

**CBADP BOARD OF DIRECTORS MEETING MINUTES
SEPTEMBER 1, 2011
10:30 AM CENTRAL TIME, PARK PLACE CENTER, SIOUX FALLS, SD**

Bogue called the meeting to order at 10:40 am.

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

Not in attendance: Kevin Joffer.

Amy Iversen-Pollreisz, Shawna Fullerton, Barry Zacharias, Dave Johnson and eight students from Colorado Technical University were in attendance.

Spitzer moved to approve the June 2, 2011 Board meeting minutes, with the exception that the minutes be changed to reflect that White was present for discussions regarding ethics files # 2009-3 and 2009-5. Peitz seconded the motion, motion carried.

Hagen moved to approve the agenda with the following addition: Appoint a Board member to attend the IC&RC's Fall Conference in Orlando, Fl., as Spitzer is unable to attend. White seconded the motion, motion carried.

Spitzer moved that White attend the IC&RC's Fall Conference. Peitz seconded the motion, motion carried.

Johnson joined the meeting at 10:50 am.

Bontreger joined the meeting at 10:55 am.

Bogue moved the Board into Executive Session at 10:57 am in order to discuss privileged and confidential information.

Bogue moved the Board out of Executive Session at 11:13 am.

B.Z. was in attendance to discuss coursework concerns with the Board. The Board reviewed the information presented and also reviewed information he/she submitted for previous Board meetings (i.e. March 5, 2009 and June 3, 2010) and correspondence sent to him/her by the CBADP on September 27, 2010, July 6, 2011 and July 26, 2011. It was the Board's decision to adhere to their previous decision: (1) that he/she needs to meet the current standards in place at the time of application for certification; and, (2) all course work must be approved by the Board. In order to approve course work, the Portfolio Review Committee must review the course syllabus to see that the coursework meets the specialized education course criteria.

Rose Grant was in attendance at 11:15 am to present the CBADP's budget and financial information. Johnson moved to approve the information as presented. Sevensing seconded the motion, motion carried.

Amy Iversen-Pollreisz and Shawna Fullerton were in attendance to provide information and answer any questions regarding the state reorganization.

Sevening thanked Ms. Iversen-Pollreisz and Shawna Fullerton for their attendance and participation at the CBADP Board meeting and two of the CBADP's Town Hall meetings.

Ms. Iversen-Pollreisz recommended the CBADP form a Work Group for the proposed Licensure/Certification standards. The Work Group will be created to enhance the communities / individuals understanding of the proposed changes, address challenges and provide an opportunity for individuals to participate in shaping the work of the CBADP as it develops its new standards.

The first Work Group meeting will be held September 28, 2011, at the Highland Conference Center, in Mitchell, SD. The meeting will be held at the conclusion of Day One of the 2011 SDAAPP Fall Conference from 7:00 pm to 9:00 pm.

The Board was in agreement that the following individuals would be invited to participate in the Work Group: Robert Hinckley, Doug Austin, Amy Iversen-Pollreisz, Shawna Fullerton, Stacy Fritz, Terry Dosch, Luanna Olthoff, Michelle Majeres, Robert Bogue, Diane Sevening, Tina Nelson and Paula Koller.

Johnson recommended forming an Ad Hoc Committee to explore billing issues, legal fees, research how other Boards cover legal fees, to include whether Boards bill counselors/agencies, etc. The members of the Committee are Hagen, Peitz and Johnson.

Nelson will represent the CBADP at the Exhibit Table at the September SDAAPP Conference in Mitchell, SD.

Sevening moved that the following policy be added to the state statutes and administrative rules: Any individual seeking Chemical Dependency Counselor Trainee or Prevention Specialist Trainee recognition, student internship status, certification or recertification, or reciprocity, will be denied if said individual has been convicted of, pled guilty or no contest to, and/or received a suspended imposition of sentence for a felony offense within at least five (5) years of the date of application. The sentencing requirements must be complete or satisfied prior to the date of application for any recognition or certification. Peitz seconded the motion, motion carried.

1:39 pm Johnson excused himself from the meeting.

2:06 pm Bogue moved the meeting into Executive Session in order to maintain attorney/client privilege and confidentiality in communications with Mr. Bratkiewicz.

Bogue moved the meeting out of Executive Session at 2:19 pm.

2010-5 & 2010-8 Hagen moved to adopt the Final Order suspending the individual's certification for a period of five business days effective October 3, 2011, during which time he/she shall not provide any chemical dependency counseling treatment or services. The individual is to pay \$250.00 within thirty days to defray legal fees, costs, and expenses that have been incurred by the Board in this matter. The individual will be placed on probation for one year and be required to complete at least five hours of training or continuing education on the subject of ethics and professionalism and complete a three-semester hour addiction ethics course from an accredited college or university before the end of the year. He/she will make all business and counseling records available for inspection to the Board, its employees, and its attorneys without any prior notice being given to ensure compliance with the terms and conditions of the Stipulation and any subsequent Board Order. Until the terms of the probation are complete, the individual shall not act as a supervisor to any chemical dependency counseling trainees or prevention specialists. Sevening seconded the motion, motion carried. White abstained.

2010-9 As a result of HPAP's determination that the individual did not have any substance abuse issues and that there was no need for monitoring, Peitz moved that the matter be closed and no further action be taken. Sevensing seconded the motion, motion carried.

2011-3 Hagen moved that the Board continue with its investigation. Bratkiewicz will write to the individual and forward her/him releases to sign and return, that would allow the Board to obtain copies of medical, counseling and mental health records. After the records have been reviewed, the Board will determine how to proceed. Peitz seconded the motion, motion carried. White abstained.

2011-7 Sevensing moved that Bratkiewicz write a second letter as a follow up to the initial letter requesting additional information. Bratkiewicz will send a copy of the letter to the State Agency with oversight of the treatment facility. Hagen seconded the motion, motion carried. White abstained.

2011-8 Sevensing moved that the Administrative Office send a letter to the individual notifying her/him that the complaint has been dismissed and that no action is being taken. A letter will also be sent to the party that filed the complaint to notify him/her of the outcome. Peitz seconded the motion, motion carried. White abstained.

2011-9 Spitzer moved that Bratkiewicz offer the individual a Stipulation, which would allow her/him to accept responsibility and her/his certification would be indefinitely suspended. Sevensing seconded the motion, motion carried.

J.P. submitted an application for Counselor Trainee Status that reflected he/she had been charged and convicted of felony DUI in 1995 or 1996. Bratkiewicz wrote a letter to the individual on behalf of the Board requesting additional information. The individual contacted Bratkiewicz by telephone and stated that he/she contacted the Clerk of Courts, who informed him/her that the information was not available, because the case was old and the matter had been removed from the record after he/she successfully completed the terms and conditions of his/her probation. Bratkiewicz requested a criminal records search from the State's Unified Judicial System that showed no record of the individual having a prior felony conviction. The Board was supportive of Bratkiewicz's recommendation for the Administrative Office to process the trainee application.

M.O. submitted an application for Trainee Recognition that reflected she/he had two DUI's in 1993 – 1994, which were misdemeanor charges. Bratkiewicz recommends that the Application for Trainee Status be processed and a trainee certificate be issued. The Board is requiring, however, that she/he provide the case number for the DUI convictions, as well as information concerning the counties in which the convictions occurred. That information must be provided to the Board within 90 days of the individual receiving his/her Trainee Certificate.

Sevensing moved to adjourn the meeting at 2:38 pm. Peitz seconded the motion, motion carried.

Respectfully submitted,
Tina M. Nelson