

**Meeting Minutes**  
**SOUTH DAKOTA BOARD OF CERTIFIED PROFESSIONAL MIDWIVES**  
**Teleconference**  
**Sept 27, 2018 1:00 p.m. Central**

President Debbie Pease called the meeting to order at 1:02 p.m. The roll was called. A quorum was present.

**Members of the board in attendance:** Debbie Pease, Susan Rooks (via phone), Pat Schwaiger (via phone), Autumn Cavender-Wilson (via phone) and Kimberlee McKay (via phone).

**Others in attendance:** Tammy Weis, SD Board of CPM Exec. Secretary; Justin Williams, DOH (via phone).

Pease requested to amend the agenda to add under New Business B. (establish protocol for conducting board business between meetings) subsections 1 add(a) "Adopt Protocols" McKay moved **approval of the agenda as amended**; seconded by Rooks. The board voted by roll call. Pease, Rooks, Schwaiger; Cavender-Wilson and McKay voted aye. **MOTION PASSED**

Cavender-Wilson moved to **approve the July 17, 2018 minutes**; seconded by Schwaiger. The board voted by roll call. Pease, Rooks, Schwaiger; Cavender-Wilson and McKay voted aye **MOTION PASSED**

Pease explained that the **Financial Report** included expenditures through Sept. 1st. approximately \$3000 spent since last meeting which included the public hearing. Secretary Weis commented that we now have revenue coming in with the CPM applications. There were no questions, the report was filed.

**Legislative Rules Committee Hearing report** was reviewed. The Legislative Rules Committee voted 5-1 in favor that our rules were complete.

Informed Consent Form **Appendixes A & B** were presented for board approval. Motion to approve appendixes as presented by Rooks, second by Schwaiger. The board voted by roll call. Pease, Rooks, Schwaiger; Cavender-Wilson and McKay voted aye **MOTION PASSED**

**Cover letter for CPM application** which includes background check information was presented for board approval. Revisions included:

- add "or equivalent" after "Dean or Registrar" and before "signature"
- Add letter of good standing from any state where you currently hold licensure on the checklist
- Add both the NARM Certificate expiration date and initiation date on the form.

Motion to approve the instructions as revised by Schwaiger, Second by Rooks. The board voted by roll call. Pease, Rooks, Schwaiger, Cavender-Wilson and McKay voted aye **MOTION PASSED**

**Cover letter for Student application** which includes background check info was presented for board approval. Revised to include requiring a letter from a MEAC accredited school verifying current enrollment added to both the check list and the application form.

Motion to approve the instructions as revised by Cavender-Wilson, second by Rooks. The board voted by roll call. Pease, Rooks, Schwaiger, Cavender-Wilson and McKay voted aye **MOTION PASSED**

**Background Check Process** was explained to board member and Instructions were presented for board approval. Rooks moved to approve the instructions as presented. Schwaiger second. The board voted by roll call. Pease, Rooks, Schwaiger, Cavender-Wilson and McKay voted aye **MOTION PASSED**

The **Complaint Form** was presented for board approval. There was discussion about anonymous complaints. The web site should clearly state that anonymous complaints will not be entertained. Further discussion concerned HIPPA regulations. Cavender-Wilson moved to approve the form as presented.

Rooks second. The board voted by roll call. Pease, Rooks, Schwaiger and Cavender-Wilson voted AYE. McKay voted NAY **MOTION PASSED**

Discussion concerning the reasons for McKay's nay vote included making policy that specifies different levels of seriousness and corresponding remedies". The Board agreed to discuss this later during the meeting.

**STD Informed Refusal Form** was presented for board approval. Revisions included:

- Changing the title and anywhere the document says STD to HIV/AIDS and Hepatitis B.
- Making style and form changes to first paragraph
- Removing a line which stated that it is recommended that all pregnant women receive testing since this is also stated elsewhere.

Rooks moved to approve form as revised, second by Schwaiger The board voted by roll call. Pease, Rooks, Schwaiger, Cavender-Wilson and McKay voted aye **MOTION PASSED**

**Protocols for issuing license** to qualified applicants were reviewed and suggestions by William's were discussed and adopted. Cavendar-Wilson moved to approve the protocols as amended. Second by Rooks. The board voted by roll call. Pease, Rooks, Schwaiger, Cavender-Wilson and McKay voted aye **MOTION PASSED**

Rooks made a motion that Cavender-Wilson be appointed as the **Secondary Application Assessor**. The Executive Secretary will refer any questionable applications to her for review as specified in the protocols. Motion second by Schwaiger. The board voted by roll call. Pease, Rooks, Schwaiger, and McKay voted aye; Cavender-Wilson recused **MOTION PASSED**.

Schwaiger moved to authorize the Executive Secretary to create and issue **South Dakota Board of CPM certificates of licensure and ID Cards** to qualified candidates, McKay second. The board voted by roll call. Pease, Rooks, Schwaiger, Cavender-Wilson and McKay voted aye **MOTION PASSED**

Rooks moved to authorize board Executive Secretary to create and send **acceptance and rejection letters** to applicants subject to the assessment of applications by the board licensure protocols. Second by Cavender-Wilson. The board voted by roll call Pease, Rooks, Schwaiger, McKay, Cavender-Wilson AYE **MOTION PASSED**

The **Protocol for Handling Complaints against Midwives** was presented to the board for approval. Discussion included who should be the investigator for complaints. Motion by Rooks, second by Cavender-Wilson to have the Board President assign an investigator from the board for each complaint based on geographical location and the type of complaint. The board voted by roll call Pease, Rooks, Schwaiger, McKay, Cavender-Wilson AYE **MOTION PASSED**

Further discussion concerned noncompliance with state statute and/or the rules and creating a policy that would address complaints based on a flowchart or a system of levels. McKay and Schwaiger agreed to develop the protocol and present it at the next meeting. Rooks made a motion to **approve the Protocol already presented as written with revisions to be developed and introduced** at the next meeting, second by Cavender-Wilson. The board voted by roll call Pease, Rooks, Schwaiger, McKay, Cavender-Wilson AYE **MOTION PASSED**

The board reviewed applications from 2 CPMs and one student CPM. The board had not received all of the required official documents from either CPM so no action could be taken. The student midwife cannot be approved until her preceptor is licensed in South Dakota.

The board was directed to the **new web page** which is on the South Dakota Department of Health site. Items posted were reviewed.

Autumn Cavender-Wilson presented an outline of information that would be helpful to present to hospital staff where maternity care is offered. Williams was asked for an opinion. He stated that this is not part of

the scope of the licensing board but might be a great tool for an advocacy organization. The new statute, license and rules may be unfamiliar to most SD hospitals.

It was announced that Birth Matters is offering grants to CPMs and students who apply for licensure in SD. When a license is obtained grants may be obtained by applying on-line for a \$500 reimbursement grant. Grants will be awarded in the order they are submitted as long as funds are available.

Pat Schwaiger provided Wyoming's Complaint Process document for the board to look at as we develop protocols for complaints.

It was requested that we place discussion about hiring a board attorney on the agenda for our next meeting.

The next meeting will be March 19, 2019, time and location TBA via teleconference.

McKay moved to adjourn, seconded by Rooks. Pease, Rooks, Schwaiger; and McKay voted aye  
Cavender-Wilson absent **MOTION PASSED**. The meeting was adjourned at 3:31 p.m.