

# South Dakota Board of Social Work Examiners

[dss.sd.gov/licensingboards/social.aspx](http://dss.sd.gov/licensingboards/social.aspx)

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## DRAFT MEETING AGENDA TELECONFERENCE

South Dakota Board of Social Work Examiners  
June 11, 2021-12:00PM CT/11:00AM MT

The public is invited to attend the meeting via teleconference. Please call the switchboard at 605-224-1125, key in the access code 0364794#. For assistance please call (605) 773-3011.

### Member Listing:

1. Karen Chesley, CSW-PIP, President
2. Michael Forgy, CSW-PIP, Secretary/Treasurer
3. Todd Herrboldt, CSW-PIP, Member
4. Jennifer Gray, CSW-PIP, Member
5. Sharon Stratman, SW, Member
6. Kim Brakke, Lay Member
7. Vicki Isler, Ed.D., BCBA-D-Applied Behavior Analyst Committee
8. Amber Bruns, MS, BCBA-Applied Behavior Analyst Committee
9. Lisa Stanley, DVM, Lay Member-Applied Behavior Analyst Committee

**Purpose:** The Board protects the health and safety of the consumer public by licensure of qualified persons, enforcement of the statutes, rules and regulations governing the practice of social work, including the appropriate resolution of complaints.

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1. Call to Order/Welcome and introductions
  2. Roll Call
  3. Corrections or additions to the agenda
  4. Approval of the agenda
  5. Public Comment at 12:05 p.m.- *5 minutes for the public to address the Board*
  6. Election of Officers
  7. Approval of the minutes from April 16, 2021
  8. FY Financial Update
  9. ABA Updates
  10. Update Online Renewal System
  11. ASWB 2021 Education Conference-April 30-May 1, 2021-Chesley
  12. Legislative Updates (Legal Counsel)
  13. Executive Session Pursuant to SDCL 1-25-2
    - a. Complaints/investigations
      - #272
      - #274
      - #275
    - b. CSW-PIP Contract approvals
  14. CSW-PIP Applicant Approval Report
  15. Any other business coming in between date of mailing and date of meeting
  16. Adjourn

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**Strong Families - South Dakota's Foundation and Our Future**

### OFFICIAL BOARD MINUTES

Teleconference

April 16, 2021-12:00PM CDT/11:00AM MDT

Members Present: Karen Chesley, President  
Michael Forgy, Secretary/Treasurer  
Todd Herrboldt, Member  
Jennifer Gray, Member (joined at 11:15AM)  
Sharon Stratman, Member  
Kim Brakke, Lay Member  
Abby Rehorst, Lay Member

Members Absent: None

**Others Present:** Carol Tellinghuisen, Executive Secretary; Jill Lesselyoung, Executive Assistant; Brooke Tellinghuisen Geddes, Executive Assistant; Amber Bruns, Lisa Stanley, ABA Advisory Committee Members; Ryan Loker, Special Assistant Attorney General, DSS; Marilyn Kinsman, DSS, Brenda Tidball-Zeltinger, DSS

**Call to Order/Welcome and Introductions:** Chesley called the meeting to order at 11:09AM MDT.

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

**Corrections or additions to the agenda:** Chesley asked to add approval of the minutes for 3/31/2021.

**Approval of the agenda:** Stratman made a motion to approve the agenda with the addition to approve the minutes from 3/31/2021. Forgy seconded the motion. **MOTION PASSED** by roll call vote. Chesley, yes; Forgy, yes; Herrboldt, yes; Stratman, yes; Rehorst, yes; Brakke, yes.

**Public Comment:** Chesley called for any comments from the public. There were no public comments. Gray joined the meeting at 11:15AM.

#### **Approval of the Minutes from Board meeting February 5, 2021 and March 31, 2021:**

Forgy made a motion to approve the minutes from February 5, 2021. Stratman seconded the motion. **MOTION PASSED** by roll call vote. Chesley, yes; Forgy, yes; Herrboldt, yes; Gray, yes; Stratman, yes; Rehorst, yes; Brakke, yes. Herrboldt made a motion to approve the minutes from March 31, 2021. Chesley seconded the motion. **MOTION PASSED** by roll call vote. Chesley, yes; Forgy, yes; Herrboldt, yes; Gray, yes; Stratman, yes; Rehorst, yes; Brakke, yes.

**FY Financial Update:** Lesselyoung reported fiscal year-to-date figures as of February 28, 2021: revenue of \$110,719.60, expenses of \$66,845.59, and cash balance of \$270,010.18.

**ABA Updates:** Bruns reported there have been press releases announcing the collaboration between LifeScape and USD regarding the BCBA Program. Students will start in the Fall of 2021. Instructors will be from USD and LifeScape. They are keeping the number of those enrolled small, the first class to be around 9. There are currently 36 active licensees and 1 new license pending.

**Update on Online Renewal System:** Lesselyoung advised she and Tellinghuisen Geddes have been training and providing ongoing guidance on the requirements for the new system. The Board office hopes to have the system operational for the Psychology renewals due by June 30. Chesley asked the status of the file scanning with the UPS store. The Board office is waiting until the system is operational to start the file scan project.

**ASWB Board Member Exchange Update-Chesley:** Chesley advised they focused on diversity, equality, and inclusion. All Boards were encouraged to look at their policies and forms to ensure they are culturally appropriate. There was discussion held regarding cultural sensitivity and Boards are encouraged to have diversity among Board members.

**ASWB Administrators Forum Exchange Update-Tellinghuisen:** Administrators gave a brief update on their state. Tellinghuisen advised other states voiced concerns regarding how to handle the push for deregulation with protection of the public and questions regarding how to shift exam questions to be more equitable and reflect diversity. The push to reduce unnecessary barriers to licensure was interpreted differently from State to State. Some states faced questions of the necessity of a National Exam, and continuing education requirements. The Board questioned how competency would be established without an exam. Loker reminded the Board this subject is going to be a decision for the legislature. Tellinghuisen advised ASWB is working on an interstate compact, of which there are pros and cons, but they would most likely be able to give input. She advised the goal was mobility from State to State.

**ASWB 2021 Education Conference-April 30-May 1, 2021-Virtual:** Chesley advised she plans to attend. All are encouraged to attend. Tellinghuisen advised ASWB is planning to hold the Fall meeting in person in November.

**Legislative Updates:** Lesselyoung reminded HB 1077, an act to provide for licensure by endorsement for certain licensed professionals and occupations will be effective July 1, 2021. Loker advised he is working on interpreting the requirements. The applicant must come from a State with substantially equivalent requirements and the Board will have to decide how to determine what is substantially equivalent. If the applicant was licensed years ago, it will need to be substantially equivalent requirements from the time of licensure. Tellinghuisen questioned who would make that determination as she had previously voiced concerns about having to go back to original time of licensure. Loker advised either staff, a board member, or the full board would have to make that determination. Loker advised he could assist with statutory research to assist in making a determination, but as he is not himself a member of the profession, he would not be equipped to make the actual determination on his own. Tellinghuisen advised this would

slow down the process. Herrboldt advised we already had a simpler process and do not want to make this harder. Tellinghuisen questioned if the bill may need to go back to the legislature if our law will not allow a simpler process. Herrboldt advised that even though the intent was good, it complicated the licensure process.

Loker advised HB 1014, an act to establish uniform complaint and declaratory ruling procedure for agencies regulating certain professions and occupations is being reviewed by DOL and they are working on a uniform memo for Boards.

**Discussion of Supervision for Social Work Associates:** Tellinghuisen Geddes advised when the Board received the annual verification of supervision forms for 2020, there were 5 licensees using a Licensed Professional Counselor as a Supervisor. The Agencies employing the SWAs, and the individuals were notified to find an appropriate supervisor as required by law to correct the situation going forward. Following discussion, the Board agreed to have the Board office send a letter to the licensees in violation asking them to confirm they have appropriate supervision going forward that satisfies the definition set by rule. Herrboldt advised the Board does not want a Licensed Professional Counselor providing supervision for a Social Work Associate as they don't hold a degree in Social Work. Tellinghuisen advised for now, the Board office will send out the letter and if and when the Board does a rules change, put supervision requirements on a possibility list.

**Executive Session Pursuant to SDCL 1-25-2:** Herrboldt made a motion to enter executive session at 11:56AM. Gray seconded the motion. **MOTION PASSED** by roll call vote. Chesley, yes; Forgy, yes; Herrboldt, yes; Gray, yes; Stratman, yes; Rehorst, yes; Brakke, yes. Bruns, Stanley, Kinsman and Tidball-Zeltinger exited the meeting. The Board exited executive session at 12:12PM.

#### **Complaints/Investigations:**

#272-Gray advised the complaint is pending.

#273-Forgy recommended to dismiss the complaint for lack of evidence of an ethical violation. Chesley made a motion to dismiss the complaint for lack of evidence of an ethical violation. Stratman seconded the motion. **MOTION PASSED** by roll call vote. Chesley, yes; Forgy, abstain; Herrboldt, abstain; Gray, yes; Stratman, yes; Rehorst, yes; Brakke, yes.

#274-Herrboldt advised the investigation is in the middle of the process. He forwarded a recommendation to Loker and the Board office.

#275-Chesley advised the investigation is just getting started

#267-Chesley advised the licensee has completed the required continuing education and is working under supervision per the terms of the stipulation. The 6-month evaluation has been submitted by the supervisor for Board review.

#### **CSW-PIP Supervision Contracts:**

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

Struckman, S.: Supervision with Buri beginning March 30, 2021.

Pond, A.: Supervision with Allen beginning April 1, 2021.

Gerken, K.: Supervision with Peterson beginning March 16, 2021.

Lee D.: Supervision with Gangle beginning March 8, 2021.

Vander Plaats, S.: Supervision with Jonson beginning February 5, 2021.

Beard, S.: Supervision with Burke beginning February 2, 2021.

Roerick, R.: Supervision with Allen beginning February 8, 2021.

Fickes, A.: Supervision with Desmet beginning February 22, 2021.

VanderBroek, H.: Supervision with Sivesind beginning March 24, 2021.

Sterling, A.: Supervision with Hill beginning February 1, 2021.

Steltz, M.: Supervision with Eggebraaten beginning February 10, 2021.

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

Frie, V.: Supervision with Scovel and Forgy beginning February 26, 2021.

**CSW-PIP Applicant Approvals:**

The following applicants were approved for CSW-PIP licensure by Chesley. Forgy made a motion to ratify the following applicants as approved by Chesley. Stratman seconded the motion. **MOTION PASSED** by roll call vote. Chesley, abstain; Forgy, yes; Herrboldt, yes; Gray, yes; Stratman, yes; Rehorst, yes; Brakke, yes.

- Ostrum, Sarah
- Lettvin, Robyn
- Cloughton, Kassie
- Lassen, Janet
- Helland, Kelly

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

Gray made a motion to adjourn at 12:17PM MDT. Forgy seconded the motion. **MOTION PASSED** by roll call vote. Chesley, yes; Forgy, yes; Herrboldt, yes; Gray, yes; Stratman, yes; Rehorst, yes; Brakke, yes.

Respectfully submitted,



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.

DRAFT

BOARD OF SOCIAL WORK EXAMINERS  
 REVENUE SUMMARY  
 FOR MONTH ENDING 04/30/21

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	CENTER	FUND SRC	SUB FUND	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	4293000	0	0	0893000	719		2021	10	\$ 112,950.00	\$ 2,360.00
6503	4920045			0893000	719		2021	10	\$ 4,894.60	\$ -
									\$ 117,844.60	\$ 2,360.00

BOARD OF SOCIAL WORK EXAMINERS  
 EXPENDITURE SUMMARY REPORT  
 FOR MONTH ENDING 04/30/21

COMP	ACCOUNT	BDGT YEAR	GRANT YEAR	ACCOUNT DESCRIPTION	CENTER	FUND SRC	SUB FUND	FISCAL YEAR	FISCAL MONTH	YTD AMOUNT	MTD AMOUNT
6503	5101010	0	0	F-T EMP SAL & WAGES	0893000	719		2021	10	\$ 961.15	\$ 961.15
6503	5101030	0	0	BOARD & COMM MBRS FEES	0893000	719		2021	10	\$ 1,920.00	\$ 540.00
6503	5102010	0	0	OASI-EMPLOYER'S SHARE	0893000	719		2021	10	\$ 219.90	\$ 114.33
6503	5102020	0	0	RETIREMENT-ER SHARE	0893000	719		2021	10	\$ 57.67	\$ 57.67
6503	5102060	0	0	HEALTH/LIFE INS.-ER SHARE	0893000	719		2021	10	\$ 148.43	\$ 148.43
6503	5102080	0	0	WORKER'S COMPENSATION	0893000	719		2021	10	\$ 5.77	\$ 5.77
6503	5102090	0	0	UNEMPLOYMENT COMPENSATION	0893000	719		2021	10	\$ 0.96	\$ 0.96
6503	5204090	0	0	MANAGEMENT CONSULTANT	0893000	719		2021	10	\$ 74,636.59	\$ 7,723.81
6503	5204201	0	0	BFM CENTRAL SERVICES	0893000	719		2021	10	\$ 823.19	\$ -
6503	5204204	0	0	RECORDS MGMT SERVICES	0893000	719		2021	10	\$ 297.50	\$ 72.50
6503	5204207	0	0	HUMAN RESOURCES SERVICES	0893000	719		2021	10	\$ 531.22	\$ -
6503	5204510	0	0	RENTS-OTHER	0893000	719		2021	10	\$ 3,300.00	\$ 300.00
6503	5204530	0	0	TELECOMMUNICATIONS SRVCS	0893000	719		2021	10	\$ 244.00	\$ 72.00
6503	5204590	0	0	INS PREMIUMS & SURETY BDS	0893000	719		2021	10	\$ 460.74	\$ -
6503	5205320	0	0	PRINTING-COMMERCIAL	0893000	719		2021	10	\$ 1,571.77	\$ -
										\$ 85,178.89	\$ 9,996.62





