

SOUTH DAKOTA BOARD OF EXAMINERS OF PSYCHOLOGISTS
BOARD MEETING MINUTES
Deadwood, SD
September 27, 2019
The Lodge at Deadwood, Deadwood, SD

Members Present: Thomas Stanage, Ph.D., (President); Matthew Christiansen, Ph.D. (Vice President; via conference call); Trisha Miller, Ph.D., (Secretary); Jeffrey Ellison, Psy.D., Member; Chuck Sherman, Ph.D., Member (1st meeting); Robert Overturf, Lay Member

Members Absent: None. There is currently one vacant lay member position.

Others Present: Carol Tellinghuisen, Executive Administrator; Jill Lesselyoung, Administrative Assistant (via conference call, entered meeting at 9:47am MDT); Brooke Tellinghuisen Geddes, Administrative Assistant; Marilyn Kinsman, Senior Policy Analyst for South Dakota DSS (via conference call, entered meeting at 9:47am MDT); Trevor Thielen, Legal Counsel for the Board (via conference call; entered meeting at 9:48am MDT)

Stanage called the meeting to order at 8:40am MDT.

Executive Session: The board entered executive session at 8:41am MDT on a unanimous roll call vote based on a motion by Overturf and a second by Ellison for the purpose of administering Orals Examination to Applicant #590. Stanage, yes; Christiansen, yes; Miller, yes; Ellison, yes; Sherman, yes; Overturf, yes. The board exited executive session at 9:45am MDT following a unanimous roll call vote based on a motion by Sherman and a second by Overturf. Stanage, yes; Christiansen, yes; Miller, yes; Ellison, yes; Sherman, yes; Overturf, yes.

Stanage called the meeting back to order at 9:46am MDT.

Welcome and Introductions: All were welcomed by Stanage and introductions to Sherman were made. During this time, Lesselyoung, Kinsman, and Thielen joined the meeting via conference call.

Roll Call: Lesselyoung called the roll. A quorum was present.

Conflicts to Declare: None.

Corrections or Additions to the Agenda: Miller suggested adding applicant approvals as a regular agenda item.

Approval of Agenda: Overturf motioned, Ellison seconded to approve the meeting agenda with the addition. Motion carried unanimously via roll call vote. Stanage, yes; Christiansen, yes; Miller, yes; Ellison, yes; Sherman, yes; Overturf, yes.

Applicant Approvals: Sherman initiated a motion, which was seconded by Miller, to grant licensure to Applicant #590; motion carried on unanimous roll call vote. Stanage, yes; Christiansen, yes; Miller, yes; Ellison, yes; Sherman, yes; Overturf, yes.

Public Testimony/Public Comment Period (9:48am MDT/10:48am CDT): There were no persons from the public present for comment.

Approval of Minutes from June 21, 2019: Lesselyoung noted one needed correction, wherein the last line of the third paragraph on the second page (within the meeting agenda item noted as Executive Session-Pursuant to SDCL-1-25-2) should read “Stanage reported #218-I and #217-I as pending.” in lieu of “Stanage reported #218-I and #219-I as pending.” Ellison moved, Overturf seconded, to approve the minutes with the noted correction. Motion passed unanimously via roll call vote. Stanage, yes; Christiansen, yes; Miller, yes; Ellison, yes; Sherman, abstain; Overturf, yes.

FY Financial Update: Lesselyoung reported on both the fiscal year-end as of June 30, 2019 as well as the year-to-date finances as of July 31, 2019 . Lesselyoung reported that as of June 30, 2019, revenue was at \$64,536.76, year-to-date expenditures were at \$56,690.31, and Cash Balance was at \$110,945.19. Lesselyoung reported that as of July 31, 2019, revenue was at \$5,700.00, expenditures were at \$9,533.79, and Cash Balance was at \$107,111.40. Stanage reminded board members that the bulk of revenue is prior to July due to annual licensure renewal timeframes. Ellison moved and Christiansen seconded motion to accept the financial report. Motion carried via unanimous roll call vote. Stanage, yes; Christiansen, yes; Miller, yes; Ellison, yes; Sherman, yes; Overturf, yes.

ASPPB Annual Meeting October 16-20, 2019, Minneapolis: No board members are able to attend. Tellinghuisen stated she will attempt to go, as pending topics warrant representation in attendance. Tellinghuisen made board members aware the upcoming ASPPB meetings are set for Montreal, Canada (Spring 2020) and New York, NY (Fall 2020). Miller voiced desire to attend one of upcoming meetings. The dates of the upcoming meetings will be forwarded by the board office in October for advanced planning.

Complaint Procedure Update: Overturf provided board members with an initial rough framework draft of proposed steps and wording for a revised complaint procedure. Overturf stated that in reviewing other psychology boards, as well as some dentistry, pharmacy, and medical boards, in our region, it appears strong consideration should be given to: 1) adding an online link to a complaint form, 2) add a link for Frequently Asked Questions (FAQ’s) specific to our board complaint process, 3) determine whether to require notarization of the complaint form before submission, 4) makeup of the complaint committee, and 5) expansion of the committee recommendations to the board following their initial investigation of the complaint. Overturf noted that other boards have the notarization requirement; he noted this does add an additional step to the complainant, but it also adds formality to their complaint. With regard to committee makeup, Overturf suggested one psychologist from the board, one board executive staff member, and one other member of the board. Overturf suggested letter of reprimand and other possible options be added to the expanded committee recommendations list. Thielen advised the creation of a small committee versus a single investigator makes sense and would be appropriate as long as quorum numbers of unbiased board members were not impacted as SDCL specifies members of an investigatory committee cannot participate in final decision-making. Miller noted desire for revised process to include specified documentation required of the investigatory committee, as this is not specified in the current process. Thielen agreed to help create wording for the documentation requirement aspect. Miller noted desire to create a visual flow chart of the revised process as well and agreed to work with Overturf prior to next meeting on creating the flow chart as well as working with Overturf on a form as well. There was unanimous consensus in support of continuing to receive updates on the progress of this.

Update on CEU Rules: Lesselyoung made board members aware that Teresa Schulte/DSS had formatted our draft of Article 20:60. However, there is a state committee on best practices and standardization currently reviewing aspects of continuing education requirements across all state boards so nothing further can occur until that committee has completed their review.

Licensure Endorsement: Tellinghuisen suggested this item be tabled until the next meeting. Miller requested an explanation of this concept; Stanage explained this to mean that if an applicant is already licensed in another state wherein the licensure requirements are similar to South Dakota's, that the applicant could be automatically licensed by endorsement to expedite licensure mobility. Tellinghuisen agreed to find out what other states' psychology boards are currently using as policy regarding this and report back.

Revisions to Website – Frequently Asked Questions: Executive staff provided an initial draft of these questions for board members to review and make suggestions for additions, corrections, or deletions. As board members considered this, members suggested adding FAQ's to answer inquiries to clarify SD licensure with regard to if someone is applying with a degree obtained exclusively online, if the applicant has diplomat status, if the applicant has ABPP status, as well as if an applicant is registered with CPQ or the National Register. Additionally, including FAQ's to clarify when the EPPP can be taken, whether the EPPP2 will be required, and what our board does and does not regulate were all suggested. Kinsman suggested clarifying the licensure process on the website in such a way it would be clear to anyone looking at our board website, not just applicants, to make the site more user-friendly. Overturf inquired about the maintenance of the board website; Kinsman clarified DSS does this and will continue to. Board members will continue to review the FAQ document provided; Stanage suggested board members forward suggestions to board executive staff.

Update on Training and Education Events for Professionals around Opioid Abuse/Misuse in South Dakota: No further update since last meeting. Lesselyoung again made board aware SDPA Executive Director Kristin Bennett is continuing to pursue possible funding options to offer such training. Overturf stated desire that methamphetamine use would also see recognition as a significant problem in SD and receive more intense prevention and intervention; Thielen agreed. Stanage made the group aware there are some grants for this.

Kinsman and Thielen left the meeting at 10:30am MDT.

Executive Session- Pursuant to SDCL-1-25-2: Sherman motioned and Overturf seconded to enter executive session at 10:31am MDT for purpose of discussing two complaints/investigations, #217-I and #218-I. Motion carried unanimously via roll call vote. Stanage, yes; Christiansen, yes; Miller, yes; Ellison, yes; Sherman, yes; Overturf, yes.

Overturf moved, Miller seconded to exit executive session at 10:42am MDT; motion carried unanimously via roll call vote. Stanage, yes; Christiansen, yes; Miller, yes; Ellison, yes; Sherman, yes; Overturf, yes. Stanage reported #217-I and #218-I as pending.

Other Business: Ellison inquired about a colleague who approached him about whether telepsychology could be offered by a psychologist to NE residents if the psychologist lives in SD and is licensed in NE but not licensed in SD. Some discussion was held; Stanage advised Ellison to have the individual send a formal letter to the board with the details involved.

Next Meeting: The next meeting was set for Friday, January 10, 2020 in Sioux Falls, SD. Any business that needs to be addressed prior to this date will take place via teleconference.

Motion to adjourn was made by Miller, seconded by Sherman. Stanage adjourned meeting at 10:50am MDT following unanimous vote to do so. Stanage, yes; Christiansen, yes; Miller, yes; Ellison, yes; Sherman, yes; Overturf, yes.

Respectfully submitted,

Trisha T. Miller, Ph.D.
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.