

BAPP BOARD OF DIRECTORS MEETING MINUTES
AUGUST 26, 2013 – 10:00 A.M. (CST)
HOLIDAY INN CITY CENTRE, SIOUX FALLS, SD

Peitz called the meeting to order at 10:05 a.m.

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

Not in attendance: Kevin Joffer.

Staff in attendance: Paula Koller and Tina Nelson.

Sevening moved and Hartman seconded a motion to approve the June 6, 2013 Board of Director's meeting minutes. Motion carried by a unanimous vote.

Jeff Bratkiewicz in attendance at 10:10 a.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 10:15 a.m.

Peitz moved the Board out of Executive Session at 10:30 a.m.

2012-10 The file shall remain open and will be revisited at the December 5, 2013 Board meeting.

2013-1 The Board entered an Order Denying Application for Renewal. Spitzer moved and Hartman seconded a motion for Bratkiewicz to serve Notice of Entry of that Order. The individual will have thirty days to appeal or contest the Board's Order. This matter will be revisited at the December Board meeting. Motion carried by a unanimous vote.

2013-2 Spitzer moved and Hartman seconded a motion recommending the complaint be dismissed and removed permanently from the counselor's file. The file is now considered closed. Bratkiewicz will write a letter to the complainant and to the counselor informing them of the Board's decision. White abstained. Motion carried by a unanimous vote.

2013-3 The BAPP is in the process of gathering and collecting information regarding the complaint, to include a response from the practitioner who is the subject of the complaint. After receipt of all information, the Board will revisit the file at the December Board meeting. White excused herself from the meeting and was not present during discussion regarding this matter.

2012-11 The individual sent an email to the BAPP and Mr. Bratkiewicz stating that she/he disagrees with the language the BAPP used when reporting the disciplinary action against her/him to the National Practitioner Data Bank (NPDB). The BAPP made changes to reflect the verbatim language from the Stipulation that she/he signed. The Board was in agreement with the revisions made to the NPDB report.

The BAPP received an application for trainee recognition from J.F. who reported an extensive criminal history. The BAPP sent the information to Mr. Bratkiewicz for review. Per his recommendation, the administrative office issued the individual a conditional trainee certificate, which allowed him/her to work in the field, until the Board had an opportunity to review the matter at the December Board meeting. Upon review of the information, White moved and Hartman seconded a motion for the Board to accept and process his/her trainee recognition application. Spitzer abstained. The administrative office will issue a new certificate and send a letter notifying him/her of the Board's decision. Spitzer excused herself from the room and was not present during discussion regarding this matter. Motion carried by a unanimous vote.

Peitz called for Public Input at 10:35 a.m. J.D. was in attendance to request an extension to the five-year trainee recognition period. Sevensing moved and White seconded a motion to deny the request. Motion carried by a unanimous vote.

Rose Grant was in attendance at 10:50 a.m. Spitzer moved and Sevensing seconded a motion to approve the budget and financial report as prepared and presented by Grant. Motion carried by a unanimous vote.

Sevensing moved and White seconded a motion to implement the fee increase effective January 1, 2014. Motion carried by a unanimous vote.

For practitioners who meet the grandfathering requirements prior to April 1, 2014, there will be a one-time grandfathering clause to transition from the CCDC II or III designation to CAC or LAC.

The BAPP received a letter from P.W.S. on April 8, 2013, expressing concerns regarding the proposed changes to the administrative rules. (The same letter was received on April 12, 2013). On May 3, 2013 a conference call was held in order for the Board to address her/his concerns. Upon conclusion of the call on May 3rd, Paula Koller sent a follow-up letter, along with the Specialized Education Course Criteria and the current list showing the courses approved from all colleges and universities. Since no correspondence was submitted after the conference call on May 2, and after she/he had the opportunity to review the information submitted to her/him by Ms. Koller, it was the Board's understanding that her/his concerns were addressed. However, on August 23, 2013, the Board received a letter dated August 20, 2013 (along with another copy of the April 4th letter). This letter will be considered as her/his 'written comment' to be addressed at the Public Hearing held on August 26, 2013. The BAPP will submit a detailed written response addressing each of her/his concerns as outlined in the most recent letter.

Steve Riedel sent an email seeking clarification regarding the Independent Practice requirements outlined in the proposed administrative rules. After review of his email, the Board determined that the rule needs modification. Spitzer moved and White seconded a motion to add the words 'certification or' before the word 'licensure' in Article 20:80:05:14. Motion carried by a unanimous vote. This modification is consistent with Boards original intent; the omission of the words was simply an oversight. This is a late adjustment to the proposed administrative rules, brought about by a written comment.

The Board will appear before the Interim Rules Review Committee on September 17, 2013. Prior to meeting with the Committee, the administrative office will submit a written response to Steve Roux and Paula Wilkinson-Smith, the individuals who submitted written questions regarding the proposed administrative rule changes. The BAPP's replies will need to be addressed / included in the speaking points. The Board will contact each Interim Rules Review Committee member to discuss the speaking points and answer any questions they may have.

Sevening stated that she would have the Specialized Education Course Criteria required for licensure completed within two weeks. She stated that she would have the course listing for the master's level courses completed by tomorrow, August 27, 2013.

Bontreger excused himself from the meeting at 1:50 p.m.

H.G. submitted a request for an extension to the five-year trainee recognition period. Sevening moved and Hartman seconded a motion to deny the request. Motion carried by a unanimous vote.

E.T. sent a letter to the Board regarding her/his eligibility to upgrade while under the supervision of a M.D. / Psychiatrist. Current BAPP policy requires that a CCDC I who wishes to upgrade, will need to demonstrate ongoing supervision from a qualified CCDC II or CCDC III. The Board is requesting additional information pertaining to the supervisor's qualifications. Without additional information, the Board is unable to make a decision whether she/he has completed the qualifying work experience hours required to upgrade.

At the December Board meeting, members will discuss the expectations of Board members, to include providing advance notification if a member is unable to be in attendance at a meeting.

Spitzer moved and Hartman seconded a motion to adjourn the meeting at 2:30 p.m. Motion carried by a unanimous vote.

Respectfully Submitted,
Tina M. Nelson