

BAPP BOARD OF DIRECTORS MEETING MINUTES
SEPTEMBER 4, 2014 – 10:30 A.M. (C.S.T.)
PARK PLACE CENTER, SIOUX FALLS, SD

Peitz called the meeting to order at 10:35 a.m.

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

Board Members not in attendance: Kristi Spitzer.

Administrative staff in attendance: Paula Koller and Tina Nelson.

Guest in attendance: Amy Iversen-Pollreisz.

Sevening moved and White seconded a motion to approve the June 5, 2014 Board of Directors meeting minutes. Motion carried by a unanimous vote.

Nelson informed the Board that DSS updated the following policy: Travel details must be submitted to the DSS Finance Office within 30 days of the travel date in order to be reimbursed.

Sands indicated he would absorb the cost/wage and make arrangements for an individual(s) to paint one of the BAPP's administrative offices and re-touch/paint additional rooms if needed. White moved and Sevening seconded a motion to approve / accept Sand's offer and authorize the BAPP to purchase paint and necessary materials. Motion carried by a unanimous vote.

Sevening will oversee the BAPP's vendor booth, at the South Dakota Association of Addiction and Prevention Professionals (SDAAPP) conference.

Peitz called for Public Input at 11:00 a.m. Kim Cournoyer-Baum was in attendance.

The Board reviewed the following written requests from K.C.: (1) 'If I can use the supervision hours obtained in 2001-2003 to fulfill current CAC requirements'. Sevening moved and White seconded a motion to approve the hours, if obtained while working directly with clients who have a diagnosis of alcohol and other drug abuse or dependence, on a voluntary or paid basis, in activities included in the Twelve Core Functions, under the supervision of a qualified CAC or LAC. Motion carried by a unanimous vote.

(2) 'If the signatures for those supervised hours (dated 2001-2003) will be acceptable for submission with the CAC certification packet'. Sevensing moved and White seconded a motion to deny the request. The qualifying supervisor must document and verify the hours by completing the BAPP's 'Work Experience Verification' form, sign the 'Supervised Practical Training Hours' form and complete the 'Supervisor Evaluation and Recommendation' form. The Board retains partial applications for a maximum of two years. Application materials dated outside the two year window, cannot be utilized. Motion carried by a unanimous vote.

(3) 'If my history of practicing as a CCDC III in Independent practice from 1998 to 2010 will fulfill requirements of the 'Grandfather' clause for future independent practice under CAC status'. Sevensing moved and White seconded a motion to deny the request. In accordance with the 'Grandfather' clause, LAC is the only designation that qualifies for private independent addiction counselor status. Motion carried by a unanimous vote.

(4) Verbal request during Public Input: 'Requesting reinstatement of CCDC III status, which lapsed September 2010, and be allowed to transition to LAC'. Sevensing moved and White seconded a motion to deny the request. Effective October 9, 2013, CCDC III status is no longer in existence; and, April 1, 2014 was the deadline for a practitioner to transition to LAC. Motion carried by a unanimous vote.

Iversen-Pollreisz reported DSS completed preliminary projections regarding the BAPP's revenue and expenditures. According to the projections, the revenues may fall short of the expenditures. Iversen-Pollreisz will provide the information to the Board at the December meeting.

As a result of the Board's desire to decrease BAPP expenditures, the ethics committee will complete initial investigations for anonymous ethical complaints. Upon completion of the committee's investigation, appropriate action will be determined, and the information and recommendation will be forwarded to Mr. Bratkiewicz for his review and consideration. Bratkiewicz will not assist with the initial investigation, unless deemed necessary by the Committee. The Committee members involved cannot vote or make motions regarding the complaint. At the December meeting, Bratkiewicz will provide an outline/guideline for the committee to utilize/reference when investigating these complaints.

Bratkiewicz recommends anonymous ethics complaints be segregated and maintained in a file, separate from the professionals file, unless imminent danger/harm is reported. The administrative office will maintain a general file, by year, for anonymous complaints and complaints regarding individuals not credentialed by the BAPP.

The Board discussed the possibility of the BAPP offering trainings for profit/financial expansion. Iversen-Pollreisz stated she would contact Boards under the auspices of DSS to inquire about the possibility or legality of this issue. Iversen-Pollreisz will share her findings with the Board at the December meeting.

Iversen-Pollreisz indicated she would contact DSS fiscal staff to obtain clarification/itemization of the following fees invoiced to the BAPP: BFM central services, purchasing central services, records management services, human resources, and set expenses for BAPP employees. Iversen-Pollreisz will provide the itemization to the Board at the December meeting.

In order to streamline the budget and financial report, the BAPP is requesting the DSS finance department separate the revenue accounts. Iversen-Pollreisz indicated she would follow up with fiscal staff regarding this request.

White moved and Ohme seconded a motion to approve the budget and financial report. Motion carried by a unanimous vote.

Jeff Bratkiewicz, BAPP's Legal Counsel in attendance at 12:30 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 12:35 p.m.

Peitz moved the Board out of Executive Session at 1:45 p.m.

Bratkiewicz reported his hourly rate billed to the BAPP has been reduced to \$89.00 an hour.

2014-1 The BAPP received a letter from an individual reporting suspected unlicensed practice by an individual who is not credentialed by the BAPP. The Board lacks jurisdiction to take any formal disciplinary action. White moved and Sevening seconded a motion for Bratkiewicz to send a letter to the Lyman and Stanley County State's Attorney's, reflecting the statutory remedy for unlicensed practice is for the State's Attorney of the county where the violation is occurring, to bring an action requesting an injunction prohibiting unlicensed practice. This matter is considered closed and no further action will be taken. Motion carried by a unanimous vote.

2014-2 White moved and Sevening seconded a motion for An Order to Show Cause and An Order of Revocation and Monetary Sanction be filed and served upon the professional by Mr. Bratkiewicz. The Order requires her/him to establish that she/he did not violate ethical provisions or standards and should not be disciplined and sanctioned as provided in the Order. The individual shall have until no later than September 30, 2014 to provide a response. Motion carried by a unanimous vote.

2014-3 White moved and Sevening seconded a motion to dismiss the complaint and close the file. However, the information will be kept on file for potential use and/or future reference. Nelson will send a letter to the complainant reflecting the complaint was processed and fully investigated. Formal disciplinary action is not being pursued. Motion carried by a unanimous vote.

2014-4 White moved and Sevensing seconded a motion for Bratkiewicz to send a Voluntary Suspension of BAPP Certification, requesting the individual agree, sign and return the document, to voluntarily suspend the use of her\his BAPP certification until criminal charges have been resolved. The BAPP reserves the right to further investigate and potentially take disciplinary action, based upon the outcome of the pending charges. Motion carried by a unanimous vote.

It is the Boards intent to update or adopt a new Code of Ethics and Standards of Practice for the BAPP. Nelson reported the 2014 ACA Code of Ethics is available for review and adoption. Sevensing suggested the Board review and consider adopting the NAADAC/NCC AP Code of Ethics. The Board will review both documents prior to the December Board meeting.

Discussion took place regarding applicants submitting the Supervisor Evaluation(s) and Recommendation(s); and Professional Recommendation(s) with their certification/licensure application. Per Application instructions, 'Your supervisor(s) must complete the 'Supervisor Evaluation and Recommendation' form and send it directly to the BAPP. Also, please mail or give the 'Professional Recommendation' form to three professional colleagues and have them send it directly to the BAPP'. Hartman moved and Sands seconded a motion requesting the administrative staff return any Supervisor Evaluation or Professional Recommendation that is not mailed in an individual/separate envelope from the Supervisor or individual providing the recommendation. The Evaluation or Recommendation must also be returned if the forms are received with other application materials. In order to maintain confidentiality, the forms will be returned to the Supervisor or individual providing the Professional Recommendation. Motion carried by a unanimous vote.

The administrative office received an LAC renewal application and fee from C.R. on September 4, 2014. The deadline for submission of the information was August 31. The envelope was postmarked by the deadline, however, two pages of the renewal application were not completed in their entirety. The boxes were not checked, attesting she/he read and will comply with the Codes of Ethics and Standards of Practice of the BAPP and certifying the information on the Authorization and Release of Information form is correct and true and the professional has read and completely understands the form. The Board was in agreement that the forms should be returned to the individual for completion, however, the late fee should not be assessed.

White moved and Bontreger seconded a motion to adjourn the meeting at 2:45 p.m. Motion carried by a unanimous vote.

Respectfully Submitted,
Tina M. Nelson