



# South Dakota Board of Podiatry

Mailing Address:  
810 North Main Street, Suite 298  
Spearfish, SD 57783

Phone: (605) 642-1600  
E-Mail: [office@sdlicensing.com](mailto:office@sdlicensing.com)

## Draft-Video Conference BOARD MEETING AGENDA

TO: All Board Members  
FROM: Brooke Tellinghuisen Geddes  
DATE: August 12, 2024  
MEETING DATE: September 20, 2024  
LOCATION: Video Conference

The public is invited to attend the meeting via Microsoft Teams at the following link:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZGE5Mzc3MjEtNGNkZi00ZTVmLWFhZTgtZDY0Y2I2MDdjN2Nl%40thread.v2/0?context=%7b%22Tid%22%3a%22e69efb98-56ef-4797-a76b-e1ec658a639c%22%2c%22Oid%22%3a%22ee0a24e7-6d2c-4495-ade5-4377098865d2%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZGE5Mzc3MjEtNGNkZi00ZTVmLWFhZTgtZDY0Y2I2MDdjN2Nl%40thread.v2/0?context=%7b%22Tid%22%3a%22e69efb98-56ef-4797-a76b-e1ec658a639c%22%2c%22Oid%22%3a%22ee0a24e7-6d2c-4495-ade5-4377098865d2%22%7d)

If members of the public would like to be sent the Microsoft Teams invitation to the meeting instead of using the above link, please contact the Board office prior to the meeting at [office@sdlicensing.com](mailto:office@sdlicensing.com). If you are having trouble with the link, please call the Board office at 605-642-1600.

MEETING TIME: 11:00AM MDT / 12:00PM CDT

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### Agenda Item Number

1. Call to Order
2. Roll Call-Torness
3. Public Hearing to Adopt Proposed Rules
4. Approval of the Agenda
5. Public Comment Period

6. Approval of the Minutes from March 1, 2024
7. FY Financial Update
8. Application Ratification Process
9. Board Member Per Diem Policy
10. Schedule Next Meeting(s)
11. Any other Business
12. Executive Session pursuant to SDCL 1-25-2
13. Adjourn

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## FORM 6

### South Dakota Board of Podiatry Examiners Notice of Public Hearing to Adopt Rules

A public hearing will be held at the South Dakota Board of Podiatry Examiners Board Office located at 521 S. 32<sup>nd</sup> St. Suite B, Spearfish, SD 57783 and by videoconference on September 20, 2024, at 11 a.m. (MDT)/12 p.m. (CDT), to consider the amendment of proposed Administrative Rules of South Dakota numbered:

§§ 20:55:04:01.

The effect of the rules will be to update the renewal fees to ensure financial viability of the board.

The reason for adopting the proposed rules is the board has operated at a loss two out of the last three fiscal years and anticipates operating at a loss in future years due to increased costs associated with operating the board. The fee increase should result in a revenue increase of approximately \$7,950 per year.

Persons interested in presenting amendments, data, opinions, and arguments for or against the proposed rules may appear in-person at the hearing, or mail or e-mail them to the South Dakota Board of Podiatry Examiners, 810 N. Main St. #298, Spearfish, SD 57783 or by going to <http://rules.sd.gov>. The link to join via videoconference is: [https://teams.microsoft.com/join/19%3ameeting\\_ZGE5Mzc3MjEtNGNkZi00ZTVmLWFhZTgtZDY0Y2I2MDdjN2NI%40thread.v2/0?context=%7b%22Tid%22%3a%22e69efb98-56ef-4797-a76b-e1ec658a639c%22%2c%22Oid%22%3a%22ee0a24e7-6d2c-4495-ade5-4377098865d2%22%7d](https://teams.microsoft.com/join/19%3ameeting_ZGE5Mzc3MjEtNGNkZi00ZTVmLWFhZTgtZDY0Y2I2MDdjN2NI%40thread.v2/0?context=%7b%22Tid%22%3a%22e69efb98-56ef-4797-a76b-e1ec658a639c%22%2c%22Oid%22%3a%22ee0a24e7-6d2c-4495-ade5-4377098865d2%22%7d) The deadline to submit any such written comments for consideration at the hearing is September 16, 2024.

After the written comment period, the South Dakota Board of Podiatry Examiners will consider all written and oral comments it receives on the proposed rules. The South Dakota Board of Podiatry Examiners may modify or amend a proposed rule at that time to include or exclude matters that are described in this notice.

For Persons with Disabilities: This hearing will be located at a physically accessible place. Please contact The South Board of Podiatry Examiners at least 48 hours before the public hearing if you have special needs for which special arrangements can be made by calling 605-773-3361.

Copies of the proposed rules may be obtained without charge from:

The South Dakota Board of Podiatry Examiners                      and/or    <http://rules.sd.gov>  
810 N. Main St., #298, Spearfish, SD 57783  
Office@sdlicensing.com  
(605)642-1600

Published at the approximate cost of \$\_\_\_\_\_.

**20:55:04:01. License renewal -- Fee -- Annual renewal.** ~~Each person licensed licensee seeking to practice podiatry within this state shall secure a license from the board and shall renew the a license to practice podiatry shall submit a renewal application to the board annually by July 1 first. The renewal fee is \$350 five hundred dollars. Failure to secure a license renewal shall result in a suspension of license. If a licensee fails to timely renew the license prior to renewal being granted, the applicant shall show satisfactory evidence of 30 hours of continuing medical education as provided in § 20:55:01:08.~~

**Source:** SL 1975, ch 16, § 1; 12 SDR 122, effective January 30, 1986; 12 SDR 151, 12 SDR 155, effective July 1, 1986; 15 SDR 198, effective June 30, 1989; 26 SDR 143, effective May 7, 2000; SL 2018, ch 228, § 14, effective July 1, 2018; 45 SDR 82, effective December 10, 2018.

**General Authority:** SDCL 36-8-3, 36-8-15.

**Law Implemented:** SDCL 36-8-15, 36-8-23.



# Board of Podiatry Examiners

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## OFFICIAL BOARD MINUTES for March 1, 2024 VIDEO CONFERENCE

Members Present: Scott Torness, DPM, President  
James Johnston, DPM, Secretary-Treasurer  
Adam Nichols, DPM, Member  
Rylan Johnson, DPM, Member  
Jeanie Blair, Lay Member

Members Absent: None

Others Present: Brooke Tellinghuisen Geddes, Executive Secretary  
Katie Funke, Executive Assistant  
Megan Borchert, General Counsel

**Call to Order/Welcome and Introductions:** Torness called the meeting to order at 11:01 a.m. MST. The Board welcomed new members Nichols and Johnson.

**Roll Call:** Tellinghuisen Geddes called the roll. Torness, yes; Johnston, yes; Nichols, yes; Johnson, yes; Blair, yes. A quorum was present.

**Corrections or additions to the agenda:** None.

**Approval of the agenda:** Johnston made a motion to approve the agenda. Blair seconded the motion. **MOTION PASSED** by unanimous voice vote.

**Public Comment:** There was no public comment.

**Approval of the Minutes from October 6, 2023:** Nichols made a motion to approve the minutes from October 6, 2023. Torness seconded the motion. **MOTION PASSED** by unanimous voice vote.

**FY Financial Update:** Tellinghuisen Geddes reported fiscal year-to-date figures as of January 31, 2024: revenue of \$2,526.19; expenditures of \$16,792.26 and cash balance of \$11,601.11. It was reported that the board will be getting a credit of approximately \$5,243.07 for errors on charges from the Department of Health covering fiscal years FY23 and FY24. It was also reported that the bulk of the income for the board is received in April through June based on the renewal period.

**Fee Increase Discussion:** The Board discussed the finances from the last three fiscal years. The board decided in order to remain solvent, a fee increase is necessary. Tellinghuisen Geddes advised that the statutory fee cap is set at \$500. Therefore, raising the fee in administrative rules from \$350 to \$500 would help bring in an additional \$7,950, assuming all licensees continued to renew their license. Board members felt that a \$500 renewal fee is not out of line with surrounding states renewal fees. Nichols made a motion to accept the administrative rule change as proposed increasing the renewal fee from \$350 to \$500. Torness seconded the motion. **MOTION PASSED** by unanimous voice vote.

**Election of Officers:** Nichols made a motion to keep the current slate of officers the same with Torness as President and Johnston as Secretary-Treasurer. Blair seconded the motion. **MOTION PASSED** by unanimous voice vote.

**FPMB Membership Dues Discussion:** The Board discussed the current membership invoice from The Federation of Podiatric Medical Boards. Tellinghuisen Geddes advised the board had not paid this fee in the past due to the financial circumstances of the Board but that FPMB was asking for a contribution this year of a dollar amount the Board could pay. Torness made a motion to pay up to a \$100 membership fee to FPMB. Nichols seconded the motion. **MOTION PASSED** by unanimous voice vote.

**Legislative Updates:** Borchert made the Board aware of the passing of SB57 which is an act to create uniform procedures for consideration of criminal histories and convictions in professional or occupational licensure. Tellinghuisen Geddes made the board aware of Senate Concurrent Resolution 602 which is a resolution to analyze and report information on healthcare workforce in South Dakota and may impact this board as the board may be asked to collect certain information at renewal time in effort to collect this data.

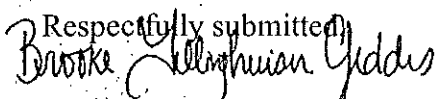
**Schedule Next Meeting:** The next meeting is scheduled for August 16, 2024 at 11:00 a.m. MDT/12:00 p.m. CDT via Microsoft Teams.

**Any other Business:** None.

**Executive Session pursuant to SDCL 1-25-2:** Nichols made a motion at 11:30 a.m. to enter executive session to discuss board development and the executive secretary contract. Blair seconded the motion. **MOTION PASSED** by unanimous voice vote. The board exited executive session at 11:45 a.m.

**Vote on Executive Secretary Contract Renewal:** Nichols made a motion to renew the executive secretary contract with Professional Licensing at the current rate. Johnson seconded the motion. **MOTION PASSED** by unanimous voice vote.

Nichols made a motion to adjourn the meeting at 11:49 a.m. MST. Johnson seconded the motion. **MOTION PASSED** by unanimous voice vote.

Respectfully submitted,  


Brooke Tellinghuisen Geddes  
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.

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STATE OF SOUTH DAKOTA  
CASH CENTER BALANCES  
AS OF: 06/30/2024

AGENCY: 09 HEALTH  
BUDGET UNIT: 09210 BOARD OF PODIATRY EXAMINERS - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	092100061821	1140000	26,495.73	DR	BOARD OF PODIATRY EXAMINERS
COMPANY/SOURCE TOTAL 6503 618			26,495.73	DR *	
6503	092100066701	1140000	1,226,130.64	DR	PHYSICAL THERAPY BOARD
COMPANY/SOURCE TOTAL 6503 667			1,226,130.64	DR *	
COMP/BUDG UNIT TOTAL 6503 09210			1,252,626.37	DR **	
BUDGET UNIT TOTAL			1,252,626.37	DR ***	



STATE OF SOUTH DAKOTA  
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT  
FOR PERIOD ENDING: 06/30/2024

AGENCY		HEALTH		MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT FOR PERIOD ENDING: 06/30/2024		PAGES	
AGENCY	BUDGET UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
09	09210	6503	510103000000000000	BOARD & COMM MBERS FEES	.00	540.00	
09210	CENTER-5	6503	510201000000000000	EMPLOYEE SALARIES	.00	540.00	*
				OASI-EMPLOYER'S SHARE	.00	41.31	
				EMPLOYEE BENEFITS	.00	41.31	*
				PERSONAL SERVICES	.00	581.31	**
				DUES & MEMBERSHIP FEES	.00	100.00	
				COMPUTER CONSULTANT	116.00	636.00	
				LEGAL CONSULTANT	240.00	898.80	
				MANAGEMENT CONSULTANT	128.96	16,385.44	
				BIT DEVELOPMENT COSTS	.00	125.40	
				CENTRAL SERVICES	.00	3,261.28	
				RECORDS MGMT SERVICES	.00	227.05	
				HUMAN RESOURCES SERVICES	.00	265.94	
				TRUCK-DRAYAGE & FREIGHT	.00	93.95	
				INS PREMIUMS & SURETY BDS	.00	855.00	
				OTHER CONTRACTUAL SERVICE	133.34	387.40	
				CONTRACTUAL SERVICES	618.30	23,236.26	*
				OPER TRANS OUT -NON BUDGT	.00	3,489.93	
				NONOP EXP/NONBGTD OP TR	.00	3,489.93	*
				OPERATING EXPENSES	618.30	26,726.19	**
				6503 PROFESSIONAL & LICENSING BOARDS	618.30	<u>27,307.50</u>	***
				CENTER: 092100061821	618.30	27,307.50	****
				B UNIT: 09210	618.30	27,307.50	*****

STATE OF SOUTH DAKOTA  
 REVENUE SUMMARY BY BUDGET UNIT  
 FOR PERIOD ENDING: 06/30/2024

AGENCY 09 HEALTH  
 BUDGET UNIT 09210 BOARD OF PODIATRY EXAMINERS - INFO

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO 6503					
COMPANY NAME PROFESSIONAL & LICENSING BOARDS					
092100061821	6503	4293959	PODIATRY EXAM LIC FEE	5,770.00	20,490.00
ACCT:	4293	BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)		5,770.00	20,490.00 *
ACCT:	42	LICENSES, PERMITS & FEES		5,770.00	20,490.00 **
092100061821	6503	4910000	OPERATING TRANSFERS IN	.00	6,979.86
ACCT:	4910	OPERATING TRANSFERS IN		.00	6,979.86 *
092100061821	6503	4920045	NONOPERATING REVENUES	.00	466.19
ACCT:	4920	NONOPERATING REVENUE		.00	466.19 *
ACCT:	49	OTHER REVENUE		.00	7,446.05 **
CNTR:	092100061821			5,770.00	27,936.05 ***
CNTR:	092100061			5,770.00	27,936.05 ***
092100066701	6503	4910000	OPERATING TRANSFERS IN	.00	1,158,648.00
ACCT:	4910	OPERATING TRANSFERS IN		.00	1,158,648.00 *
ACCT:	49	OTHER REVENUE		.00	1,158,648.00 **
CNTR:	092100066701			.00	1,158,648.00 ***
CNTR:	092100066			.00	1,158,648.00 ***
CNTR:	0921000			5,770.00	1,186,584.05 *****
COMP:	6503			5,770.00	1,186,584.05 *****
B UNIT:	09210			5,770.00	1,186,584.05 *****