – *Unapproved Draft; Pursuant to [SDCL 1-27-1.17](#)* August 5, 2025

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

All motions taken by roll call, unless otherwise stated.

Roll Call:

Board Member Roll Call: Present: Carla Borchardt, Denise Buchholz, Debra Felton, Kristin Gabriel, Nathan Hinker, Carena Jarding, Christi Keffeler, Lori Koenecke, Jenna VandenBos. Board Members Absent: Deborah Bowar and Penny Tilton.

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

Legal Counsel Present: Megan Borchert, General Counsel to Board; Shelly Munson, Prosecuting Attorney for Board.

Others Present: Jennifer Maeschen, SD Department of Health (DOH); Ryan Sailor, SD Association of Healthcare Organizations (SDAHO); Michella Sybesma, SDAHO; Melissa Magstadt, SD DOH; DeeAndra Sandgren, Sanford Good Samaritan; Thomas Syverson, Sanford Good Samaritan; Grace Gill, SD Alzheimer's Association; Danielle Pierotti, Mount Marty University.

Rules Hearing: President Christi Keffeler called the Rules Hearing to order at 9:00 A.M. Central, on proposed rules numbered: §§ 20:48:01:01; 20:48:03:18; 20:48:03.01:03; 20:48:04.01:07; 20:48:04.01:20; 20:48:04.01:21; 20:48:04.01:22; 20:48:04.01:23; 20:48:05:07; 20:48:16:01; 20:48:16:02; 20:48:16:03; 20:48:16:04; 20:48:16:07; 20:48:16:08; 20:48:16:09; 20:48:16:10; 20:48:16:11; 20:48:16:12; 20:48:16:13; 20:48:16:14; 20:48:18:01; 20:48:18:02; 20:48:18:03; 20:48:18:04; 20:48:18:05; 20:48:18:06; 20:48:18:07; 20:48:18:08; 20:48:18:09; 20:48:18:10; 20:48:18:11; and 20:48:18:12; adopted under the authority of SDCL 36-9-21 36-9-86, and 36-9A-41.

Keffeler outlined the procedure for the Rules Hearing. Young provided a review of the rules and reported on the Legislative Research Council's (LRC) recommended corrections to the proposed rules to conform with form, style, clarity, and legality. As required under SDCL 1-26-4(4), she advised accepting the LRC's corrections. Twenty-one letters of written comments were received; ten from parties who expressed support and eleven from parties who expressed concerns or opposition. The letters of support and a summary of the opposition were read aloud by Wermers and Burg, the written testimony was entered into the record.

Three person provided oral testimony in support of the rules as written: Maeschen, Sybesma, and Magstadt. No persons requested to testify in opposition to the rules.

No questions were asked by board members. The hearing concluded at 10:14 A.M.

Board Meeting: President Keffeler called the meeting to order at 10:14 A.M. She called for action to adopt, amend, or suspend rules.

Motion by Buchholz to adopt the proposed rules, numbered: §§ 20:48:01:01; 20:48:03:18; 20:48:03.01:03; 20:48:04.01:07; 20:48:04.01:20; 20:48:04.01:21; 20:48:04.01:22; 20:48:04.01:23; 20:48:05:07; 20:48:16:01; 20:48:16:02; 20:48:16:03; 20:48:16:04; 20:48:16:07; 20:48:16:08; 20:48:16:09; 20:48:16:10; 20:48:16:11; 20:48:16:12; 20:48:16:13; 20:48:16:14; 20:48:18:01; 20:48:18:02; 20:48:18:03; 20:48:18:04; 20:48:18:05; 20:48:18:06; 20:48:18:07; 20:48:18:08; 20:48:18:09; 20:48:18:10; 20:48:18:11; and 20:48:18:12, as revised by the LRC for form, style, clarity, and legality. Second by Borchardt. Motion carried.

Borchardt	Yes	Felton	Yes	Hinker	Yes	Tilton	Absent
Bowar	Absent	Gabriel	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 9	

1. **Agenda Approval:** Motion by Jarding to approve the August 5, 2025, agenda. Second by Buchholz. Motion carried.

Borchardt	Yes	Felton	Yes	Hinker	Yes	Tilton	Absent
Bowar	Absent	Gabriel	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 9	

2. **Open Forum:** Keffeler provided the opportunity for guests to address the Board, no one requested to do so.

3. **Approval of Minutes:** Motion by Borchardt to approve the minutes of May 6, 2025. Second by Koenecke. Motion carried.

Borchardt	Yes	Felton	Yes	Hinker	Yes	Tilton	Absent
Bowar	Absent	Gabriel	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 9	

4. **Executive Session:** The Board did not go into executive session.

5. **Health Professionals Assistance Program (HPAP) Quarterly Report:** Young presented the report. Nurses who meet HPAP qualifications may enroll voluntarily in HPAP for monitoring of a substance use or mental health related issue or the Board may mandate a nurse to participate. In June 2025, 67 participants were enrolled. In 2025, eleven participants were discharged from HPAP, of them, six were discharged successfully.

6. **Compliance:**

a. **Formal Hearings: None**

b. **Compliance Committee Recommendations – Licensed:** Miller submitted the following recommendations from the Compliance Committee:

- Suspension: Case #1 Sharon Monson SD R032446, Case #2 Theresa Anderson SD R051304.
- Settlement Offer – Letter of Reprimand, Mandated Participation in HPAP and Stayed Suspension: Case #1 Wayne Muilenburg SD R058697 & P013859.
- Settlement Offer –Mandated evaluation by HPAP: Case #1 BA.
- Settlement Offer – Letter of Concern: Case #1 RR, Case #2 AS.
- Settlement Offer – Letter of Reprimand: Case #1 Chelsey Swanson, SD R038317, Case #2 Tammi Chaney, SD R045731, CP001726, CM000075.
- Settlement Offer – Letter of Reprimand on Privilege to Practice: Case # 1 Amy Ray, TH PN73784, Case # 2 Abdiweil Mohamed IA RN153923.
- Settlement Offer – Denial of License: Case #1 Sarina Diamond.
- Settlement Offer – Voluntary Surrender: Case #1 Jenny Loepp SD R053968, Case #2 Sarah Hills SD R044347.

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

Borchardt	Yes	Felton	Yes	Hinker	Recuse	Tilton	Absent
Bowar	Absent	Gabriel	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Recuse	Jarding	Yes	Koenecke	Yes	Yes Votes: 7	

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 – Voluntary Surrender – Case # 1 Morgan Carothers, SDM013374.
- Settlement Offer- Letter of Concern – Case #1 SS.

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

Borchardt	Yes	Felton	Yes	Hinker	Recuse	Tilton	Absent
Bowar	Absent	Gabriel	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Recuse	Jarding	Yes	Koenecke	Yes	Yes Votes: 7	

e. **Dismissal Reporting – Registrants:** Miller presented a report of Investigative Dismissals, pursuant to SDCL 36-1C-4.

f. **Additional Compliance Cases:**

1. Miller presented background on Kaelyn Sad, SD M013668. Motion by Jarding to Summarily Suspend SD M013668. Second by Gabriel. Motion carried.

Borchardt	Yes	Gabriel	Yes	Hinker	Recuse	Tilton	Absent
Bowar	Absent	Jarding	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Recuse	Felton	Yes	Koenecke	Yes	Yes Votes: 7	

2. Miller presented background on Randy Downey, SD R029897, SD CR000666. Motion by Buchholz to accept the Voluntary Surrender of the license of Randy Downey SD R029897, SD CR000666. Second by Hinker. Motion carried.

Borchardt	Yes	Felton	Yes	Hinker	Yes	Tilton	Absent
Bowar	Absent	Gabriel	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 9	

g. **Licensee Correspondence:** No licensee correspondence was reported.

7. **Financial Report: Fiscal Year 2025:** Matthies presented the SDBON FY25 for the time period of July 2024 – June 2025.

Motion by Gabriel to approve the FY25 financial report as presented. Second by Koenecke. Motion carried.

Borchardt	Yes	Felton	Yes	Jarding	Yes	Tilton	Absent
Bowar	Absent	Gabriel	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Yes	Hinker	Yes	Koenecke	Yes	Yes Votes: 9	

8. Licensure and Operations:

- a. **Licensure & Registry Report:** Matthies reported that as of July 2025, the Board had 20,171 licensed registered nurses, 2,750 licensed practical nurses, 64 certified nurse midwives, 2,804 certified nurse practitioners, 41 clinical nurse specialists, 562 certified registered nurse anesthetists, 11,786 registered certified nurse aides, and 4,558 registered medication aides.
- b. **Optimal Regulatory Board System (ORBS) Update:** Young provided an update on transitioning to ORBS licensure software platform. The tentative timeline to go live is December or Spring 2026. Young and Matthies responded to questions.

9. Nursing Education:

- a. **Nursing Education Committee (NEC) Recommendations:** Burg submitted recommendations from the NEC:
 1. Granted approval of Dakota Wesleyan University's reorganization plan to establish an online RN to BSN program beginning Fall 2026
 2. Granted approval of Dakota Wesleyan University's reorganization plan to increase the AD RN program capacity in Rapid City from 24 to 32 students beginning Fall 2026
 3. Granted approval of curriculum changes for Mitchell Technical College's PN program
 4. Granted approval of curriculum changes for Oglala Lakota College's AD RN program
 5. Granted approval of curriculum changes for Sinte Gleska University's PN program
 6. Granted approval of South Dakota State University's progress report for BSN Online program
 7. Granted approval of Avera Queen of Peace Hospital's Clinical Enrichment Program expansion to add additional sessions
 8. Granted approval to disburse funds for RN Nurse Education Assistance Scholarships
 9. Informational Only - No Action Requested
 - a) Mount Marty University's notification of continued Council on Accreditation of Nurse Anesthesia Education Programs (COA) accreditation through 2035 for DNAP program
 - b) Western Dakota Technical College's appointment of institutional president
 - c) 2024-2025 Quarter 2 NCLEX pass rate comparison

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

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

- b. **Sisseton Wahpeton College: Approval of Interim Nursing Administrator:** Sisseton Wahpeton College (SWC) provided notice and documentation to support the approval of Melissa Marx MS, RN, CHSE as interim nursing administrator for SWC's practical nursing program.

Motion by Jarding to Grant approval of Melissa Marx MS, RN, CHSE as interim nursing administrator for the practical nursing program. Second by Buchholz. Motion carried.

Borchardt	Yes	Felton	Yes	Hinker	Yes	Tilton	Absent
Bowar	Absent	Gabriel	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 9	

- c. **Sisseton Wahpeton College: Qualified Faculty:** SWC provided documentation to support having hired qualified faculty to sufficiently fulfill the purpose and outcomes of the practical nursing program.

Motion by Koenecke to Grant approval of qualified faculty to sufficiently fulfill the purpose and outcomes of the nursing program. Second by Borchardt. Motion carried.

Borchardt	Yes	Felton	Yes	Hinker	Yes	Tilton	Absent
Bowar	Absent	Gabriel	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 9	

- d. **Mount Marty University: Approval of Nursing Administrator:** Mount Marty University provided notice and documentation to support the approval of Danielle Pierotti PhD, RN as the nursing administrator for the BSN, MSN, and DNAP nursing programs.

Motion by Jarding to approve Danielle Pierotti, PhD, RN as nursing program administrator for Mount Marty University's BSN, MSN, and DNAP programs. Second by Felton. Motion carried.

Borchardt	Yes	Felton	Yes	Hinker	Yes	Tilton	Absent
Bowar	Absent	Gabriel	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 9	

11. Nursing Practice:

- a. **Review of Advisory Opinion Statements:** Olson presented three previously approved practice statements: 1) LPNs Refilling Baclofen Pumps, 2) Preparing Pre-loaded Insulin or Heparin syringes for Self-Administration by Residents, and 3) Oral Medications Practice Statement for review by the board to consider amendments or retirement. Olson explained that the Board's approved *Scope of Practice (SOP) Decision-making Framework, Delegation Decision-making Framework, the APRN Scope of Practice Decisioning Algorithm*, along with the amended rules in ARSD 20:48:04, have made these three statements obsolete. Nurses and employers are encouraged to use the administrative rules and practice guidelines to guide practice decisions.

Motion by Borchardt to retire the three practice statements: 1) LPNs Refilling Baclofen Pumps, 2) Preparing Pre-loaded Insulin or Heparin syringes for Self-Administration by Residents, and 3) Oral Medications Practice Statement. Second by Hinker. Motion carried.

Borchardt	Yes	Felton	Yes	Hinker	Yes	Tilton	Absent
Bowar	Absent	Gabriel	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 9	

12. **SD Center for Nursing Workforce (CNW):** Olson provided the Board an update on the number of individuals who have enrolled and completed the Nurse Preceptor Course. The course was launched in 2023 and consists of six modules designed specifically for nurses responsible for precepting nursing students. A total of 597 individuals have enrolled into the course and 405 enrollees have completed the entire course. The course can be accessed at: <https://www.sdbon.org/NursingWorkforce/PreceptorCourse.asp>.
13. **NCSBN Recommendations to the 2025 Delegate Assembly:** Young provided the Board a review of the recommendations that will be presented to the delegates attending the National Council of State Boards of Nursing's (NCSBN) annual delegate assembly meeting from August 13-15, 2025. Young and Olson will attend as the SDBON delegates.

14. Announcements:

- a. Future Board Meetings: 11/4/2025; 2/3/2026, 5/5/2026, 8/4/2026, 11/4/2026.

15. Motion to Adjourn by Gabriel. Second by Hinker. Motion carried.

Borchardt	Yes	Felton	Yes	Hinker	Yes	Tilton	Absent
Bowar	Absent	Gabriel	Yes	Keffeler	Yes	VandenBos	Yes
Buchholz	Yes	Jarding	Yes	Koenecke	Yes	Yes Votes: 9	

Meeting adjourned at 11:45 A.M.