

**OFFICIAL BOARD MINUTES**  
**Teleconference**  
**August 20, 2019-12:00PM CDT**

**Members Present:** Karen Chesley, President  
Michael Forgy, Secretary/Treasurer  
Todd Herrboldt, Member  
Jennifer Gray, Member  
Sharon Stratman, Member

**Members Absent:** David Nielsen, Lay Member  
Cindy Steele, Lay Member

**Others Present:** Carol Tellinghuisen, Executive Secretary; Jill Lesselyoung, Executive Assistant, Brooke Tellinghuisen Geddes, Executive Assistant; Viki Isler, Amber Bruns, Lisa Stanley, ABA Advisory Committee Members; Quincy Kjerstad, Assistant Attorney General; Marilyn Kinsman, DSS; Dave Mendel, NASW; Applicant for Re-licensure #2017-1

**Call to Order/Welcome and Introductions:** President Chesley called the meeting to order at 12:02PM CDT. Chelsey welcomed the new NASW Board liaison, Dave Mendel who replaces Christine Knapp.

**Roll Call:** Chesley requested Lesselyoung call the roll. Chesley, yes; Forgy, yes; Herrboldt, yes; Gray, yes; Stratman, yes. A quorum was present.

**Corrections or additions to the agenda:** Chesley requested to add the ASWB annual meeting of the Delegate Assembly-November 7-9, Orlando to the end of the agenda.

**Approval of the agenda:** Stratman made a motion to approve the agenda with the addition per Chesley. Forgy seconded the motion. **MOTION PASSED** by roll call vote. Chesley, yes; Forgy, yes; Herrboldt, yes; Gray, yes; Stratman, yes.

**Public Comment:** Chesley called for any comments from the public. There were no public comments.

**Confidential Hearing regarding applicant for re-licensure #2017-1:** Chesley adjourned the Board to a confidential hearing at 12:10PM. Kinsman, Bruns, Isler, Stanley and Mendel exited the meeting. Chesley resumed the regular meeting at 12:47PM. Applicant for re-licensure #2017-1 exited the meeting. Kinsman, Bruns, Isler, Stanley and Mendel re-joined the meeting.

## **Board meeting minutes August 20, 2019**

**Approval of the Minutes from Board meeting June 7, 2019:** Herrboldt made a motion to approve the minutes from June 7, 2019. Forgy seconded the motion. **MOTION PASSED** by roll call vote. Chesley, yes; Forgy, yes; Herrboldt, yes; Gray, yes; Stratman, yes.

**FY Financial Update:** Lesselyoung reported fiscal year-end figures as of June 30, 2019: revenue of \$111,061.80 expenses of \$112,702.94 and cash balance of \$190,801.34.

**Update on additional correspondence to CSW-PIP supervisors:** Lesselyoung advised the Board office had drafted a proposed correspondence to send to supervisors reminding of the requirements and responsibilities for the supervisor. When the approval letter for the contract for supervision is mailed to the licensee, the proposed correspondence will be sent to the supervisor. The Board agreed to have the Board office forward to supervisors.

**Executive Session Pursuant to SDCL 1-25-2:** Stratman made a motion to enter executive session at 12:55PM. Gray seconded the motion. **MOTION PASSED** by roll call vote. Chesley, yes; Forgy, yes; Herrboldt, yes; Gray, yes; Stratman, yes. Kinsman, Bruns, Isler, Stanley and Mendel exited the meeting. Stratman made a motion to exit executive session at 1:15PM. Gray seconded the motion. **MOTION PASSED** by roll call vote. Chesley, yes; Forgy, yes; Herrboldt, yes; Gray, yes; Stratman, yes.

**Complaints/Investigations:** Herrboldt recommended to dismiss complaint #266 due to lack of substantive evidence. Forgy made a motion to dismiss #266 due to lack of substantive evidence. Stratman seconded the motion. **MOTION PASSED** by roll call vote. Chesley, yes; Forgy, yes; Herrboldt, abstain; Gray, yes; Stratman, yes. Chesley advised #267 is pending.

**Applicant for re-licensure #2017-1:** Herrboldt recommended to deny the application for re-licensure for applicant #2017-1. Chesley made a motion to deny the application for re-licensure for applicant #2017-1. Gray seconded the motion. **MOTION PASSED** by roll call vote. Chesley, yes; Forgy, yes; Herrboldt, abstain; Gray, yes; Stratman, yes.

**CSW-PIP Supervision Contract Approvals:** Stratman made a motion to approve the following contracts. Herrboldt seconded the motion. **MOTION PASSED** by roll call vote. Chesley, yes; Forgy, yes; Herrboldt, yes; Gray, yes; Stratman, yes.

Phillips, M.: Supervision with Schaap beginning August 1, 2019.

Dufault, H.: Supervision with Holbeck beginning June 7, 2019.

Anderson, K.: Supervision with Schulte beginning July 12, 2019.

Brewer, M.: Supervision with Zimmerman beginning May 21, 2019.

Theesfeld, K.: Supervision with Bass beginning July 1, 2019.

Harkness, V.: Supervision with Cordie beginning July 1, 2019.

Dreier, K.: Supervision with Eining beginning August 1, 2019.

Block, C.: Supervision with Swier beginning July 15, 2019.

Schrupp, A.: Supervision with Johnson beginning July 2, 2019.

Forgy made a motion to approve the following contract. Chesley seconded the motion. **MOTION PASSED** by roll call vote. Chesley, yes; Forgy, yes; Herrboldt, abstain; Gray, yes; Stratman, yes.

Jares, S.: Supervision with Herrboldt beginning May 31, 2019.

Herrboldt made a motion to approve the following contract. Stratman seconded the motion. **MOTION PASSED** by roll call vote. Chesley, abstain; Forgy, yes; Herrboldt, yes; Gray, yes; Stratman, yes.

Cooper, C.: Supervision with Trammel beginning June 25, 2019.

#### **CSW-PIP Applicant Approvals:**

Riggs, H.: Herrboldt made a motion to approve for CSW-PIP licensure. Stratman seconded the motion. **MOTION PASSED** by roll call vote. Chesley, yes; Forgy, yes; Herrboldt, yes; Gray, yes; Stratman, yes.

Seefeldt, B.: Forgy made a motion to approve for CSW-PIP licensure pending applicant passing the clinical examination. Herrboldt seconded the motion. **MOTION PASSED** by roll call vote. Chesley, yes; Forgy, yes; Herrboldt, yes; Gray, yes; Stratman, yes.

Bihlmeyer, C.: Herrboldt made a motion to approve for CSW-PIP licensure. Chesley seconded the motion. **MOTION PASSED** by roll call vote. Chesley, yes; Forgy, yes; Herrboldt, yes; Gray, yes; Stratman, yes.

Applicant #2019-2-request for approval of out of state supervision: Following discussion, the Board agreed to have Herrboldt follow up with the applicant to see if the state of Minnesota would allow completion of supervision in South Dakota.

**Any other business coming in between date of mailing and date of meeting:** There was no other business.

**Schedule next meeting date:** The next regular meeting is set for October 29, 2019 via teleconference beginning at 12:00PM CDT/11:00AM MDT.

Herrboldt advised he will plan to attend the ASWB annual meeting of the delegate assembly in Orlando on November 7-9. He will represent South Dakota as the delegate. The Board agreed to send Board members and or office staff. Any other board members interested may contact the Board office.

Stratman made a motion to adjourn at 1:32PM CDT. Herrboldt seconded the motion.  
**MOTION PASSED** by roll call vote. Chesley, yes; Forgy, yes; Herrboldt, yes; Gray, yes;  
Stratman, yes.

Respectfully submitted,

A handwritten signature in cursive script, reading "Carol Tellinghuisen". The signature is written in black ink on a white background.

Carol Tellinghuisen  
Executive Secretary

1-27-1.17. Draft minutes of public meeting to be available--Exceptions--Violation as misdemeanor. 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.

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