

**CBADP BOARD OF DIRECTORS MEETING MINUTES
JUNE 6, 2013 – 10:30 A.M. (CST)
PARK PLACE CENTER, SIOUX FALLS, SD**

In attendance: Linda Peitz, Kristi Spitzer, Diane Sevening, and Amy Hartman.

Not in attendance: Kevin Joffer, Mark Bontreger and Kathy White.

Staff in attendance: Paula Koller and Tina Nelson.

Peitz called the meeting to order at 10:40 a.m.

Sevening moved and Spitzer seconded a motion to approve the March 7, 2013 Board of Directors meeting minutes. Motion carried by a unanimous vote.

The Portfolio Review Committee meeting is scheduled for July 15, 2013. The meeting will begin at 10:30 a.m. and will be held at the Park Place Center, in Sioux Falls, SD.

Spitzer moved and Sevening seconded a motion to approve the financial report prepared by Rose Grant. Motion carried by a unanimous vote.

Grant prepared a proposal for an in-house accounting system that the CBADP administrative office could utilize for the Board meetings, following the expiration of her contract.

Peitz called for Public Input at 11:00 a.m. In attendance:

James Kinyon, Catherine Larsen, Joanne Beare, Evelyn Wilder (Catholic Social Service Employees); and Florence Janis and Christine Jones.

F.J. certification lapsed on December 31, 2012. She is requesting the Board reinstate her status.

Spitzer moved and Sevening seconded a motion to deny the request. Motion carried by a unanimous vote. C.J. was present for moral support.

The employees from Catholic Social Services asked for clarification regarding the proposed administrative rules pertaining to the coursework required for trainees whose status lapsed. The Board clarified that the proposed policy, if approved, will require an individual to provide proof of completion of three required courses prior to reapplying for trainee recognition. They also asked for clarification regarding the proposed administrative rules pertaining to the coursework required for licensure and requested that the number of courses required be lowered, due to course availability. They asked that the Board consider allowing one more semester to implement the proposed changes and requested that additional face-to-face addiction specific courses be offered West River. The Board explained that offering coursework is not within their purview and recommended they contact the Universities directly.

The Board discussed the concerns brought forth during Public Input and determined that no additional changes to the proposed administrative rules would be made at this time. The Board already extended the implementation date of the changes one additional testing cycle and reduced the number of courses required for licensure. With the Governor's Initiative, it is imperative that the proposed administrative rules move forward. Also, the CBADP is unable to remain financially solvent if the proposed rules are not approved, which allow for fees to increase. Spitzer moved and Hartman seconded a motion to deny the request to decrease the number of courses required for licensure and to deny the request to extend the deadline to October 2014 as opposed to April 2014. Motion carried by a unanimous vote.

Brooke Bohnenkamp joined the meeting via conference call. She indicated that the CBADP would need to begin doing vouchers in house in lieu of sending the bills to the state. Bohnenkamp recommended Nelson and Koller contact Denise Trebesch, who will provide direction and instructions regarding the process. Bohnenkamp indicated that the transition should take place within the next twelve months.

Bohnenkamp indicated she would contact DSS fiscal staff and Rose Grant to inquire whether the CBADP will remain solvent if fees do not increase until October. Bohnenkamp will also contact the Attorney General's office to inquire if an Assistant Attorney General could provide free legal assistance to alleviate attorney fees.

Bratkiewicz in attendance at 1:00 p.m.

In order to maintain attorney/client privilege and confidentiality in communications with Mr. Bratkiewicz, attorney for the Board, Peitz moved the meeting into Executive Session at 1:00 p.m.

Peitz declared the Board out of Executive Session at 1:50 p.m.

2008-7 On May 24, 2013, the CBADP received a letter from the individual requesting reinstatement of her/his status as a Chemical Dependency Counselor Trainee. The Board denied the request. Spitzer moved and Sevensing seconded a motion that Bratkiewicz send a Notice of Entry of Order, which constitutes a final order or decision of the SD CBADP and may only be appealed to the Circuit Court and the South Dakota Supreme Court. Motion carried by a unanimous vote.

2012-1 Spitzer moved and Sevensing seconded a motion to release the individual from further monitoring requirements, including participation in HPAP. The matter is now closed, and there will be no further investigation or action. The Board reserves the right to pursue appropriate action against her/him in the future based upon any new or additional information or complaints it receives. Motion carried by a unanimous vote.

2012-9 Spitzer moved and Hartman seconded a motion for Bratkiewicz to send a letter to Mr. Blackburn stating that the Board voted not to pursue further investigation, nor will it be proceeding with formal disciplinary action. The complaint has been dismissed, and the matter is considered closed. The Board reserves the right to reopen the matter and pursue further investigation and/or formal disciplinary action based upon any new or additional information it receives, or if she/he engages in any misconduct in the future involving matters within the Board's jurisdiction. Motion carried by a unanimous vote.

2012-10 The individuals Chemical Dependency Counselor Trainee status expired April 30, 2013. No action is necessary and the file will remain open. The complaint will be revisited at the September Board meeting.

2012-11 Spitzer moved and Sevensing seconded a motion for Bratkiewicz to send a Stipulation placing the individual on probation for a period of at least one year. She/he may request termination of probation twelve months after the date of the Board's Order, provided that she/he has otherwise satisfied all conditions imposed, and has satisfied the generally applicable requirements of her/his level of professional certification. The individual must complete five hours of continuing education on the subject of ethics and complete a three-semester hour addiction specific ethics course from an accredited college or university. Until the terms of the probation are completed, she/he shall not act as a supervisor to any chemical dependency counselor trainees or prevention specialists. The complaint information is considered public record and will be published on the CBADP's website and reported to the NPDB. Motion carried by a unanimous vote.

20013-1 Hartman moved and Sevensing seconded a motion for Bratkiewicz to enter a formal Show Cause Order notifying the individual that he/she is not to practice or hold himself/herself out as being credentialed through the CBADP. The individual's application for certification renewal will not be processed until the requested information is provided. Motion carried by a unanimous vote.

2013-2 The CBADP received the complaint on May 21, 2013. On June 5, 2013, the CBADP sent a letter to the individual who is subject to the complaint, requesting a response to the allegations. No action is necessary as the information is in the process of being collected.

Spitzer moved and Sevensing seconded a motion for Bratkiewicz to forward the Order of Permanent Suspension for file number 2008-7 to the LPC Board. Motion carried by a unanimous vote.

M.W. submitted a request asking the Board to approve his Master of Science degree in Administration with an Alcohol & Drug Studies Specialization, to meet the standards for the 'Master's degree in a behavioral science field', which is a requirement for the Licensed Addiction Counselor, providing the proposed administrative rules are approved. Spitzer moved and Sevensing seconded a motion to approve his request. Motion carried by a unanimous vote.

Spitzer moved and Hartman seconded a motion to appoint Peitz to serve as President, Sevensing to serve as Vice-President and Hartman to serve as Secretary / Treasurer. Motion carried by a unanimous vote.

Sevensing is working on creating a list identifying master's level coursework that will meet the standards for licensure.

Spitzer moved and Sevensing seconded a motion to adjourn the meeting at 4:00 p.m. Motion carried by a unanimous vote.