

**CBADP BOARD OF DIRECTORS MEETING MINUTES
MARCH 3, 2011
10:30 AM CENTRAL TIME, PARK PLACE CENTER, SIOUX FALLS, SD**

In attendance: Robert Bogue, Kathy White, Diane Sevening, Mark Bontreger, Linda Peitz, & Jon Hagen.

Also in attendance: Tina Nelson & Paula Koller.

Not in Attendance: Kristi Spitzer, Kelly Johnson & Kevin Joffer.

Bogue called the meeting to order at 10:43 am.

White moved to approve the December 2, 2010 Board of Director meeting minutes, with the exception that the following change be made: under file # 2010-5, the month of April be changed to March. Sevening seconded the motion, motion carried.

White moved to approve the agenda with the addition of discussing B.A. trainee status. Sevening seconded the motion, motion carried.

The Board discussed the lack of attendance at the semi-annual Portfolio Review Committee meetings. All credentialed Board members are asked to be in attendance and stated they would put forth effort to attend all meetings.

Bogue informed the Board that prior to the Interim Rules Review Committee Meeting, he, Nelson and Koller participated in a telephone conversation with Senator Hunhoff regarding the proposed Administrative Rule changes. During the conversation, Hunhoff stated that she reviewed the proposed changes and planned to approve the rule package at the Interim Rules Review Committee Hearing. Bogue stated that the Committee denied the CBADP's rule package at the Hearing and returned it for revision. The Committee informed Bogue that the academic, experience track and three levels must be re-worked. It is their expectation that the process be streamlined in order to be more efficient for better utilization.

Rose Grant was in attendance at 11:00 am to present and discuss the CBADP's financial report and budgetary information.

Bogue called for Public Input at 11:30 am, hearing none, he proceeded with the agenda.

White moved that the Administrative Office make all necessary changes to the state statutes, administrative rules and standards manual to reflect the following \$50.00 fee increase:

Trainee Renewal fee: \$150.00 & Certification Renewal fee: \$200.00

Peitz seconded the motion, motion carried.

BA trainee status lapsed because she/he did not complete the nine semester hours of addiction specific coursework within two years of obtaining trainee recognition. Policy prohibits the Board from reinstating status. However, the Board will permit the individual to reapply for trainee recognition. The trainee will be held accountable to complete all requirements for certification and successfully complete the application and testing process prior to the five-year deadline.

Bratkiewicz in attendance at 2:00 pm to discuss pending ethical matters.

Bogue moved the meeting into Executive Session at 2:04 pm in order to maintain attorney/client privilege and confidentiality in communications with Mr. Bratkiewicz.

2010-5 The direction / course of the complaint is pending upon the outcome of the formal disciplinary hearing regarding file number 2010-8.

2010-8 In order to develop a factual record and determine whether formal disciplinary action is warranted, the Board's intent is to schedule a formal disciplinary hearing with a Hearing Examiner.

2010-9 Bratkiewicz reported that the individual has contacted the Health Professionals Assistance Program (HPAP) and is in the process of completing the appropriate paperwork. Any additional action will be deferred on the complaint, depending upon the information provided through her/his participation in the HPAP. The file will remain open and will be reviewed and reconsidered upon developments that occur.

2011-1 Bratkiewicz reported that the certified individual did not admit, or deny the alleged ethical violation. However he/she desires to relinquish and/or forfeit his/her certification.

2011-2 The CBADP Administrative Office received an ethical complaint on February 17, 2011 and forwarded the information to Mr. Jeff Bratkiewicz. On February 25, 2011 Bratkiewicz submitted a letter to the certified counselor identified in the complaint, and requested that she/he provide a written explanation regarding the reported events and the circumstances surrounding the situation. A response was received on March 2, 2011 denying the allegations. Bratkiewicz submitted a letter to the complainant on March 2, 2011 requesting any information, documents or comments in response to the counselor's statement. Bratkiewicz requested that the written response be received prior to March 11, 2011. The Board will review the file at the June Board meeting.

DJ submitted a letter to the Board regarding an employee whom he/she supervises, (RF), who's a certified chemical dependency counselor. The Board reviewed the information and determined that no action was necessary. However, a copy of the letter would be placed in the counselors file. The Board is appreciative of the submission of the information and the content will be kept confidential.

Bratkiewicz spoke with DJ via telephone regarding the same employee under his/her (DJ) supervision. DJ reported that the individual has received clearance from a professional permitting the employee/certified counselor to return to work. Mr. Bratkiewicz recommended the certified individual submit a letter to the CBADP stating that she/he has been released to return to work.

WM called Bratkiewicz on February 23, 2011 to notify him that the SD CBADP website incorrectly reflects that her/his certification had been permanently revoked. According to the Stipulation she/he signed and the Board's Order, the certification was suspended indefinitely. The Board's administrative office will update the website's information.

Bogue moved the meeting out of Executive Session at 3:30 pm.

Bratkiewicz clarified that the disciplinary actions identified on the Disciplinary Actions page of the CBADP's website, should be listed under the year in which the complaint was filed. This procedure is consistent with the CBADP's current practices. Bratkiewicz stated that the CBADP's administrative staff could add the following information to the site: identify the date of the order of revocation/suspension and the certificate number.

2010-8 Sevensing moved that Bratkiewicz schedule a formal disciplinary hearing with a Hearing Examiner. Bratkiewicz will serve and enter the Order and Notice of Disciplinary Hearing. White seconded the motion, motion carried.

2011-1 Bratkiewicz reported that the certified individual desires to relinquish and/or forfeit his/her certification. The Board voted to accept the resignation and/or forfeiture of his/her certification as an alternative method for resolving the ethical complaint. Bratkiewicz will enter a proposed Stipulation.

Sevensing moved to adjourn the meeting at 4:25 p.m. Peitz seconded the motion, motion carried.

Respectfully Submitted,

Tina Nelson
CBADP Administrative Officer