

BAPP BOARD OF DIRECTORS MEETING MINUTES
JUNE 4, 2015 – 10:30 A.M. (C.S.T.)
PARK PLACE CENTER, SIOUX FALLS, SD

Peitz called the meeting to order at 10:30 a.m.

In attendance: Mark Bontreger, Amy Hartman, Barb Ohme, Linda Peitz, Greg Sands, Diane Sevening, and Kristi Spitzer.

Not in attendance: Kathy White.

Guest in attendance: Justin Pierson.

Administrative Staff in attendance: Paula Koller and Tina Nelson.

Spitzer moved and Hartman seconded a motion to approve the March 5, 2015 Board of Director's meeting minutes. Motion carried by a unanimous vote.

The Portfolio Review Committee will meet at 10:00 a.m. at the Park Place Center, in Sioux Falls, SD, on July 17, 2015.

Sevening moved and Ohme seconded a motion to approve the following language for the Standards Manual: "Independent practice of addiction counseling" means a person who is a Licensed Addiction Counselor (LAC), as recognized by the South Dakota Board of Addiction and Prevention Professionals, who has established their own business entity and provides, for compensation, counseling-related services to an individual, group, organization, corporation, institution, or the general public. Motion carried by a unanimous vote.

Peitz called for Public Input at 11:05 a.m. L.B. in attendance to propose an appeal procedure for obtaining approval of academic coursework. Sevening moved and Spitzer seconded a motion to deny the request. An appeal process based on an individual's experience, rather than syllabi / course content, would be subjective. The appeal process must be objective. Motion carried by a unanimous vote.

Bratkiewicz joined the meeting via conference call at 12:00 p.m.

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 12:05 p.m.

Peitz called the meeting out of Executive Session at 1:07 p.m.

Hartman moved and Sevening seconded a motion to approve the Agreement for Legal Services between Jeff Bratkiewicz, Bangs, McCullen Law Firm, and the BAPP. Motion carried by a unanimous vote.

2014-4 Spitzer moved and Sands seconded a motion authorizing Bratkiewicz to issue a Stipulation for Voluntary Suspension of BAPP Certification. Motion carried by a unanimous vote.

The BAPP received a hand written ethics complaint on April 3, 2015. The administrative office sent letters to the complainant on May 13 and May 27, 2015. A response has not been received. Sevensing moved and Bontreger seconded a motion authorizing the BAPP to process the information in accordance with the anonymous complaint policy. No further action will be taken and no file number will be assigned. Motion carried by a unanimous vote.

An anonymous complaint received on April 1, 2015 appears to contain confidential client information. The complaint was submitted via fax. Sevensing moved and Bontreger seconded a motion authorizing the BAPP to send a letter to the agency/organization where the fax originated. If a reply is received, the information will be kept on file. The BAPP will process the information in accordance with the anonymous complaint policy. No further action will be taken and no file number will be assigned. Motion carried by a unanimous vote.

The Board authorized Nelson to purchase a cordless phone, to be utilized for audio conferencing during Board meetings. However, cordless phones are considered a restricted item. Pierson indicated he would seek approval for this purchase.

Participating in Board meetings via audio-conferencing, may be available to Board members not in attendance. Provisions require the appropriate statute be cited on the agenda and identify Board members who are participating telephonically. Providing notice to the public to include the phone number connecting individuals to the meeting, is also required Bratkiewicz explained there are stipulations regarding audio-conferencing during Executive Session, provisions dependent upon whether a quorum is present, etc. . Provisions may prohibit a meeting if a quorum is not present, and the BAPP did not have advance notice. Bratkiewicz will provide language and standards of practice regarding audio-conferencing, taking roll call, voting, etc.

Spitzer moved and Sevensing seconded a motion authorizing the BAPP to email Board meeting materials, to include ethical complaint information, to Board members participating in meetings via conference call. In order to maintain confidentiality, the information must be sent as a single pdf file, treated as privileged and confidential, and not disclosed or disseminated to third parties. Motion carried by a unanimous vote.

Any concerns identified by the Board, (i.e. conflict of interest,) will be documented in the "Board office use only" section of the Boards and Commissions Application for Board Nominees. All nominations will be reviewed and submitted to DSS. The Board numbers the nominations in order of preference (most suitable to inapt), prior to submitting to DSS.

The Boards and Commissions applications were reviewed and placed in sequential order by preference.

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

Sevening identified / documented similarities and differences pertaining to the BAPP Code of Ethics and the NAADAC/NCC AP Code of Ethics. This information will be included in the notice, mailed to all professionals, announcing adoption of the new Code of Ethics.

Sevening moved and Sands seconded a motion to approve and adopt the four Alcohol and Drug Counselor Domains. Motion carried by a unanimous vote.

The BAPP is in full compliance with IC&RC standards (Fall 2015 Compliance Review).

Bontreger moved and Spitzer seconded a motion to nominate Sevening for President, Hartman for Vice-President and Bontreger for Secretary/Treasurer. Motion carried by a unanimous vote.

Spitzer moved and Sevening seconded a motion to adjourn the meeting at 3:00 p.m. Motion carried by a unanimous vote.

Respectfully Submitted,
Tina Nelson
BAPP Administrative Officer