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Meeting Minutes (Virtual – Skype Meeting)  
Board of Addiction & Prevention Professionals  
May 14, 2020  
10:30 AM to 3:00 PM (CST)  
Call-In Number: 866-410-8397  
Access Code: 730-588-5906

Board Members in Attendance: Nicole Bowen, Stacy Gorman, Kara Graveman Amy Hartman, Kristi Jacobsma, Donald McCoy and Jill Viedt.

Others Participating: Jeff Bratkiewicz, Brenda Tidball-Zeltinger, Marilyn Kinsman, and Tina Nelson.

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 10:35 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 May 14, 2020 meeting agenda, with the following additions: Schedule Application Review Meeting, Update supervision information on applications, J.E. Work Experience Verification, Examinations halted due to COVID; and J.D. Executive Session. Gorman seconded the motion. Motion passed.

IV. McCoy made a motion to approve the February 6, 2020 Board of Directors meeting minutes. Jacobsma seconded the motion. Motion passed.

V. McCoy made a motion to approve the Financial Report. Bowen seconded the motion. Motion passed.

VI. At 11:00 am Hartman called for Public Input. Hearing none, she proceeded with the agenda.

Conference call with Kinsman and Tidball-Zeltinger ended.

VII. At 11:05 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 professional licensing boards.

At 11:50 a.m. Graveman disconnected from the Skype meeting.

At 12:10 p.m. Hartman moved the meeting out of Executive Session.

The Board took a lunch break from 12:15 p.m. to 12:45 p.m.

At 12:50 p.m. Kinsman and Tidball-Zeltinger rejoined the meeting via Conference call.

VIII. 2017-3 Gorman made a motion to continue monitoring, per HPAP's recommendation. The Board will revisit the matter at the August Board meeting. No further action is necessary. Jacobsma seconded the motion. Motion passed.

IX. 2020-1 Gorman made a motion authorizing Bratkiewicz to provide the individual an opportunity to voluntarily relinquish her/his ACT certificate. Viedt seconded the motion. Motion passed.

X. Anonymous Complaint (J.R.). The practitioner was contacted and provided with the content of the complaint. McCoy made a motion recommending the information be kept on file, but no further action be taken. Graveman seconded the motion. Motion passed.

XI. Complaint regarding A.A.C.C. Gorman made a motion authorizing Nelson to send a letter to the complainant reflecting the information was reviewed and considered by the Board. It was determined no further investigation or action would be taken at this time. The information will be kept on file in the event additional complaints or concerns are received. McCoy seconded the motion. Motion passed.

XII. McCoy made a motion authorizing Bratkiewicz to send a letter to J.D. requesting she/he provide a certified copy of the entire court file from any case that references felony charges. Gorman seconded the motion. Graveman abstained. Motion passed.

XIII. McCoy made a motion authorizing the BAPP to purchase and utilize Zoom. The Board prefers Zoom, in lieu of Skype. Viedt seconded the motion. Motion passed. Kinsman indicated she would inquire if BIT supports the Zoom platform.

XIV. Gorman, Hartman, and Jacobsma will review applications at the Park Place Center, on July 17, 2020, from 10:00 am to noon. If it's determined later that the review should take place virtually, any credentialed (CAC, LAC or CPS) Board member, can assist.

XV. Viedt made a motion to approve K.B.'s request for an extension to the ACT 5-year deadline, due to the COVID epidemic. Bowen seconded the motion. Motion passed.

XVI. Graveman made a motion authorizing Nelson to make any changes deemed necessary, to the Supervision sections of the applications. McCoy seconded the motion. Motion passed.

XVII. On March 17, 2020, the BAPP received notice that all testing services were halted for a period of 30 days, in attempt to reduce the spread of COVID-19. Nelson will continue to review and monitor the information the testing company and IC&RC provides, and will follow their recommendation regarding re-opening as a test center.

XVIII. The Board reviewed J.E. Work Experience Verification forms. The BAPP will send a letter reflecting the application will remain pending until all required information is received, to include verification of the supervised work experience hours.

XXIV. In April 2020, Pam Ludwig and Kari Termansen started assisting the BAPP with administrative support. They're also helping determine and assesses the need for long-term support. Tidball-Zeltinger stated she would have a plan in place for the BAPP, which will be shared with the Board in the next week or two.

XXV. Termansen is working on moving the BAPP's computer programs to the M Drive, so office staff can work remotely.

XXVI. Due to COVID-19, the Property Manager has ceased operations on the office renovation (window replacement, carpet & paint). Tidball-Zeltinger mentioned the possibility of the BAPP utilizing state resources (i.e. shared office space and administrative support).

XXVII. When the Order and restrictions are lifted regarding COVID-19, the BAPP will be asking for volunteers to help purge files.

XXVIII. The Board recommends a small work group assist with identifying the needs and functionalities of an online database and software program for the BAPP. Once this information is identified, the work group will consider vendors, and possibly invite them to present their proposals at a Board meeting.

XXIX. Jacobsma indicated there might be practitioner's having difficulty meeting the continuing professional training requirements, due to the COVID pandemic. The Board encourages individuals to participate in on-line trainings. However, any concerns will be addressed, by the Board, on a case by case basis.

XXX. Nelson prepared information regarding COVID updates, to be posted on the BAPP website. The Board approved the information as presented.

XXXI. The Board reviewed the Pheasantland quote, for printing Standards Manuals. To reduce expenses and staff time, the Board determined the BAPP will no longer print and provide standards manuals. The Manual is available to download, on the BAPP's website.

XXXII. The Committee preparing the proposed administrative rule changes, will begin meeting virtually, due to the COVID-19 epidemic.

XXXIII. Upcoming Board of Directors meetings are scheduled as follows: August 6, and November 12, 2020.

XXXIV. At 2:45 p.m. Viedt made a motion to adjourn the meeting. Graveman seconded the motion. Motion passed.