

**CBADP BOARD OF DIRECTORS MEETING MINUTES
DECEMBER 6, 2012
PARK PLACE CENTER, SIOUX FALLS, SD**

In attendance: Robert Bogue, Linda Peitz, Mark Bontreger, Jon Hagen, Amy Hartman, Kevin Joffer, Diane Sevening & Kristi Spitzer.

Not in attendance: Kathy White.

Staff in attendance: Tina Nelson & Paula Koller.

Amy Iversen-Pollreisz and Brooke Bohnenkamp also in attendance.

10:40 a.m. Bogue called the meeting to order.

Sevening moved and Peitz seconded a motion to approve the September 6, 2012 Board of Directors meeting minutes. Motion carried by a unanimous vote.

Drew Duncan was in attendance at 11:00 a.m. to introduce himself to the Board, discuss his role as the CBADP's Lobbyist, answer questions and explain the process of moving the bill through the senate and the house.

Iversen-Pollreisz stated that the CBADP's bill will be an agency bill and will likely be assigned to the Health and Human Service Committee.

The Board reviewed the budget and financial report prepared by Rose Grant. Spitzer moved and Sevening seconded a motion to approve the information as presented. Motion carried by a unanimous vote.

Peitz moved and Sevening seconded a motion to approve the \$150.00 reinstatement fee for trainees and counselors. Motion carried by a unanimous vote.

Nelson and Koller discussed the ongoing challenge of individuals who do not submit the appropriate / required information for certification or trainee renewal. Bogue suggested that the cover sheet of the applications be changed to a check sheet format, to assist individuals in identifying exactly what information is required. Sevening moved and Spitzer seconded that if or when the proposed changes are adopted, and the reinstatement fee is implemented, the CBADP will no longer be responsible for making phone calls, sending letters, emails, etc., when an individual is missing a portion of an application. If all information, to include appropriate payment, is not received by the deadline, the professionals' status will lapse and the individual will have the option of requesting reinstatement, if the request is received by the deadline or submit a new application, to include testing if applicable.

Sevening stated that she is working on creating the specialized education coursework criteria required for licensure. She is in the process of gathering syllabi from universities that offer a masters degree in addiction.

The Board provided clarification regarding inactive status: an individual does not need to submit continuing education prior to placing their status on inactive, even if it is their renewal / birth month. However, a professional's status cannot be activated without submission of continuing education.

Spitzer moved and Peitz seconded a motion that election of officers will be held annually at the June Board meeting. Current officers will serve in their positions until June 2013.

An individual submitted a request for the CBADP to submit a survey to the field compiling information regarding wages, education, etc. The Board was in agreement that due to the CBADP's current financial situation, the survey request would be revisited at the June Board meeting.

The Board reviewed a packet of information from the Sioux Falls Area Chamber of Commerce regarding membership. Spitzer moved and Peitz seconded that prior to voting on whether the CBADP should apply for membership, the Board needs to review the information. The Board will revisit the information at the March Board of Directors meeting.

Per Bogue's request, the Board revisited the Focus on Integrated Treatment (FIT) training.

The Portfolio Review Committee will meet on January 18, 2013, at 10:00 a.m., at the Park Place Center, in Sioux Falls, SD.

Nelson informed the Board that she was appointed committee co-chair for the IC&RC Alcohol and Drug Counselor (ADC) credential. The Board was supportive of the nomination.

Bratkiewicz in attendance at 1:00 p.m. to discuss pending ethical matters.

In order to maintain attorney/client privilege and confidentiality in communications with Mr. Bratkiewicz, attorney for the Board, Bogue moved the meeting into Executive Session at 1:10 p.m.

Bogue moved the Board out of Executive Session at 2:55 p.m.

Due to the CBADP's financial situation, the Board discussed the procedures for processing ethical complaints. Jon Hagen and Linda Peitz volunteered to assist in the process in attempt to reduce legal fees. Bratkiewicz stated that Board members could assist with screening the complaints. The Board member could review the complaint to determine if action is necessary. However, it is imperative that the information be promptly reviewed and a decision established in the event a thirty-day order would need to be issued.

Amy Iversen-Pollreisz recommends Nelson speak with Carol Tellinghuisen, Executive Director of the Psychologist and Social Work Examiners Boards and gather information regarding how their Board's process ethics complaints and utilize their attorney.

- 2009-10 The individual inquired into the process for being reinstated or allowed to return to the profession. As set forth in the Board's 2010 Order of Suspension, the individual was asked to submit letters of support and provide proof that he/she had completed the required course on ethics. Bratkiewicz will send a letter to the individual stating that before he/she appears before the Board, all required information must be submitted.
- 2010-5 & 2010-8 Bratkiewicz to prepare a Supplemental Final Order acknowledging that the individual has successfully completed all of the terms and conditions that were imposed upon him/her under the Board's September 6, 2011 Final Order. The Supplemental Final Order fully and completely restores him/her, without any restrictions or limitations, to the status as a Certified Chemical Dependency Counselor.
- 2012-0 The complaint was forwarded to the Board's Ethics Committee for review and processing. The Ethics Committee completed its review and presented a recommendation to the Board at today's meeting. There would be no formal disciplinary action or proceedings as a result of the complaint. The Board voted to expunge the complaint from its records and the individual's professional file. Bratkiewicz will send a letter to the complainant informing him/her of the Board's decision. Bogue and Peitz were not present while the Board discussed this matter.
- 2012-1 Nelson to assign a new ethics file number. Bratkiewicz to send a letter to the Pennington County Deputy State's Attorney stating that the CBADP received an application from the professional seeking to reactivate her/his certification. Bratkiewicz's letter will state that it would be very helpful to have copies of any court reports, documents, records, materials, warnings, etc., related to the circumstances leading up to the resignation of the individual's employment. The Board will determine how to proceed upon receipt of the requested information. Bratkiewicz to send a letter to the professional informing her/him that the Board has determined that it is necessary to postpone the processing of the application or reactivation, in order to investigate the facts and circumstances surrounding her/his recent resignation.
- 2012-9 Bratkiewicz to send a letter to the trainee's attorney requesting the CBADP be notified of the outcome of the criminal matter. The file remains open pending the outcome of the criminal charges.
- 2012-10 Nelson to send a letter giving the individual an additional two weeks to submit his/her response to the ethical complaint. Failure to respond may be treated by the Board as an admission of the allegations made by the complaining party, and could itself be considered unprofessional conduct because all practitioners have an obligation to cooperate with investigatory matters.
- 2012-11 Bratkiewicz will send a letter to Maria Eining informing her that a member of the CBADP's Ethics Committee has agreed to provide additional support and input in monitoring the individual's progress and compliance with HPAP. The file remains open and the Board will continue to monitor the individual's progress.

J.F. submitted a request for an extension of his/her certification renewal. The Board and Bratkiewicz were in agreement that the individual must contact the DSS Office of Program Management and make satisfactory arrangements for payment of any accumulated arrearages. Upon written receipt of notification from DSS that his/her name has been cleared from the Child Support Arrearage list, the CBADP will process the renewal application since it was postmarked by the deadline. The certification will not be backdated.

Sevening moved and Peitz seconded a motion to approve Bratkiewicz's recommendations, as presented, regarding the pending ethical complaints. Motion carried by a unanimous vote.

Sevening moved and Bontreger seconded a motion to adjourn the meeting. Motion carried by a unanimous vote.

Respectfully submitted,
Tina M. Nelson