

**BAPP BOARD OF DIRECTORS MEETING MINUTES**  
**JUNE 5, 2014 – 10:30 A.M. (CST)**  
**PARK PLACE CENTER, SIOUX FALLS, SD**

Peitz called the meeting to order at 10:30 a.m.

Board Members in attendance: Linda Peitz, Diane Sevening, Amy Hartman, Mark Bontreger, John Fokken, Barbara Ohme, Gregory Sands, Kristi Spitzer and Kathy White.

Board Members not in attendance: N/A.

Staff in attendance: Paula Koller and Tina Nelson.

Guest in attendance: Amy Iversen-Pollreisz.

Sevening moved and White seconded a motion to approve the minutes from the March 6, 2014 Board of Directors meeting. Motion carried by a unanimous vote.

The Portfolio Review Committee Meeting will be held on Friday, July 11, 2014, at 10:30 a.m. Sevening, Hartman and Peitz will be in attendance.

Sevening moved and White seconded a motion to elect Peitz as President. Motion carried by a unanimous vote.

Hartman moved and White seconded a motion to elect Sevening as Vice-President. Motion carried by a unanimous vote.

Spitzer moved and Sevening seconded a motion to elect Hartman as Secretary/Treasurer. Motion carried by a unanimous vote.

Appoint Standing Committee members: White moved and Spitzer seconded a motion to appoint Ohme to the Nominating Committee and Fokken to the Compliance Review Committee. Motion carried by a unanimous vote.

Peitz called for Public input at 11:00 a.m. Nick Isaacs was in attendance to request reinstatement of his trainee status, after the fifteen day reinstatement period, without having completed the required coursework. White moved and Sevening seconded a motion to deny the request. The Administrative Rules and policies and procedures require an individual to successfully complete three of the required courses for either certification or licensure before being allowed to reapply for status. Motion carried by a unanimous vote.

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 11:30 a.m.

Peitz moved the meeting out of Executive Session at 11:45 a.m.

2012-11 Hartman moved and White seconded a motion for Bratkiewicz to serve an Entry of Order Releasing the individual from Probation and authorized Peitz to sign the order. The National Practitioner Data Bank (NPDB) and the Disciplinary Actions section of the BAPP's website will be updated to reflect this information. This matter is considered closed and no further action is required. Motion carried by a unanimous vote.

2014-1 Sevening moved and Hartman seconded a motion for Bratkiewicz to send a letter to the Lyman and Stanley County State's Attorney's, notifying them that the BAPP received a letter alleging concerns 'about the possibility of an unlicensed counselor performing assessments' in their county, circuit, or district. The individual is not credentialed through the BAPP. Therefore, according to statutes governing the BAPP and its operations, the Board lacks jurisdiction to take any formal disciplinary action. Bratkiewicz will ask the State's Attorney's to investigate the matter and determine whether an enforcement action is warranted. Motion carried by a unanimous vote. The file remains open.

2014-2 The file remains open as the Board and Bratkiewicz investigates.

White moved and Hartman seconded a motion to deny J. Carda's request for upgrade and transition after the deadline. Motion carried by a unanimous vote.

Hartman moved and White seconded a motion to exempt F. Jewitt from ten hours of continuing education, with the stipulation that he will not be eligible for reciprocity. Motion carried by a unanimous vote.

Recent documentation reflects that the PSYC 492/592 'Workshop: Science Based Drug Education' (3 semester hour) course, is equivalent to 32 contact hours, which does not meet the BAPP's 45 hour requirement. After careful review of the course syllabus, Sevening moved and White seconded a motion confirming that the workshop does satisfy the 45-contact hour requirement. This course will remain on the BAPP's approved course listing from Northern State University and meets the requirement for the 'Introduction to the Study of Drug Use and Abuse' course, providing the course is taken for college credit and appears on a transcript from NSU. Spitzer abstained. Motion carried by a unanimous vote.

Current BAPP policy reflects that Addiction Counselor Trainee Status is granted for up to five years. The months from the date of initial recognition, to the individual's birth month, do not count towards the five years. If an individual's status lapses thereafter, and he/she applies (again) for recognition, Spitzer moved and Bontreger seconded a motion requiring the time from the date of recognition, to the individual's birth month, be counted towards and included in the five years. Motion carried by a unanimous vote.

As of May 28, 2014, 63 CCDC II and CCDC III's have not submitted transition applications. The Board requested that the administrative office promptly send these practitioners a Final Reminder regarding the July 1 deadline.

Bontreger moved and Sevensing seconded a motion reflecting that any CCDC II or CCDC III who does not submit their transition application by the deadline, will be transitioned to a CAC, even if they meet the requirements for a LAC. Motion carried by a unanimous vote.

Nelson stated that IC&RC is considering increasing membership dues and the base membership fee. Also, IC&RC may implement a new policy requiring remedial action for candidates who have had four consecutive failed attempts at taking the examination. The member Boards will determine, on an individual basis, what the appropriate remedial action will be.

The 2014 ACA Code of Ethics is available. The Board will review the document and determine whether the BAPP will request copyright permission for reproduction and usage.

The Board reviewed computer information, availability of technical support, and estimates from Dell, Active Data Systems, Levano systems at Best Buy, Geek Squad Technical Support, Green Eggs and Ram, and the Office of Procurement Management and technical support from the SD Bureau of Information and Telecommunications (BIT). Spitzer moved and Sands seconded a motion authorizing the BAPP to purchase new computers for the administrative office from Green Eggs and Ram, with a maximum expenditure of \$2500.00. Motion carried by a unanimous vote.

The Board discussed options regarding painting the BAPP administrative office. In attempt to eliminate contractual services, Hartman volunteered to communicate with individuals who could possibly paint, to fulfill community service hours.

The BAPP administrative staff prepared the financial information by utilizing the in-house accounting system created / recommended by Rose Grant and approved by the Board. White moved and Sevensing seconded a motion to approve the financial information as presented. Motion carried by a unanimous vote. The Board requested the administrative office contact Pierre to inquire whether separate 'revenue accounts' could be set up, in lieu of the monthly 'revenue summary'.

The Board asked Nelson to obtain prices and information for a wireless phone and transmitter. The phone could be utilized during Board meetings, in the event a member is not in attendance, but would like to join the meeting via telephone.

Spitzer moved and Ohme seconded a motion to adjourn the meeting at 2:45 p.m.

Respectfully submitted.  
Tina M. Nelson