



Meeting Minutes – Unapproved Draft; Pursuant to [SDCL 1-27-1.17](#) November 4, 2025

Location: 4001 W Valhalla Blvd; Sioux Falls, SD 57106; Suite 202 (SD Board of Pharmacy Conference Room)

All motions taken by roll call, unless otherwise stated.

1. **Call to Order:** President Christi Keffeler called the meeting to order at 9:00 A.M. Central.

Board Member Roll Call: Present: Deborah Bowar, Denise Buchholz, Debra Felton, Nathan Hinker, Carena Jarding, Christi Keffeler, Lori Koenecke, Cheryl Osmond, Penny Tilton, Jenna VandenBos. **Board Members Absent:** Jeanne Goodman.

Board Staff Present: Linda Young, Holly Glaser, Erin Matthies, Francie Miller, Lindsay Olson, Bryan Wermers.

Legal Counsel Present: Megan Borchert, General Counsel to Board; Shelly Munson, Prosecuting Attorney for Board.

Others Present: none

2. **Agenda Approval:** Motion by Bowar to approve the November 4, 2025, agenda. Second by Tilton. Motion carried.

Bowar	Yes	Goodman	Absent	Keffeler	Yes	Tilton	Yes
Buchholz	Yes	Hinker	Yes	Koenecke	Yes	VandenBos	Yes
Felton	Yes	Jarding	Yes	Osmond	Yes	Yes Votes: 10	

3. **Open Forum:** Keffeler provided the opportunity for guests to address the Board, no one requested to do so.

4. **Approval of Minutes:** Motion by Koenecke to approve the August 5th, 2025, meeting minutes and rules hearing minutes of August 5, 2025, with the edit to the spelling of Debra Felton's name. Second by Tilton. Motion carried.

Bowar	Yes	Goodman	Absent	Keffeler	Yes	Tilton	Yes
Buchholz	Yes	Hinker	Yes	Koenecke	Yes	VandenBos	Yes
Felton	Yes	Jarding	Yes	Osmond	Yes	Yes Votes: 10	

5. **Executive Session:** Motion by Jarding to move into Executive Session at 09:53 A.M, pursuant to SDCL 1-25-2(3) and SDCL 19-19-502, for purpose of consulting with legal counsel. Second by Tilton. Motion carried.

Bowar	Yes	Goodman	Absent	Keffeler	Yes	Tilton	Yes
Buchholz	Yes	Hinker	Yes	Koenecke	Yes	VandenBos	Yes
Felton	Yes	Jarding	Yes	Osmond	Yes	Yes Votes: 10	

The Board went into Executive Session at 9:53 A.M. The board moved out of Executive Session at 10:00 A.M.

Motion by Jarding to approve the following individuals to the Board's CNA Knowledge Exam Evaluation Selection Team, for RFP # 26-0920600-006: Linda Young, as Evaluation Team Lead, Holly Glazer, Bryan Wermers, Denise Buchholz, Deborah Bowar, Jen Maeschen, and Shelly Walstead. Second by Tilton. Motion carried.

Bowar	Yes	Goodman	Absent	Keffeler	Yes	Tilton	Yes
Buchholz	Yes	Hinker	Yes	Koenecke	Yes	VandenBos	Yes
Felton	Yes	Jarding	Yes	Osmond	Yes	Yes Votes: 10	

6. **Health Professionals Assistance Program (HPAP)**

- a. **Quarterly Report:** Young presented the report. Nurses who meet HPAP qualifications may enroll voluntarily in HPAP for monitoring of a substance use or mental health related issue or the Board may mandate a nurse to participate. In September 2025, 69 participants were enrolled. In 2025, fifteen participants were discharged from HPAP, of them, nine were discharged successfully.
- b. **HPAP Evaluation Committee Appointments:** Young provided an overview of the committee and current membership. She reviewed the requests for reappointments to serve a second term on the committee from Andria Petersen, MSN, APRN, FNP, and Brian Tjarks, MD. Motion by Koenecke to reappoint Andria Petersen and Brian Tjarks to serve second terms on the HPAP Evaluation Committee from November 2025 to November 2028. Second by Buchholz. Motion carried.

Bowar	Yes	Goodman	Absent	Keffeler	Yes	Tilton	Yes
Buchholz	Yes	Hinker	Yes	Koenecke	Yes	VandenBos	Yes
Felton	Yes	Jarding	Yes	Osmond	Yes	Yes Votes: 10	

7. **Compliance:**

- a. **Formal Hearings:** Miller presented the case on LPN applicant; Amy Roost. Motion by Tilton for Default Denial on LPN applicant Amy Roost. Seconded by Bowar. Motion carried.

Bowar	Yes	Goodman	Absent	Keffeler	Yes	Tilton	Yes
Buchholz	Recuse	Hinker	Recuse	Koenecke	Yes	VandenBos	Yes
Felton	Yes	Jarding	Yes	Osmond	Yes	Yes Votes: 8	

- b. **Compliance Committee Recommendations – Licensed:** Miller submitted the following recommendations from the Compliance Committee:

- Settlement Offer- Mandated Participation in HPAP: Case #1 RK, Case #2 HD.
- Settlement Offer –Mandated Participation in HPAP and Stayed Suspension: Case #1 Bethany Flynn SD P009585, Case #2 Abbey Kitto SD R035788 & CP000993.
- Settlement Offer –Letter of Reprimand, Mandated Participation in HPAP and Stayed Suspension: Laura Gramberg, SD R039178.
- Settlement Offer –Mandated evaluation by HPAP: Case #1 JC.
- Settlement Offer – Letter of Concern: Case #1 AS, Case #2 AS, Case #3 JB, Case #4 DD, Case #5 KM, Case #6 JW, Case #7 SG, Case #8 HES.
- Settlement Offer – Letter of Concern with Remediation: Case #1 MB.
- Settlement Offer- Reinstatement with Mandated Participation in HPAP and Stayed Suspension: Case #1 Travis Krumenacker SD R048790.
- Settlement Offer – Letter of Reprimand: Case #1 Cheryl Knox, SD R016673 & CR000200, Case #2 Alexa Wallace, SD R049849, Case #3 Allen Alsdorf, SD R041584.
- Settlement Offer – Letter of Concern on Privilege to Practice: Case # 1 KH, Case # 2 AM.
- Settlement Offer – Denial of License: Case #1 Lauren Cole, LPN Applicant.
- Settlement Offer – Grant Licensure: Case #1 Ezinne Okoye, RN Applicant.

Motion by Bowar to accept the recommendations of the Compliance Committee as presented and outlined in the Compliance Committee Recommendations document for licensed nurses. Second by Jarding. Motion carried.

Bowar	Yes	Goodman	Absent	Keffeler	Yes	Tilton	Yes
Buchholz	Recuse	Hinker	Recuse	Koenecke	Yes	VandenBos	Yes
Felton	Yes	Jarding	Yes	Osmond	Yes	Yes Votes: 8	

- c. **Dismissal Reporting – Licensed:** Miller presented a report of Investigative Dismissals, pursuant to SDCL 36-1C-4.
- d. **Compliance Committee Recommendations – Registrants:** Miller submitted the following recommendations from the Compliance Committee:
- Settlement Offer – Suspension: Case #1 Breanna Wiese, SD M012531, Case #2 Kaelyn Sad, SD M013668.
 - Settlement Offer- Letter of Concern: Case #1 LB.

Motion by Jarding to accept the recommendation of the Compliance Committee as presented and outlined in the Compliance Committee Recommendations for Registrants document. Second by Bowar. Motion carried.

Bowar	Yes	Goodman	Absent	Keffeler	Yes	Tilton	Yes
Buchholz	Recuse	Hinker	Recuse	Koenecke	Yes	VandenBos	Yes
Felton	Yes	Jarding	Yes	Osmond	Yes	Yes Votes: 8	

- e. **Dismissal Reporting – Registrants:** Miller presented a report of Investigative Dismissals, pursuant to SDCL 36-1C-4.
- f. **Additional Compliance Cases:**

1. Miller presented background on Ashley Kingdon, SD R044464. Motion by Tilton to issue Letter of Reprimand, Mandated Participation in HPAP and Stayed Suspension to Ashley Kingdon, SD R044464. Second by Koenecke. Motion carried.

Bowar	Yes	Goodman	Absent	Keffeler	Yes	Tilton	Yes
Buchholz	Recuse	Hinker	Recuse	Koenecke	Yes	VandenBos	Yes
Felton	Yes	Jarding	Recuse	Osmond	Yes	Yes Votes: 7	

2. Miller presented background on Marcella Glines, SD M012412 & A023415. Motion by Hinker to Summarily Suspend the Registration of Marcella Glines, SD M012412 & A023415. Second by Buchholz. Motion carried.

Bowar	Yes	Goodman	Absent	Keffeler	Yes	Tilton	Yes
Buchholz	Yes	Hinker	Yes	Koenecke	Yes	VandenBos	Yes
Felton	Yes	Jarding	Yes	Osmond	Yes	Yes Votes: 10	

3. Miller presented background on Gabriela Morales-Gil, SD M013651 % A059212. Motion by Buchholz to Summarily Suspend the Registration of Gabriela Morales-Gil, SD M013651 & A059212. Second by Hinker. Motion carried.

Bowar	Yes	Goodman	Absent	Keffeler	Yes	Tilton	Yes
Buchholz	Yes	Hinker	Yes	Koenecke	Yes	VandenBos	Yes
Felton	Yes	Jarding	Recuse	Osmond	Yes	Yes Votes: 10	

- g. **Licensee Correspondence:** No licensee correspondence was reported.

8. **Financial Report: Fiscal Year 2026:** Matthies presented the SDBON financial report for FY26 for the time period of July 2025 – September 2025. Motion by Bowar to approve the FY26 financial report as presented. Second by Buchholz. Motion carried.

Bowar	Yes	Goodman	Absent	Keffeler	Yes	Tilton	Yes
Buchholz	Yes	Hinker	Yes	Koenecke	Yes	VandenBos	Yes
Felton	Yes	Jarding	Yes	Osmond	Yes	Yes Votes: 10	

9. **Licensure and Operations:**

- a. **Licensure & Registry Report:** Matthies reported that as of October 2025, the Board had 20,245 licensed registered nurses, 2,824 licensed practical nurses, 68 certified nurse midwives, 2,895 certified nurse practitioners, 40 clinical nurse specialists, 562 certified registered nurse anesthetists, 12,602 registered certified nurse aides, and 4,567 registered medication aides.
- b. **Optimal Regulatory Board System (ORBS) Update:** Young provided an update on transitioning to ORBS licensure software platform. The go-live date has been set for February 2, 2026. Young and Matthies responded to questions.

10. **Nursing Education:**

- a. **Nursing Education Committee (NEC) Recommendations:** Wermers presented recommendations from the NEC:
 1. Approve curriculum changes for University of South Dakota's BSN programs
 2. Approve Clinical Enrichment Program (CEP) for 2026 for the following facilities:
 - a. Avera McKennan Hospital
 - b. Avera Queen of Peace Hospital
 - c. Avera Sacred Heart Hospital
 - d. Avera St. Luke's Hospital
 - e. Avera St. Mary's Hospital
 - f. Avera St. Michael's Hospital
 - g. Black Hills Surgical Hospital
 - h. Brookings Health System
 - i. Correctional Health Services
 - j. Huron Regional Medical Center
 - k. Lewis and Clark Behavior Health Services, Inc.
 - l. Madison Regional Health Center
 - m. Mobridge Regional Hospital
 - n. Monument Health
 - o. Prairie Lake Healthcare System
 - p. Sanford Health Center for Learning, Education and Development
 - q. Sioux Falls Specialty Hospital
 - r. SD Human Services Center
 - s. Yankton Medical Clinic, P.C.
 3. Approve South Dakota Nurse Education Assistance Scholarship dispersal:
 - a. Approve that 8 graduate students each receive \$1000 and that 104 undergraduate students each receive \$600 for a total of \$70,400.
 - b. Approve that 33 LPN students each receive \$350 for a total of \$11,550.
 4. Approve 2026 NEC Meeting dates of 1/21/26, 4/22/26, 7/22/26, and 10/21/26.
 5. Accept notice of 2025 Quarter 3 NCLEX pass rates.
 6. Accept notice that Southeast Technical College hired Fenecia Homan as Vice President of Academic Affairs.

Motion by Hinker to accept the recommendations of the NEC. Second by Buchholz. Motion carried.

Bowar	Yes	Goodman	Absent	Keffeler	Yes	Tilton	Recuse
Buchholz	Yes	Hinker	Yes	Koenecke	Yes	VandenBos	Yes
Felton	Yes	Jarding	Recuse	Osmond	Yes	Yes Votes: 8	

Wermers presented the request from Avera Heart Hospital of South Dakota for approval of a CEP for 2026. Motion by Koenecke to approve Avera Heart Hospital of South Dakota's request for a CEP for 2026. Second by Felton. Motion carried.

Bowar	Yes	Goodman	Absent	Keffeler	Yes	Tilton	Recuse
Buchholz	Yes	Hinker	Yes	Koenecke	Yes	VandenBos	Yes
Felton	Yes	Jarding	Recuse	Osmond	Recuse	Yes Votes: 7	

11. **Nursing Practice:**

- a. **Display of Nursing credentials: Advisory Statement Consideration:** Olson explained that she has recently received several inquiries from South Dakota stakeholders on the nursing titles and academic credentials nurses should use in their practice settings and when advertising nursing services. In response, Board staff drafted a revision to the Board's currently approved statement, *Display of Nursing Credentials*. The proposed new statement is intended to clarify the correct use of legal nursing titles. Motion by Bowar to adopt the revised statement titled, "*Display of Nursing Credentials: Statement*: A person who holds a South Dakota nursing license, or who is practicing using a compact multistate license, shall clearly identify the legal title of the nursing license held when providing care or when advertising services to South Dakota residents. The nurse shall use and display the legal title, or abbreviation of the title, of the license held.
 1. The following licensure titles shall be used or displayed:
 - Licensed practical nurse, abbreviated "LPN"

- Registered nurse, abbreviated “RN”
 - Certified nurse midwife, abbreviated “CNM”
 - Certified nurse practitioner, abbreviated “CNP”
 - Certified registered nurse anesthetist, abbreviated “CRNA”
 - Clinical nurse specialist, abbreviated “CNS”
2. A CNM, CNP, CRNA, and CNS may add the title “advanced practice registered nurse”, abbreviated “APRN”.
 3. A licensed nurse may add earned or awarded education degree(s), title of doctor, or certification title(s).

Examples of how a nurse should display titles:

- Mary Smith, LPN
- Mary Smith, RN, BSN
- Mary Smith, CNM, APRN
- Mary Smith, RN, PhD
- Dr. Mary Smith, CNP, DNP, FNP-BC.”

Second by Tilton. Motion carried.

Bowar	Yes	Goodman	Absent	Keffeler	Yes	Tilton	Yes
Buchholz	Yes	Hinker	Yes	Koenecke	Yes	VandenBos	Yes
Felton	Yes	Jarding	Yes	Osmond	Yes	Yes Votes: 10	

- b. **Emergency Services Provided by LPNs and RNs: Advisory Statement Consideration:** Olson explained that due to EMS workforce challenges, Board staff have received questions on RN and LPN scopes of practice to provide EMS services, including riding on an ambulance. Additionally, Young presented to the SD Legislative EMS Interim Committee on LPN scope of practice on an ambulance. In response to the inquiries, a new statement titled, *Emergency Services Provided by LPNs and RNs*, was drafted for consideration by the Board. The document was drafted in collaboration with the South Dakota Department of Health and Board of Medical and Osteopathic Examiners. Olson reviewed the new statement and document with the Board and informed the Board that the intent of the document is to provide guidelines to LPNs, RNs, and employers on the scopes of nursing practice in emergency settings. Olson also reviewed with the Board two currently approved Board advisory opinions, titled “Nursing Care in an Emergency” and “Flight Nurse Procedures”. Olson informed the Board that these two statements have been incorporated into the new statement and therefore recommended retiring both of the older statements.

Motion by Tilton to adopt the statement titled, “Emergency Services Provided by LPNs and RNs: Statement: The Board of Nursing supports that nursing care provided in an emergency is not restricted to the nurse’s basic scope of practice, pursuant to SDCL 36-9-28 (1). RNs and LPNs may perform emergency medical services that are consistent with professional standards, commensurate with the nurse’s educational preparation, experience, and demonstrated competence, pursuant to SDCL 36-9-3(14), 36-9-4, 36-9-4.1, and ARSD Chapter 20:48:04, and according to agency policy or credentialing requirements. Nurses may administer emergency services according to an approved medical protocol, standardized procedure, or standing order, pursuant to ARSD §§ 20:48:04:01.01 and 20:48:04:01.02. In an emergency setting, LPNs must be directly supervised by an RN, advanced practice registered nurse, physician, or physician’s assistant, pursuant to ARSD subdivision 20:48:01:01(4). On an ambulance, the LPN may be directly supervised through the use of electronic communication. A nurse is accountable to follow the standards of nursing practice listed in ARSD § 20:48:04:01, to utilize the Board’s approved “Scope of Nursing Practice Decision-Making Framework”, and to reference the “LPN & RN Emergency Tasks” document.”, and retire the statements titled “Nursing Care in an Emergency” and “Flight Nurse Procedures.” Second by Hinker. Motion carried.

Bowar	Yes	Goodman	Absent	Keffeler	Yes	Tilton	Yes
Buchholz	Yes	Hinker	Yes	Koenecke	Yes	VandenBos	Yes
Felton	Yes	Jarding	Yes	Osmond	Yes	Yes Votes: 10	

- c. **APRN Advisory Committee Appointments:** Olson provided an overview of the committee and current membership roster. Olson reviewed an application and curriculum vitae from an applicant for the open CNS position and reviewed current member reappointment requests. Motion by Koenecke to appoint the following individuals to serve as members on the Board’s APRN Advisory Committee for three-year terms: appointment to a first term: Alexis Green, CNS; re-appointment to a second term: Jenifer Reitsma, CNP, Pediatric (Acute and Primary), and Brian Kvamme, CRNA. Second by Jarding. Motion carried.

Bowar	Yes	Goodman	Absent	Keffeler	Yes	Tilton	Yes
Buchholz	Yes	Hinker	Yes	Koenecke	Yes	VandenBos	Yes
Felton	Yes	Jarding	Yes	Osmond	Yes	Yes Votes: 10	

12. SD Center for Nursing Workforce (CNW)

- a. **SDAHO Request for 2026 Nurse Leadership Program Financial Support:** Olson presented the request for \$1,000 to support the SD Association of Healthcare Organization's (SDAHO) 2026 Nursing Leadership Program. Motion by Buchholz to approve \$1,000 to support the SDAHO 2026 Nursing Leadership Program paid through the CNW. Second by Felton. Motion carried.

Bowar	Yes	Goodman	Absent	Keffeler	Yes	Tilton	Yes
Buchholz	Yes	Hinker	Yes	Koenecke	Yes	VandenBos	Yes
Felton	Yes	Jarding	Yes	Osmond	Yes	Yes Votes: 10	

- b. **2026 CNW Symposium:** Olson provided an update on the activities of the CNW; planning is underway for the 2026 CNW Symposium on April 29, 2026, with the South Dakota Nurses Association and the Nursing Education Deans and Directors. The event will feature keynote speaker Dr. Kathryn Shaffer, Director of Innovation in the College of Nursing at Thomas Jefferson University. Additional information will be shared at the Board's February meeting.

13. **Policy: Update on the Implementation of New or Amended Rules in ARSD 20:48:** Young provided an update on the new and amended rules that the Board adopted at the August 5th, 2025, Board meeting. The new rules became effective on September 8, 2025. Notice of the new rules was sent to all South Dakota licensed nursing facilities outlining the new certified nurse aide (CNA) training program and registration rules and potential actions that a nurse aide training program (NATP) or nursing facility may need to take in regard to the changes. Young explained that the new process to validate a CNA applicant's skills was implemented. NATP Program Directors may request access to the CNA Skills Evaluation Checklist forms which are accessible on the Board's secured documents website. The Board also issued an RFP, according to the state's contract requirements, for the national CNA knowledge exam test vendor. The anticipated date for selecting the vendor is December 2nd, 2025.

14. Board Development:

- a. **Professional Boundaries in Nursing:** Young shared that the NCSBN video, titled *Professional Boundaries in Nursing*, provides a good overview and examples of professional boundary crossings. Board members and other interested parties may access on NCSBN's website or YouTube: <https://www.youtube.com/watch?v=LirG9tc88Ms>.
- b. **Annual Review of Open Meeting Laws:** As required in SDCL 1-25-13, Borchert reviewed with the Board members the contents of the brochure, published by the SD Attorney General's Office, *Conducting the Public's Business: A Guide to South Dakota's Open Meeting Laws (Revised 2025)*.

15. **2027 Board Meeting Dates:** Young provided the proposed 2027 meeting dates for consideration by the Board. Motion by Hinker to set the 2027 regularly scheduled board meeting dates as follows: Tuesday, February 2; Tuesday, May 4; Tuesday, August 3; and Wednesday, November 3. Second by Tilton. Motion carried.

Bowar	Yes	Goodman	Absent	Keffeler	Yes	Tilton	Yes
Buchholz	Yes	Hinker	Yes	Koenecke	Yes	VandenBos	Yes
Felton	Yes	Jarding	Yes	Osmond	Yes	Yes Votes: 10	

16. **Travel Requests:** Young provided a request to approve out-of-state travel for 2027 for consideration by the Board. Motion by Buchholz to approve travel for the following meetings in 2026:

- 2026 NLC Executive Committee Meetings (up to 1)
- NLC Administrators Meeting: March 16, Phoenix (Up to 1)
- National Council of State Boards of Nursing (NCSBN) Midyear Meeting: March 17 – 19; Phoenix (Up to 4)
- NCSBN Discipline Case Management Conference: May 27 – 28; Rosemont, IL (up to 3)
- National Forum of State Nursing Workforce Centers Annual Conference: June 22 – 24; Minneapolis (Up to 2)
- NCSBN Executive Officer Summit: June 9 – 10; Nashville (up to 1)
- NLC Administrators Meeting: August 18, Chicago (Up to 1)
- NCSBN Annual Meeting: August 19 – 21, Chicago (Up to 4)
- NCSBN Leadership & Public Policy Conference: October 7-9, Philadelphia (Up to 4).

Second by Bowar. Motion carried.

Bowar	Yes	Goodman	Absent	Keffeler	Yes	Tilton	Yes
Buchholz	Yes	Hinker	Yes	Koenecke	Yes	VandenBos	Yes
Felton	Yes	Jarding	Yes	Osmond	Yes	Yes Votes: 10	

17. **Selection of 2026 Board Officers:** Motion by Buchholz to appoint officers for the term November 5, 2025, to November 2026, as follows, President: Christi Keffeler; Vice President: Lori Koenecke; Secretary: Carena Jarding. Second by Hinker. Motion carried.

Bowar	Yes	Goodman	Absent	Keffeler	Yes	Tilton	Yes
Buchholz	Yes	Hinker	Yes	Koenecke	Yes	VandenBos	Yes
Felton	Yes	Jarding	Yes	Osmond	Yes	Yes Votes: 10	

- 18. Short-Term BON Executive Director Succession Plan:** Young presented the need to approve a new Board staff member to serve as a designated backup if the current executive director (ED) is unable to perform the role due to an emergency or unexpected vacancy in the position. Motion by Jarding to approve Lindsay Olson as the ED's designated backup. Second by Tilton. Motion carried.

Bowar	Yes	Goodman	Absent	Keffeler	Yes	Tilton	Yes
Buchholz	Yes	Hinker	Yes	Koenecke	Yes	VandenBos	Yes
Felton	Yes	Jarding	Yes	Osmond	Yes	Yes Votes: 10	

19. Announcements:

- a. Future Board Meetings: 2/3/2026, 5/5/2026, 8/4/2026, 11/4/2026.
- b. APRN Advisory Committee Meeting: 11/14/2025.
- c. CNW Symposium: 4/29/2026.

- 20. Motion to Adjourn** by Buchholz. Second by Bowar. Motion carried in unanimous voice vote. Meeting adjourned at 12:30 P.M.