

CBADP BOARD OF DIRECTORS MEETING MINUTES
JUNE 2, 2011
9:00 AM CENTRAL TIME, CEDAR SHORE RESORT, OACOMA, SD

In attendance: Bob Bogue, Kathy White, Diane Sevensing, Linda Peitz, Mark Bontreger, Kristi Spitzer and Jon Hagen.

Not in attendance: Kevin Joffer and Kelly Johnson.

Bogue called the meeting to order at 9:13 am.

Sevensing moved to approve the March 3, 2011 Board of Directors meeting minutes. Peitz seconded the motion, motion carried.

Bogue moved the meeting into executive session at 9:21 am in order to maintain attorney/client privilege and confidentiality while reviewing the memo submitted by Mr. Jeff Bratkiewicz regarding pending ethical matters.

Bogue moved the meeting out of executive session at 9:47 am.

The Portfolio Review Committee is scheduled to meet Friday, July 22, 2011 at 10:00 am, at the Holiday Inn City Centre, Sioux Falls, SD.

The IC&RC Fall Conference will be held in Orlando, FL, October 25-27, 2011. Sevensing moved that Nelson and Spitzer attend the meeting. Peitz seconded the motion, motion carried.

Bratkiewicz joined the meeting via speakerphone at 10:03 am.

Bogue moved the Board into executive session at 10:05 am in order to maintain attorney/client privilege and confidentiality in communications with Mr. Bratkiewicz.

Bogue called the meeting out of executive session at 10:45 am.

2009-3 & 2009-5 The individual appeared before the Board at 10:15 am to request reconsideration of the revocation of his/her certification and to confirm that there is no conflict between his/her current employment and the Board's Order of Permanent Revocation. The Board determined that they would not consider eligibility for reinstatement and or reconsider its Order of Revocation, until he/she has successfully completed the terms and conditions of his/her probation and an Order has been entered expunging and removing from the record his/her criminal conviction. If or when that happens, the individual may request reinstatement and the Board will consider the matter at that time. As far as the individual's current employment as a Clinical Specialist (Home Based Therapist), the Board does not consider his/her role and function as constituting a violation of the Order of Revocation. Sevensing moved that Bratkiewicz send a letter to the individual requesting that he/she submit the order vacating the original judgment of conviction and suspending the imposition of sentence. Peitz seconded the motion, motion carried.

2010-5 & 2010-8 Spitzer moved that Bratkiewicz draft a stipulation to be circulated to the Board of Directors for approval. The stipulation will suspend the individual's certification for five-business days and require the individual to successfully complete a three-semester hour addiction specific ethics course, to be completed at an accredited college or university. The ethics file will remain open for two years and may form the basis for future Board action. Sevensing seconded the motion, White abstained. Motion carried. White was not present during discussions regarding this matter.

2010-9 Sevensing moved that Nelson submit a letter to the individual asking that she/he request a written update of her/his status and progress from the Health Professionals Assistance Program (HPAP), to include a possible completion date. White seconded the motion, motion carried.

2011-2 Pietz moved that Nelson submit a letter to the complainant and the certified individual stating that the Board reviewed the complaint and determined that no further action would be taken. However, a copy of the complaint will be kept on file and may form the basis for future Board action. The file is considered closed. Sevensing seconded the motion, White abstained. Motion carried. White was not present during discussions regarding this matter.

2011-3 Sevensing moved that Bratkiewicz send a letter to the individual inquiring whether she/he has the support and resources needed to work through the presenting situation. The Board feels it is their obligation to ensure that the individual is receiving any and all services needed. The letter will request that the individual call Bratkiewicz at her/his earliest opportunity to briefly discuss the matter. Pietz seconded the motion, motion carried.

2011-4 Sevensing moved that Nelson submit a letter to the complainant and the trainee stating that the Board reviewed the complaint and determined that no further action would be taken. However, a copy of the complaint will be kept on file and may form the basis for future Board action if additional information or complaints are received. The file is considered closed. Spitzer seconded the motion, White abstained. Motion carried. White was not present during discussions regarding this matter.

2011-5 Sevensing moved that Nelson submit a letter to the complainant and the certified individual stating that the Board reviewed the complaint and determined that no further action would be taken. However, a copy of the complaint will be kept on file and may form the basis for future Board action if additional information or complaints are received. The file is considered closed. Spitzer seconded the motion, White abstained. Motion carried. White was not present during discussions regarding this matter.

2011-6 Sevensing moved that Nelson submit a letter to the complainant and the certified individual stating that the Board reviewed the complaint and determined that no further action would be taken. However, a copy of the complaint will be kept on file and may form the basis for future Board action if additional information or complaints are received. The file is considered closed. Spitzer seconded the motion, White abstained. Motion carried. White was not present during discussions regarding this matter.

2011-7 Hagen moved that Bratkiewicz write a letter to the individual stating that the CBADP received a complaint against her/him. The Board is requesting a written response to the complaint on or before July 15, 2011. Sevensing seconded the motion, White abstained. Motion carried. White was not present during discussions regarding this matter.

2011-8 Spitzer moved that Bratkiewicz submit a letter to the individual asking her/him to respond to the allegations within fourteen days. Sevensing seconded the motion, motion carried.

Spitzer moved that Nelson send a letter to A.R. notifying him that the Board denied his/her application for trainee recognition due to his/her felony conviction. Peitz seconded the motion, motion carried.

Bogue called for Public Input at 11:00 am, hearing none, he proceeded with the agenda.

J.O. submitted a letter to the Board of Directors requesting that the CBADP provide him with a list of certified prevention specialists in South Dakota, so he could contact them to gather information regarding their education, work experience and provide/suggest content for a prevention curriculum. At present, the CBADP does not have administrative authority to charge a fee and provide a mailing list. Sevensing moved that Koller provide him with the International Coalition for Addiction Studies Education Program Approval Process and Application Portfolio, which will provide information and direction when creating the prevention curriculum. He may contact Spitzer via email if he has questions or needs additional prevention information. Spitzer seconded the motion, motion carried.

D.R. submitted a letter to the Board requesting, "it will apply that \$250.00 I already paid to current required fees". The Board was in agreement that the fees could not be transferred or refunded. However, the individual has until July 2012 to utilize the fees that were submitted for the certification application and testing process.

Hagen moved that the following be adopted and included in the standards manual and administrative rules: Establish an annual fee schedule of \$112.50 for individuals who are dual credentialed and on retirement status. These individuals will be required to submit thirty continuing education units every two years for certification renewal. Sevensing seconded the motion, motion carried.

White moved to approve the following changes / additions to the administrative rules and state statutes regarding licensure, certification and trainee status. Sevensing seconded the motion, motion carried.

To qualify as a clinical supervisor under the proposed changes, the practitioner must:

- hold an active CADC, LADC or CPS credential with the CBADP
- have the following behavioral science degree and minimum number of hours of specific work experience in the alcohol and drug counselor domains if a CADC or LADC; or the following degree and minimum number of hours of specific work experience in the prevention specialists domains if a CPS:

High School Diploma (or GED):	10,000 hours
Associate's Degree:	9,000 hours
Bachelor's Degree:	8,000 hours
Master's or Doctorate Degree:	6,000 hours

As per the Boards consensus, a Practitioner by definition is a licensed and / or certified individual, not to include trainees.

The Board will designate the fees and the statutes will not identify specific fees.

Intern Status or Inactive Status will no longer be available to trainees.

Disabled status will no longer be available for certified individuals.

The following is the proposed (One Time Only) grand-parenting policy that will be offered to individuals currently credentialed through the CBADP, if the proposed changes are approved:

Option 1:

CCDC II or CCDC III certification

Master's or Doctorate degree in a behavioral science field prior to (date to be determined)

Submit an application prior to (date to be determined)

Option 2:

CCDC II or CCDC III certification

Bachelor's Degree in a behavioral science field prior to (date to be determined)

Ten (10) years of clinical addiction counseling

Submit an application prior to (date to be determined)

Option 3:

CCDC II or CCDC III certification

Twenty (20) years of clinical addiction counseling experience

Submit an application prior to (date to be determined)

Has not been convicted of, pled guilty to, or plead no contest to, any felony, or to any crime involving moral turpitude or like offense, including any crimes of offenses where imposition of sentence was suspended.

Individuals who are currently certified who have earned a Masters and Doctorate degree will automatically receive licensure, upon completion of the application (if requested).

If the proposed changes are approved, the Administrative Office will implement the following procedure: The CBADP will issue certificates and licenses to include a letter stating that if the individual feels they did not receive the credential that they are eligible for (certification or licensure), the responsibility lies with the individual to provide proof of the masters degree and work experience within thirty days of receiving the initial certificate. The individual will not receive a license until the certification certificate is returned to the Administrative Office. Certification / Licensure Renewal cards will be issued annually upon renewal of the appropriate credential.

Sevening clarified that all addiction specific coursework required for licensure must be completed at a master's level.

White moved that the CBADP host three Town Hall Meetings to provide the public an opportunity to discuss the proposed changes, ask questions and provide input. Sevening seconded the motion, motion carried. The meeting dates and locations are as follows:

July 22, 2011 - Sioux Falls August 12, 2011 – Aberdeen August 26, 2011 - Rapid City

Spitzer moved that the CBADP complete all necessary processes and submit the proposed changes for action this legislative session and present the administrative rules in December 2011. White seconded the motion, motion carried.

Hagen moved to adjourn the meeting. Peitz seconded the motion, motion carried.

Respectfully Submitted,
Tina Nelson