

BAPP BOARD OF DIRECTORS MEETING MINUTES
DECEMBER 4, 2014 – 10:30 A.M. (C.S.T.)
PARK PLACE CENTER, SIOUX FALLS, SD

Peitz called the meeting to order at 10:41 a.m.

In attendance: Linda Peitz, Diane Sevening, Kristi Spitzer, Kathy White, Mark Bontreger and Amy Hartman.

Not in attendance: Greg Sands, Barb Ohme and John Fokken.

Guest in attendance: N/A.

Peitz called for Public Input at 11:00 a.m. B. H. in attendance to request the Board waive the reinstatement fee. The renewal deadline was November 30, 2014. The BAPP received the application materials and fee on December 3, 2014. Spitzer moved and Sevening seconded a motion to deny the request. Hartman abstained. Motion carried by a unanimous vote.

In order to maintain attorney/client privilege and confidentiality in communications with Mr. Bratkiewicz, attorney for the Board, Peitz called the meeting into Executive Session at 11:15 a.m.

Peitz moved the Board out of Executive Session at 12:44 p.m.

2014-2 Bratkiewicz called the individual at 11:32 a.m. She/he did not answer. Bratkiewicz left a voice message, requesting a return phone call. At 12:22 p.m. she/he called Mr. Bratkiewicz. Via speaker-phone, the Board provided her/him with the opportunity to discuss the presenting matter. She/he did not expand on the situation, had no questions and did not object to an Order being entered. White moved and Spitzer seconded a motion for Bratkiewicz to enter a Notice of Entry of Order of Revocation and Monetary Sanction. The matter is considered closed and no further action is necessary. Motion carried by a unanimous vote.

2014-4 The matter is currently in the investigatory phase. The file remains open and no action is necessary at this time.

The Board reviewed the following request from K. C. received by the BAPP on October 24, 2014, 'I requested clarification as to the appeal process as an avenue to appealing the Boards' decision of September 4, 2014 in the matters of my CCDC III license of 2010.' Bratkiewicz submitted a response to the request on October 31, 2014, clarifying that SDCL 1-26-31 requires an appeal of an administrative agency decision be filed within thirty days of the decision, action, etc., being challenged. An individual may request the opportunity to appear before the Board at its next regularly scheduled meeting and the request must be made in writing. The Board was in agreement with Mr. Bratkiewicz's response. No further action is necessary at this time.

The Board requested Bratkiewicz provide an outline/guideline for the Ethics Committee to utilize when investigating anonymous ethical complaints. Bratkiewicz recommends the administrative office log receipt of the complaint, forward all information to the Ethics Committee, and document the Committee's decision, which will be reviewed and voted on at the next quarterly Board meeting. Bratkiewicz stated the Committee can send a letter to the target of the complaint, request a response to the allegations and can ask any questions throughout the investigation process. White moved and Sevening seconded a motion to adopt Bratkiewicz's recommendations. Motion carried by a unanimous vote.

The Board was in agreement that in order to determine eligibility for private practice, an Independent Practice section would need to be added to page one of the Certification/Licensure Renewal Application. The professional will indicate whether he/she is currently practicing independently and must also identify the independent practice start date. A 'Work Experience Verification for Independent Practice' form, verifying two years of qualifying supervised work experience in the field, accrued after initial certification or licensure, must also be on file. Failure to document the qualifying work experience will be cause for referral to the Board of Directors and policy will prohibit the BAPP from processing the renewal. Information regarding Independent Practice qualifications and requirements will also be included in the letter applicants receive upon successful completion of the written examination.

It is the Board's desire to update or adopt a new Code of Ethics and Standards of Practice for the BAPP. The Board will review the 2014 ACA Code of Ethics, the NAADAC/NCC AP Code of Ethics and the Pennsylvania Certification Board Code of Ethical Conduct. It is the Board's desire to review the documents prior to the December Board meeting.

White and Spitzer's Board terms expire June 2015. The Nominating Committee will seek to attain three nominations per vacant seat.

Sevening moved and Hartman seconded a motion to approve the financial report. Motion carried by a unanimous vote.

The current Pitney Bowes lease (\$67.00 per month) is expiring. The new lease (\$63.00 per month) includes an updated postage machine. Nelson called Pitney Bowes and negotiated a reduced monthly rate of \$50.00, which also includes the updated postage machine. Hartman moved and Sevening seconded a motion to approve the new lease. Motion carried by a unanimous vote.

Spitzer moved and White seconded a motion to approve the Executive Committee's decision authorizing the administrative office to switch telephone providers, resulting in decreased monthly expenditures. Motion carried by a unanimous vote.

Seth Olson, USD Program Coordinator for the Counselor Education Program, emailed the BAPP inquiring if the Board would be supportive of 'collaborating in a way to offer students the ability to earn both a LPC and LAC in South Dakota'. The BAPP replied to the email requesting additional information regarding how the collaboration would take place. Mr. Olson was also invited to attend Public Input during the December 4, 2014 Board meeting, to further discuss his request. Mr. Olson did not respond to the BAPP's email and was not present during Public Input.

Sevening moved and Hartman seconded a motion to approve the September 4, 2014 Board of Directors meeting minutes. Motion carried by a unanimous vote.

The BAPP received an email from an individual inquiring whether the SD Board of Examiners for Counselors, who carry the BCE approval number, fall under the approval of the BCE – (Board of Counselor Examiners) listed on the BAPP's list of 'Pre-Approved Sponsors for Continuing Professional Training'. The Board was in agreement that trainings sponsored by the South Dakota Board of Examiners for Counselors, are considered pre-approved by the BAPP, and fall under the BCE (Board of Counselor Examiners) listed on the BAPP's current approved list.

The Board was in agreement that 'Public Health Service' and 'Central Rockies' be removed from the BAPP's Pre-Approved Sponsors for Continuing Professional Training list.

The Portfolio Review Committee is scheduled to meet on Friday, January 23, 2015. The Committee will meet at the Park Place Center, in Sioux Falls, SD at 10:00 a.m. (C.S.T).

The Board asked Nelson to explore Zoom, which is a cloud meeting company for video and web conferencing. The Board is seeking alternative means of participating in meetings when Board members are unable to be in attendance.

Sevening moved and White seconded a motion to adjourn the meeting at 2:54 p.m. Motion carried by a unanimous vote.

Respectfully Submitted,
Tina M. Nelson