

**South Dakota Nursing Facility Administrators**

Regular Meeting Agenda

Wednesday September 20, 2023 -- 1:00 pm Central

Or immediately following the Administrative Rules Public Hearing  
Zoom/Teleconference

Please register for the Board meeting using the link below. After registering, you will receive a confirmation email containing a unique link that you can use to join the board meeting.

Register: <https://us02web.zoom.us/meeting/register/tZIpdeCtpjopH9aEsnmOSNM8vGR7F370sEOO>

- 1) Call to Order
- 2) Open Forum – *5 minutes for the public to address the Board.*
- 3) Approval of Minutes
- 4) Adoption of Agenda
- 5) Financial Report
- 6) Office Update
- 7) New Business
  - a. Department of Human Services Update
  - b. Department of Health Update
  - c. DOH Website Update
- 8) Executive Session -1-25-2 (3)
- 9) License Applications
- 10) Announcements:
  - a. Next Board Meeting – March 20, 2024.
- 11) Adjourn



South Dakota Board of Nursing Facility Administrators  
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South Dakota Board of Nursing Facility Administrators  
Teleconference Board Meeting  
April 5, 2023

President Hinker called the meeting to order at 1:03 pm Central.

**Members of the Board present via teleconference:** Justin Hinker, Jason Hanssen, Timothy Yeaton, Daryl Reinicke and Marilyn Kinsman

**Board staff in attendance via teleconference:** Brittany Novotny and Lisa Harsma

**Legal Counsel in attendance via teleconference:** Shelly Munson

**Guests in attendance via teleconference:** Andrea Knoll and Mackenzie Huber

Hinker called for public testimony during the open forum. There was no public testimony.

Motion to approve the minutes of the September 14, 2022 Board Meeting by Reinicke. Second by Kinsman. Motion carried.

Motion to approve the agenda by Reinicke. Second by Kinsman. Motion carried.

Motion to approve the financial report by Hanssen. Second by Yeaton. Motion carried.

Novotny provided an office update.

Motion to move into Executive Session per SDCL 1-25-2 (3) and (4) by Yeaton. Second by Reinicke. Motion carried. The Board went into Executive Session at 1:14 pm.

Motion to move out of Executive Session by Yeaton. Second by Reinicke. Motion carried. The Board came out of Executive Session at 1:38 pm.

Motion to dismiss complaints 01.2223 and 02.2223 by Reinicke. Second by Yeaton. Motion carried.

Motion to proceed with the administrative rule promulgation process to update fees by Reinicke. Second by Hanssen. Motion carried.

Motion to approve the FY 2024 contracts, as presented, by Yeaton. Second by Kinsman. Motion carried.

Motion to approve the Board Policies, as presented, by Hanssen. Second by Reinicke. Motion carried.

Motion to approve the Continuing Education Guidelines, as presented, by Yeaton. Second by Kinsman. Motion carried.

Reinicke nominated Justin Hinker for the position of President, Timothy Yeaton for the position of Vice President and Jason Hanssen for the position of Secretary/Treasurer. Motion to close nominations and elect Justin Hinker as President, Timothy Yeaton as Vice President, and Jason Hanssen as Secretary Treasurer by Reinicke. Second by Kinsman. Motion carried.

Motion to approve Nursing Facility Administrator licenses for Richard Bergman, James Foster, Robert Roeper, Kimberly Sivertsen, Dorene Spies, Kay Vanness, Calyn Weiss, Helen Wichman and Michael Zwicker and Emergency Permits for Clay Brouwer, Loren Diekman, Michelle Kettwig, Travis Miles, Rachel Morehouse, Charisse Oland, Amanda Peterson, Stephen Schmitz, Molly Wright and Kimberly Sivertsen by Hanssen. Second by Reinicke. Motion carried.

The Board announced meeting dates of September 20, 2023 and March 20, 2024.

Motion to adjourn the meeting at 1:52 pm by Yeaton. Second by Reinicke. Motion carried.

Respectfully Submitted,

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Jason Hanssen  
Secretary

# Remaining Authority by Object/Subobject

Expenditures current through 07/29/2023 01:20:19 PM

HEALTH -- Summary

FY 2024 Version -- AS -- Budgeted and Informational

FY Remaining: 92.3%

09207 Board of Nursing Home Admin - Info							PCT
Subobject	Operating	Expenditures	Encumbrances	Commitments	Remaining	AVL	
<b>EMPLOYEE SALARIES</b>							
5101030 Board & Comm Mbrs Fees	3,609	0	0	0	3,609	100.0	
<b>Subtotal</b>	<b>3,609</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,609</b>	<b>100.0</b>	
<b>EMPLOYEE BENEFITS</b>							
5102010 Oasi-employer's Share	362	0	0	0	362	100.0	
<b>Subtotal</b>	<b>362</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>362</b>	<b>100.0</b>	
<b>51 Personal Services</b>							
<b>Subtotal</b>	<b>3,971</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,971</b>	<b>100.0</b>	
<b>TRAVEL</b>							
5203030 Auto-priv (in-st.) H/rte	1,200	0	0	0	1,200	100.0	
5203100 Lodging/in-state	456	0	0	0	456	100.0	
5203120 Incidentals-travel-in St.	88	0	0	0	88	100.0	
5203130 Non-employ. Travel-in St.	500	0	0	0	500	100.0	
5203140 Meals/taxable/in-state	176	0	0	0	176	100.0	
5203150 Non-taxable Meals/in-st	50	0	0	0	50	100.0	
5203260 Air-comm-out-of-state	185	0	0	0	185	100.0	
5203280 Other-public-out-of-state	50	0	0	0	50	100.0	
5203300 Lodging/out-state	200	0	0	0	200	100.0	
5203320 Incidentals-out-of-state	50	0	0	0	50	100.0	
5203350 Non-taxable Meals/out-st	100	0	0	0	100	100.0	
<b>Subtotal</b>	<b>3,055</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,055</b>	<b>100.0</b>	
<b>CONTRACTUAL SERVICES</b>							
5204020 Dues & Membership Fees	1,500	0	0	0	1,500	100.0	
5204050 Computer Consultant	6,500	0	0	0	6,500	100.0	
5204080 Legal Consultant	2,138	0	0	0	2,138	100.0	
5204090 Management Consultant	43,634	0	0	0	43,634	100.0	
5204160 Workshop Registration Fee	50	0	0	0	50	100.0	
5204181 Computer Services-state	465	0	0	0	465	100.0	
5204200 Central Services	866	228	0	0	638	73.7	
5204204 Central Services	305	279	0	0	26	8.5	
5204207 Central Services	610	0	0	0	610	100.0	
5204360 Advertising-newspaper	100	0	0	0	100	100.0	
5204510 Rents-other	300	0	0	0	300	100.0	
5204530 Telecommunications Srvc	1,500	0	0	0	1,500	100.0	
5204590 Ins Premiums & Surety Bds	2,300	0	0	0	2,300	100.0	

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09207 Board of Nursing Home Admin - Info							PCT
Subobject	Operating	Expenditures	Encumbrances	Commitments	Remaining		AVL
5204960 Other Contractual Service	1,500	16	0	0	1,484		98.9
<b>Subtotal</b>	<b>61,768</b>	<b>523</b>	<b>0</b>	<b>0</b>	<b>61,245</b>		<b>99.2</b>
<b>SUPPLIES &amp; MATERIALS</b>							
5205310 Printing-state	500	0	0	0	500		100.0
5205320 Printing-commercial	500	0	0	0	500		100.0
5205350 Postage	900	6	0	0	894		99.3
5205390 Food Stuffs	50	0	0	0	50		100.0
<b>Subtotal</b>	<b>1,950</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>1,944</b>		<b>99.7</b>
<b>52 Operating Subtotal</b>	<b>66,773</b>	<b>529</b>	<b>0</b>	<b>0</b>	<b>66,244</b>		<b>99.2</b>
<b>Total</b>	<b>70,744</b>	<b>529</b>	<b>0</b>	<b>0</b>	<b>70,215</b>		<b>99.3</b>

BA0225R5 07/29/2023

STATE OF SOUTH DAKOTA  
REVENUE SUMMARY BY BUDGET UNIT  
FOR PERIOD ENDING: 07/31/2023

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AGENCY 09 HEALTH  
BUDGET UNIT 09207 BOARD OF NURSING HOME ADMIN - INFO

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO 6503						
COMPANY NAME PROFESSIONAL & LICENSING BOARDS						
092070061816	6503	4293975	INITIAL APP'L - NHA	300.00	300.00	
092070061816	6503	4293977	EMERGENCY TEMP LIC-NHA	200.00	200.00	
092070061816	6503	4293978	EXAM FEE-HNA	100.00	100.00	
ACCT:	4293	BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)		600.00	600.00	*
ACCT:	42	LICENSES, PERMITS & FEES		600.00	600.00	**
CNTR:	092070061816			600.00	600.00	***
CNTR:	092070061			600.00	600.00	****
CNTR:	0920700			600.00	600.00	*****
COMP:	6503			600.00	600.00	*****
B UNIT:	09207			600.00	600.00	*****

BA1409R1

STATE OF SOUTH DAKOTA  
CASH CENTER BALANCES  
AS OF: 07/31/2023

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AGENCY: 09 HEALTH

BUDGET UNIT: 09207 BOARD OF NURSING HOME ADMIN - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	092000061816	1140000	59,860.99	DR	BOARD OF NURSING FACILITY ADMINISTRATORS
COMPANY/SOURCE TOTAL 6503 618			59,860.99	DR *	
COMP/BUDG UNIT TOTAL 6503 09207			59,860.99	DR **	
BUDGET UNIT TOTAL 09207			59,860.99	DR ***	

**SDNFA Board Meeting****Licenses that have been issued between 4/4/2023 and 9/20/2023  
(Initial Licensure)**

<b>First Name</b>	<b>Last Name</b>
Marcus	Block
Clay	Brouwer
Blake	Minsaas
Molly	Wright
Nicole	Donahue
Tyler	Donahue
Stephen	Schmitz
Amanda	Peterson

**Emergency Permits that have been issued between 4/4/2023 and  
9/20/2023**

<b>First Name</b>	<b>Last Name</b>
Brenda	Carda
Elizabeth	DeBerg
Chase	Watson
Brian	Williams
Kathy	Peterson
Molly	Wright