

**FULL BOARD MEETING MINUTES  
MONTANA BOARD OF PRIVATE ALTERNATIVE ADOLESCENT RESIDENTIAL OR  
OUTDOOR PROGRAMS  
PARK AVENUE BUILDING  
301 SOUTH PARK – LARGE CONFERENCE ROOM  
10:37 A.M. – 2:56 P.M.  
June 13, 2016**

**1. 10:30AM - Call To Order - Establish Quorum (00:00:00)**

**Board Members Present:**

Dr. John Santa – Board Chair  
Ms. Penny James  
Ms. Trudi Schmidt  
Ms. Pamela Carbonari  
Mr. Rick Johnson

**Staff Present:**

Cynthia Reichenbach – Executive Officer  
Gene Allison – Board Counsel  
Scott Magill – Administrative Specialist  
Todd Younkin – Division Administrator  
Amber Carpenter – Investigation Supervisor

**Pubic Present:**

Terrie Sweeney – Phone  
Jerramy Dear-Ruel – Phone

**2. Approval and Modification of Agenda Order (00:00:40)**

**MOTION: (00:00:45)** Ms. Trudi Schmidt moved to approve the agenda as presented. Mr. Rick Johnson seconded. The motion carried.

**3. Review Minutes (00:01:50)**

January 14, 2015 Full Board

**MOTION: (00:02:21)** Dr. John Santa moved to approve the minutes with the one modification of changing “Mr. Trudi Schmidt” to “Ms. Trudi Schmidt”. Mr. Rick Johnson seconded. The motion carried.

**4. Public Opportunity to Comment (00:02:33)**

(Presiding Officer Statement). At this time the Board would offer an opportunity to members of the public in attendance to comment on any public matter under the jurisdiction of the Board that is not on the agenda of this meeting. While the Board cannot take action on any issues presented, we will listen to comments and may ask staff to

place the issue on a subsequent agenda. Please understand that as presiding officer I may need to limit the comment period in order to proceed with the board meeting.

**5. Department Update, Todd Younkin, Division Administrator (00:09:00)**

**6. April 28, 2016 New Board Member Training Update**

- a. Pam Carbonari and Trudi Schmidt

**7. Board Action**

**a. Administrative Suspension – Gene Allison (00:26:37)**

- i. Correspondence to Board members
- ii. FAQ
- iii. Board motion for SB 76
- iv. Administrative suspension policy July 2015

**MOTION:** (00:54:23) Dr. John Santa moved to approve the motion as stated by L. 2015 Ch. 80 – SB 76: The Board moves to authorize the Department to administratively suspend a license as provided by [L. 2015, Ch. 80 -- SB 76] when:

- (a) an audit of continuing education, certification, or other qualification necessary for continued licensure demonstrates that the licensee is noncompliant with requirements established by a board;
- (b) the licensee fails to respond to an audit in (a) above;
- (c) the department receives notice of insufficient funds in the account used by the licensee to pay for an administrative fee or board fee or fine;
- (d) the department has reasonable grounds to believe the licensee did not possess the qualifications for initial issuance of the license because of error brought to the attention of the department; or
- (e) a licensee fails to comply with the terms of a final order imposed pursuant to 37-1-312.

The motion is to be effective immediately.

Mr. Rick Johnson seconded. The motion carried.

**MOTION:** (01:00:30) Ms. Trudi Schmidt moved that the implementation of SB 76 applies to all programs currently in renewal. Ms. Pamela Carbonari seconded. The motion carried.

**b. Executive Officer Reports (01:03:15)**

- i. Budget (01:03:15) (01:43:56)
  - 1. 2016 five year detail history
  - 2. 2016 monthly summary
  - 3. 2015 fiscal year end
- ii. Board Statistical Reports (01:26:24)
  - 1. Applications – Line 107
  - 2. Licenses issued – Line 84
  - 3. Renewal statistics – Line 77

- iii. Tri-annual onsite inspection schedule, Amber Carpenter (02:11:20)

**c. Consideration of Exemption (01:29:00) (01:53:33)**

- i. Sparrow's Nest of Northwestern Montana (02:22:41)

**MOTION:** (03:13:00) Ms. Pamela Carbonari moved to direct staff to open an investigative action regarding the Tumbleweed project. Ms. Pamela Carbonari removed her motion from the table and asks that the Board be provided with more information regarding this program for the next meeting.

- ii. Little Children's Home (01:30:38) (01:53:33)

**MOTION:** (01:53:40) Dr. John Santa moved to authorize the Board's executive officer to contact Little Children's Home and say that in the Board's review of their situation, the Board feels that Little Children's Home does meet the requirements for licensure by the Board. Ms. Pamela Carbonari seconded. Dr. John Santa withdrew his motion. Ms. Pamela Carbonari seconded.

**MOTION:** (02:08:30) Ms. Pamela Carbonari moved to forward Little Children's Home for a formal Board investigation for unlicensed practice. Penny James seconded. The motion carried.

**MOTION:** (02:10:19) Ms. Pamela Carbonari made a secondary motion to direct the Executive Officer to notify the Investigation Unit about potential unlicensed practice by Little Children's Home over the past year. Due to the Board's concern about children being in a home with no supervision, they are respectfully requesting that this investigation be prioritized as a high-priority status. Mr. Rick Johnson seconded. The motion carried.

**d. Application review**

- i. New Horizon Youth Ranch (Application Deemed Incomplete as of June 8<sup>th</sup>, 2016)

**e. Rule Review and Revisions (03:14:31)**

- i. Next package
  - 1. Rule repeals
  - 2. Other sections as recommended by the Board

**MOTION:** (03:23:25) Dr. John Santa moved that after careful consideration, the Board has determined that the repealing of ARM 24.181.404 will have no direct and significant impact on small businesses in Montana. Ms. Penny James seconded. The motion carried 5-1. Ms. Pamela Carbonari voted nay.

**8. 2017 Legislative Session (03:26:05)**

- a. Legislative process and Board role
- b. Legislative wish list

**9. Next meeting (03:41:08)**

July 19<sup>th</sup>, 2016 scheduled for 1:00 – 3:00 P.M. by teleconference.

September 9<sup>th</sup>, 2016 screening panel scheduled for 10:00 A.M. Full board at 11:00 A.M. – 4:00 P.M. in person.

**10. Adjourn (04:02:26)**

**MOTION:** (04:02:26) Dr. John Santa moved to adjourn the meeting. Ms. Penny James seconded. The motion carried.