

Meeting Minutes (Virtual – Zoom Meeting)  
Board of Addiction & Prevention Professionals  
August 6, 2020  
10:30 AM to 5:00 PM (CST)  
Call-In Number: 866-410-8397  
Access Code: 730-588-5906

Board Members in Attendance: Amy Hartman, Jill Viedt, Nicole Bowen, Stacy Gorman, Kara Graveman, Kristi Jacobsma, Ellen Feiner, Terri Brown

Others Participating: Jeff Bratkiewicz, Brenda Tidball-Zeltinger, Tina Nelson, Marilyn Kinsman, Pam Ludwig, Dee LeBeau

The BAPP's purpose is to protect the public through the development and establishment of generally accepted standards of professionalism and competence to be used in the recognition, certification, and licensure of addiction and prevention professionals in South Dakota.

- I. At 10:30 a.m. Hartman called the meeting to order.
- II. Hartman called the roll. A quorum was present.
- III. Graveman made a motion to approve the August 6, 2020 meeting agenda with the following additions: Shared Office Space, Legal Support, Lay Member Nomination, MOU from Great Plains Board. Brown seconded the motion. Motion passed.
- IV. Gorman made a motion to approve the May 14, 2020 Board of Directors meeting minutes. Jacobsma seconded the motion. Motion passed.
- V. At 11:10 a.m. Hartman called for public input. Dee LeBeau was on the call to discuss the MOU from the Great Plains Board; she did not participate in public input. Hearing none, Hartman proceeded with the agenda.
- VI. Feiner moved to approve the financial report. Brown seconded the motion. Motion approved.
- VII. Tidball-Zeltinger informed members that she and Nelson have been working through the process to hire the BAPP administrative support position and have interviewed applicants and are checking references for the top candidate. Once the reference process is complete, Hartman will be involved in the candidate selection.
- VIII. Discussion was held regarding shared office space which could potentially provide an estimated cost savings of \$4,500-\$5,500 annually to BAPP by relocating the Board office. Logistics still need to be determined.

Conference call with Pam Ludwig, Marilyn Kinsman and Brenda Tidball-Zeltinger ended.

- IX. At 11:27 a.m. Hartman moved the meeting into Executive Session pursuant to SDCL 1-25-2(3) to review and discuss confidential and privileged legal matters with the BAPP's General Counsel, Jeff Bratkiewicz.

The matters to be reviewed and discussed include, but not limited to, pending ethical complaints and investigations, regulatory and sensitive internal matters, potential litigation, and legal training and information provided by the State of South Dakota concerning state professionals licensing boards.

At 12:00 p.m. Hartman moved the meeting out of Executive Session.

At 12:32 p.m. Hartman called the meeting back to order and Tidball-Zeltinger and Kinsman rejoined the meeting.

- X. 2017-3: Feiner made a motion to continue monitoring. Gorman seconded motion. Brown abstained. Motion passed.
- XI. J.D.: Brown made a motion recommending returning the check and keep the application on file in case the applicant applies in the future, but no further action was taken. Gorman seconded motion. Motion passed.
- XII. Jacobsma made a motion for the SD Department of Health – Tobacco Control Program to be a pre-approved sponsor for Continuing Professional Training. Bowen seconded the motion. Motion passed.
- XIII. Nelson was appointed chair of IC&RC’s Caucus 7 Mountain Plains: Montana; North Dakota; South Dakota; Wyoming; Utah; Colorado; Indian Health Services Great Plains. Most of the time spent should be during the IC&RC conferences which are held twice a year.
- XIV. Discussion was held regarding creation of an online database for renewal of licenses and payment processing of license fees. The Department of Social Services will assist the Board in seeking information and quotes from qualified vendors.
- XV. The Committee assigned to review and propose administrative rules changes has not met recently. Nelson will schedule a Committee meeting and will compile information regarding proposed changes to administrative rules for the Committee’s consideration.
- XVI. McCoy resigned from the Board. Members were asked to submit nominations for the lay member position to the Nominating Committee.
- XVII. Discussion was held regarding the MOU presented by the Great Plains American Indian Credentialing Board. Dee LeBeau joined the call. The MOU will be reviewed by the attorney and then brought before the Board for review.
- XVIII. Discussion was held to transition Board contracted legal services to DSS legal counsel.
- XIX. Nominations for officer elections were discussed. Brown recommended the officers remained as is. The Board will discuss at its next meeting.
- XX. At 1:52 p.m. Hartman moved the meeting into Executive Session pursuant to SDCL 1-25-2(3) to review and discuss confidential and privileged legal matters with the BAPP’s General Counsel, Jeff Bratkiewicz. The matters to be reviewed and discussed include, but not limited to, pending ethical complaints and investigations, regulatory and sensitive internal matters, potential litigation, and legal training and information provided by the State of South Dakota concerning state professionals licensing boards.

At 1:52 p.m. conference call with Kinsman ended.

At 3:40 p.m. Hartman moved the meeting out of Executive Session.

- XXI. Upcoming Board of Directors meetings are scheduled as follows: November 12, 2020, February 4, 2021, May 13, 2021, and August 6, 2021.
- XXII. At 3:42 p.m. Viedt made a motion to adjourn the meeting. Jacobsma seconded the motion. Motion passed.

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