

**CBADP BOARD OF DIRECTORS MEETING MINUTES  
SEPTEMBER 6, 2012  
PARK PLACE CENTER, SIOUX FALLS, SD**

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

Guests in attendance: Amy Iversen-Pollreisz and Brooke Bohnenkamp.

Staff in attendance: Paula Koller and Tina Nelson.

Board of Director not in attendance: Kevin Joffer.

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

White moved and Sevening seconded a motion to approved the September 6, 2012 Board of Directors meeting agenda. Motion carried with a unanimous vote.

Sevening moved and Peitz seconded a motion to approve the March 1, 2012 Board of Director's meeting minutes. Motion carried with a unanimous vote.

Bogue called for Public Input at 10:50 a.m. Lou Ann Tietjen and Amy Schwenk Doom were in attendance.

Rose Grant was in attendance at 11:15 a.m. to present the budget and financial report. Spitzer moved and Sevening seconded a motion to approve the information as presented. Motion carried with a unanimous vote.

Hagen and Peitz indicated that they would like to become involved in processing and investigating ethical complaints. Hagen requested that the CBADP contact him upon receipt of a new complaint, so he could observe how the complaint is processed from initial receipt to closing the file.

Bogue had concerns regarding the following policy, 'A maximum of 50% of required Continuing Professional Training hours can be from Internet or other on-line education (separate from college-credit earned on-line). This issue will no longer be a concern if the new statutes and administrative rules are adopted.

Spitzer moved and White seconded that the only continuing education the administrative staff needs to verify, including confirming if the event was approved by the CBADP, are the individuals selected for audit. Motion carried with a unanimous vote.

White moved and Peitz seconded that the administrative staff update the CBADP Pre-Approved Sponsors for Continuing Professional Training list. The CDA must be changed to SDAAPP and DADA must be changed to Behavioral Health Services. Motion carried with a unanimous vote.

Iversen-Pollreisz indicated that the CBADP's proposed statute changes will be presented as an agency bill, submitted on behalf of the Department of Social Services. Although it will be presented as an agency bill, working the bill will be done by the Board. Iversen-Pollreisz suggested the Board identify a core group of individuals, by mid-January, to assist with pitching the bill. She recommends the Board also identify individuals in the field who are supportive of the changes and available to provide proponent testimony in the Committee Hearing.

1:00 p.m. Bratkiewicz in attendance to discuss pending ethical issues.

1:10 p.m. Bogue moved the Board into Executive Session.

3:25 p.m. Bogue moved the Board out of Executive Session.

Sevening moved and Spitzer seconded a motion to deny the request for reinstatement for A.S.D. It is the Board's decision to adhere to their original decision, which was to comply with the current administrative rules and policies and procedures. Bogue opposed. Motion carried with a unanimous vote.

L.T. was in attendance to explain the events that lead up to B.G. lapsed certification and answer any questions the Board may have regarding the situation. The Board also reviewed a letter from C.R. supporting the reinstatement of B.G. certification. Sevening moved and Spitzer seconded a motion to deny the request for reinstatement. It is the Board's decision to adhere to their original decision, which was to comply with the current administrative rules and policies and procedures. Bogue opposed. Motion carried with a unanimous vote.

B.G. was in attendance at 2:00 p.m. to request reinstatement of her/his certification. The Board recommended she/he complete a new application for certification. Upon receipt of all portions of the application, the Board will revisit the matter and determine how to proceed.

2010-8 & 2010-5 Spitzer moved and Sevening seconded that Bratkiewicz send a letter to the individual's attorney stating that the Board is satisfied that he/she has fulfilled all of the terms and conditions imposed upon him/her under the September 6, 2011 Final Order. At the December 6, 2012 Board meeting, the Board will enter an Order stating that the individual has fulfilled all of the terms and conditions imposed upon him/her under the earlier Order and will restore him/her to full professional status, without any restrictions. White abstained. Motion carried by a unanimous vote.

2011-3 & 2012-1 The HPAP report dated July 27, 2012, indicated that the individual is in full compliance with all HPAP requirements. The file remains open and will be evaluated at the December Board meeting.

2011-12 A Notice of Entry was filed on September 11, 2012. Spitzer moved and Sevening seconded that the file be closed and the individual's name be added to the Disciplinary Actions page of the CBADP's website and to the National Practitioner Data Bank. Motion carried by a unanimous vote.

2012-4 Spitzer moved and Sevensing seconded that Bratkiewicz will send a letter to the complainant notifying her/him that no investigation or action will be taken. The file is closed. Motion carried with a unanimous vote.

2012-6 A Notice of Entry was filed on September 11, 2012. Spitzer moved and Sevensing seconded that the file be closed and the individuals name be added to the Disciplinary Actions page of the CBADP's website and to the National Practitioner Data Bank. Motion carried with a unanimous vote.

2012-8 A Notice of Entry was filed on September 11, 2012. Spitzer moved and Sevensing seconded that the file be closed and the individuals name be added to the Disciplinary Actions page of the CBADP's website and to the National Practitioner Data Bank. White abstained. Motion carried by a unanimous vote.

2012-9 (C.M. and A.O. emails) Spitzer moved and Sevensing seconded that Bratkiewicz send a letter to the individual's attorney notifying him that no action will be taken until the criminal charges have been resolved. Motion carried by a unanimous vote.

2011-2 Spitzer moved and Sevensing seconded that Bratkiewicz send a letter to the Pennington County State's Attorney asking him to investigate the matter, since there was little the Board could do. The Board will review the matter at the December Board meeting. Motion carried by a unanimous vote.

L.T. was chosen for a continuing education audit. For two months, the administrative office made numerous attempts to contact her/him via written correspondence and telephone messages, in attempt to gather the required information. The CBADP also contacted the individual's supervisor. The individual did complete the audit process, however, it was approved after the renewal deadline. The Board directed the administrative office mail a standards manual to the individual and recommend she/he become familiar with present policies and procedures.

Sevensing volunteered to begin drafting the Specialized Education Course Criteria for the coursework required for licensure.

Focus on Integrated Treatment (FIT) is an interactive online training program that provides professionals with a practical, real-world approach to the presentation of the principles, skills, and practices of integrated co-occurring disorders treatment. The contract was not renewed between Hazelden and IC&RC; therefore, the CBADP no longer has the opportunity to earn 50% of IC&RC's commission of every sale of FIT the CBADP generates. However, Bogue stated that he would like the CBADP to revisit the FIT program at the December Board meeting. He stated that in the future he would like the CBADP to offer a Co-Occurring and Clinical Supervisor credential.

Sevensing moved and Hartman seconded a motion to approve B.K. request for reinstatement. All portions of her/his application were received by the deadline, with the exception of payment from her/his employer. Motion carried with a unanimous vote.

M.M. submitted a request that the 'Professional Recommendation Form' that she/he submitted for an individual be rescinded because of ethical concerns. The Board requested that the Administrative Office send her/him a letter reflecting that the individual's application for certification has been reviewed and accepted. If there are concerns about ethical issues, the Board encourages her/him to utilize the policies and procedures in place to report the information.

Koller updated the Board regarding the most recent changes to the state statutes and administrative rules.

The Board clarified that individuals requesting reinstatement must submit a request letter in conjunction with all required documentation and fees, within fifteen days of their renewal deadline.

Hagen moved and Sevensing seconded the motion to adjourn the meeting at 4:15 p.m. Motion carried with a unanimous vote.

Respectfully submitted,  
Tina M. Nelson