nd state board of psychologist examiners

BOARD TELECONFERENCE

Board Office Meeting
January 5, 2018 @ 9am CT
Originating from: 3535 S. 31st St., #201
Grand Forks, ND 58201

AGENDA

Approved at meeting of: 2/12/18

1. Call to Order and attendance: Dr. Haugen called meeting to order at 9:02am. Dr. Haugen and Ms. Brandy Tennant were in attendance.

2. General office functions
   a. Email sorting/forwarding: Continues to go well. Volume decreased post-renewals. Board office has started log of emails, phone calls, etc. to be reviewed in February board meeting.
   b. Other business: none

3. Renewals
   a. Outstanding renewals to address:
      i. Dr. Haugen has updated the license spreadsheet and sent letters to 4 who have not completed their renewal
      ii. Mr. Daniels – He is on the agenda for Monday
      iii. Dr. Sullivan & Dr. Counsel – We are still waiting for their payments and for Dr. Counsel’s application.
      iv. The board office will let Dr. Haugen know when they are received.
      v. Dr. McBride has an extension until the end of January

4. Applications
   a. New/Pending Applications
      i. Mr. Hill: Dr. Kolstoe sent him a letter, and he is on the agenda for Monday
      ii. Ms. Stephany: Dr. Ulven will review and Board will issue a provisional license if everything is in order
   b. Other application business: none

5. Inquiries
   a. New: none
   b. Pending: none

6. Other Matters Arising
   a. Oral Exam
      i. Will be in two locations. Board office will schedule and start the call for the Grafton location, will discuss with Dr. Kolstoe. Dr. Haugen will coordinate the Grand Forks location.
      ii. Board office will check to make sure all applicants have confirmed their time and location for the oral exam.

Meeting Information: The public is welcome to attend any meeting of the NDSBPE. Participation during a meeting is by invitation of the Board only. If this is a regularly scheduled meeting, additional topics may be added to the agenda at the time of the meeting. If this is a special or emergency meeting, the governing bodies discussion will be limited to the topics listed on the agenda.

Executive Session Information: This item may/must be discussed in an executive session. The legal authority for closing this portion of the meeting is one of the following North Dakota Century Code section(s): § 43-32-27.1 (discussion of patient records); § 44-04-18.8 (administration of examinations); or § 44-04-19.1 (consultation with Board attorney).
AGENDA

iii. Recordings of the exam and color copies of the applicant’s identification will be forwarded to the board office.

b. Dr. D’Orazio – We have received an online verification of her CA license and it shows no disciplinary actions against her. She will be on the Agenda for Monday regarding her limited practice certificate.

7. Adjourn: Dr. Haugen adjourned the meeting at 9:24am.
1. Dr. Haugen called the meeting to order at 12:02PM. The following individuals were in attendance: Dr. Haugen, Dr. Kuchler (left meeting at 12:35pm), Dr. Adams Larsen (left meeting at 1:41pm), Dr. Boomgaard, Dr. Kolstoe, Dr. Ulven (joined meeting at 12:03pm and left at 1:27pm), Mr. Schabley (legal counsel), and Ms. Brandy Tennant (Board office). Dr. LaRocque and Ms. Olson were absent with regrets.

2. Mission Statement - Purpose and mission. The purpose of the board of psychologist examiners is to regulate the practice of psychology, as defined through the legislative authority of North Dakota Century Code chapter 43-32, in the interest of and to preserve and protect the health, safety, and welfare of the public.

3. BOARD BUSINESS
   a. Complaints*
      i. Complaints/Investigator Updates (Dr. Kuchler)
         1. Dr. Baer: Dr. Kuchler shared findings and recommendation from Investigation Report. Board Investigator discussed each allegation and subsequent findings. Board discussed the threshold for reporting child abuse as suspected child abuse and mandatory reporting laws specifically related to not serving as an investigator of child abuse claims. Dr. Kolstoe motioned to accept the investigation report. Discussion regarding options for the Board to consider regarding dismissal of the complaint, gathering more information about ethical decision-making regarding Dr. Baer’s response, and options for disciplinary action. Dr. Haugen restated the motion. Roll Call Vote: Dr. Adams Larsen – Yes; Dr. Boomgaard – Recuse; Dr. Kolstoe – Yes; Dr. Ulven – Yes; Dr. Haugen – Yes; Motion Carried. Dr. Adams Larsen motioned to provide a strong letter of instruction to Dr. Baer indicating concern about Dr. Baer’s lack of documentation in clinical record related to clinical decision making, that he may wish to seek education on record keeping and mandated reporting, and request to report back to the Board within 3 to 6 months regarding what he learned regarding his education. Dr. Haugen restated the motion. Roll Call Vote: Dr. Adams Larsen – Yes; Dr. Boomgaard – Recuse; Dr. Kolstoe – Yes; Dr. Ulven – Yes; Dr. Haugen – Yes; Motion Carried. Mr. Schabley will work with Dr. Haugen on the letter to Dr. Baer.

      ii. Discipline (Dr. LaRocque)
         1. Dr. Benson: Board received the information and sign in sheets for Dr. Benson’s supervision continuing education presentation. Dr. LaRocque will be reviewing.

   b. Business Items
      1. Dr. Flemmer: Dr. Adams Larsen will draft emails to other jurisdictions involved regarding this case.
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2. Procedure for monitoring discipline compliance: Dr. Haugen drafted a procedure for once complaints move to the discipline phase. **Dr. Haugen motioned** to accept the new procedure for monitoring discipline compliance. Role Call Vote: Dr. Kolstoe — Yes; Dr. Ulven — Yes; Dr. Haugen — Yes; Dr. Adams Larsen — Yes; Dr. Boomgaard — Yes. **Motion Carried.** Dr. Haugen will add this procedure to the Procedure and Functions manual.

b. **Applications Coordinator** (Dr. Ulven)
   i. Sit for EPPP: none needing review
   ii. Sit for Oral Exam
      1. Dr. Byrne (LP): **Dr. Ulven motioned** for Dr. Byrne to sit for oral exam. No additional discussion. Dr. Haugen restated. Role Call Vote: Dr. Kolstoe — Yes; Dr. Ulven — Yes; Dr. Haugen — Yes; Dr. Adams Larsen — Yes; Dr. Boomgaard — Yes. **Motion Carried.** Board office will notify Dr. Byrne that he may sit for the oral exam
   2. Ms. Stephany: PLUS application was sent to the Board by ASPPB while an attestation was pending from her program. Dr. Ulven will contact ASPPB to clarify the completeness of Ms. Stephany’s PLUS application.
   iii. For Limited Practice
      1. Dr. D’Orazio (LP; Dr. Kolstoe): Board received online verification from the state of California, which is sufficient. Board will issue limited practice certificate. Dr. Ulven indicated he can host April 2018 Oral Examinations in Fargo.
   iv. Open Application Files Needing Board Action or Discussion
      1. Mr. Hill (ABA): Dr. Kolstoe sent letter to him regarding endorsement requirements. His provisional license expires on February 21, 2018. Board will notify him of the expiration date and remind him he is approved to sit for the Oral Exam on January 17th pending receipt of endorsements meeting the Board’s requirements. Dr. Ulven will draft communication to Mr. Hill to be reviewed by Mr. Schaibley.
      2. Dr. Donohue (LP): Dr. Donohue had additional questions regarding his application for licensure regarding the application process and supervision hours. Dr. Ulven will draft communication to Dr. Donohue to be reviewed by Mr. Schaibley.
   v. Provisional License Status letters issued since last meeting
      1. Dr. Herting (LP): Provisional License Status letter was issued, and her application was forwarded to ASPPB to begin the PLUS process.
   vi. List of Application Initiation Forms Received since last meeting
      1. Dr. Herting (LP): Dr. Herting’s application was forwarded to ASPPB
   vii. List of Supervision Notification Forms Received since last meeting (Dr. Haugen)
      1. Dr. Tillman (Dr. Whitcomb): Dr. Tillman was issued a Psychology Resident Status Letter reflecting this change.

viii. Business Items
      1. Mr. Daniels 2018 Renewal application: Board reviewed his response to remaining questions. Extension cannot be granted without good cause. Dr. Haugen will draft a letter to him for...
MEETING MINUTES

review by Mr. Schaibley.

2. Procedure to address open files (application initiation form but no PLUS application; see list and recommended procedure in Basecamp): Dr. Haugen noted there are several individuals for which application initiation forms were received but no PLUS application, and some files date back to 2014. Dr. Haugen proposed the Board corresponds with them to determine if they intend to do the PLUS application. Board agreed that this can be helpful in cleaning up processes. Discussion indicated giving these applicants a date of completion for the PLUS application (recommended 6 months). If a completed PLUS application is not received within 6 months of date of correspondence from the Board, the applications will be closed, and applicants are invited to apply at another time. Dr. Haugen will begin this process and draft correspondents to these applicants.

3. Timeline of issuing provisional license status letters to LABA applicants: Law says the Provisional License will be granted once a fully completed application initiation form is received. Board office will verify BCBA certification prior to issuing status letter.

c. Legislative Coordinator (Dr. Kolstoe)
   i. Health Services Committee meeting (January 3, 2018): Dr. Kolstoe and Mr. Schaibley gave a summary of this meeting and Dr. Kolstoe’s testimony. Dr. Adams Larsen and the Board thanked Dr. Kolstoe for testifying on behalf of the Board.
   ii. NDAC Rulemaking: Mr. Schaibley submitted an updated timeline to the Board. The anticipated administrative code hearing date is Friday March 9th. Dr. Kolstoe will research possible meeting locations and work to finalize the date and location. Further discussion will be held during the February 2018 meeting.

d. Continuing Education Coordinator (Dr. Boomgaarden)
   i. Consent Agenda (in Basecamp): Dr. Haugen asked that #2 be tabled, as she needed to recuse for that item, which lead to no quorum. Board agreed to table #2 until February 2018 meeting. Dr. Adams Larsen motioned to approve items #1 and items #3 to #9. Roll Call Vote: Dr. Haugen – Yes; Dr. Adams Larsen – Yes; Dr. Boomgaarden – Yes; Dr. Kolstoe – Yes; Motion Carried. Board office will notify individuals their CE requests were approved. Dr. Adams Larsen motioned to approve #10. Discussion indicated that this item’s content was not related to psychology. Dr. Haugen restated the Motion. Roll Call Vote: Dr. Adams Larsen – No; Dr. Boomgaarden – No; Dr. Kolstoe – No; Dr. Haugen – No; Motion Denied. Board office will notify this individual of the outcome.

e. Outreach/Training Coordinator (Dr. Adams Larsen): TABLED
   i. Proposed compact between SD and ND (see documents in Basecamp)
   ii. Outreach Updates
      1. Meeting with UND for educational presentation
      2. Outreach with UND psychology department
   iii. Upcoming Training
      1. FARB Forum – January 25-28 (Coronado, CA): Dr. Adams Larsen attending (Mr. Schaibley not attending)
      2. ASPPB – April 12-15 (Savannah, GA): Dr. Boomgaarden and Dr. Kolstoe attending
3. CLEAR – Investigator training

f. Examination Coordinator* (Dr. Haugen): TABLED
   i. Oral Exams (January 17, 2018)
   ii. Discussion of PRE exam coordination, development, and format

g. Board Office Coordinator (Dr. Haugen): TABLED
   i. Monthly Status Report – (#Calls, #Emails, #Verifications, #Applications, etc.): begin to collect data January 2018
   ii. General Board Office functioning
   iii. Forms utilized by the Board Office (see email from Dr. Koistoe)
      1. Notification of Supervision Relationship: applicability to RABAs
      2. ABA North Dakota Coursework (ASPPB; see Basecamp)
   iv. Meeting Minutes to be approved (see documents in Basecamp)
      1. November 10, 2017-Board Office Meeting
      2. November 17, 2017-Board Office Meeting
      3. November 20, 2017-Board Meeting
      4. December 8, 2017-Board Office Meeting
      5. December 13, 2017-Renewal Meeting
      6. December 15, 2017-Board Office Meeting
      7. December 18, 2017-Board Meeting
      8. December 22, 2017-Board Office Meeting
   v. Monthly Finance Report (see document in Basecamp)
   vi. Board Audit Updates

h. Budget Coordinator (Dr. Koistoe): TABLED
   i. Budget of 2017-2018 (review document in Basecamp)

4. NEW BUSINESS: TABLED
   a. General items to address
      i. Board transitions (Dr. Haugen)
      ii. ASPPB supervision guidelines (Dr. LaRocque)
   b. Inquiry Items

5. SPECIAL TOPICS: TABLED
   a. School Psychology (Dr. Koistoe) – potential outreach collaboration with NDBCE (Dr. Adams Larsen)
   b. DoH Autism Advisory Group (Dr. Boomgaard)
   c. Child Support Enforcement Meetings (Dr. Adams Larsen/Mr. Schaibley)

6. Other Business Arising – time permitted

7. Adjourn: Dr. Haugen adjourned the meeting at 1:44pm CT
Next Board Regular Meetings (noon CT to 1:15 pm):
2018 DATES: FEB 12, MAR 19, APR 16, MAY 21, JUNE 18, JULY 16 - 17 (BOARD RETREAT?), AUG 20, SEPT 17, OCT 15, NOV 26, DEC 17

Board Office Meetings:
2018 DATES: JAN 12, JAN 19, JAN 26

Oral Exams:
2018 DATES: JAN 17 (WED), APR 18 (WED), JULY 25 (WED), OCT 17 (WED)
MEETING MINUTES

Approved at meeting of: 2/12/18

1. Call to Order and attendance: Dr. Haugen called the meeting to order at 10:04am. Present were Dr. Haugen, Dr. Boomgaard, Dr. Kolstoe (joined at 10:05am), and Dr. Ulven (joined at 10:13am).

2. General office functions
   a. Email sorting/forwarding: continues to go well. Board members believe the board office is handling emails promptly.
   b. Other office business: none

3. Application Coordinator (Dr. Ulven): Item to be addressed at 10:15am
   a. Sit for Oral Exam
      i. Ms. Stephany (ABA): Dr. Ulven motioned to allow Ms. Stephany to sit for the oral exam. Discussion included Dr. Ulven clarifying with ASPPB the PLUS application regarding coursework. Dr. Kolstoe indicated he will work with ASPPB in the future regarding streamlining the PLUS application for LABA applicants. Role call vote: Dr. Kolstoe – Y; Dr. Ulven – Y; Dr. Boomgaard – Y; Dr. Haugen – Y. Motion carried. The board office will notify Ms. Stephany she can sit for the oral exam next week.

4. General application business
   a. New/Pending Applications: none
   b. Other application business: none

5. Inquiries (item taken out of order)
   a. New: Inquiry regarding question about degree program and licensure. Discussed referring applicants to FAQ on website in addition to NDCC and NDAC. Also discussed reviewing content of website and making changes to make it more user-friendly.
   b. Pending: none

6. Other Matters Arising: none

7. Adjourn: Dr. Haugen adjourned the meeting at 10:21am.
1. Called to Order by Dr. Haugen at 8:32am. Present are Dr. Jon Ulven and Dr. Erin Haugen. Dr. Adams Larsen joined at 8:47am and left at 10:56am.

2. Selection of Exam Items

THE NEXT ITEM ON THE AGENDA IS ORAL EXAMS. This item must be discussed in an executive session. The legal authority for closing this portion of the meeting is North Dakota Century Code section 44-04-18.8. The topic or purpose of this executive session is administration of Oral Examinations. At this time, we will convene in executive session. The executive session will be recorded and all members of the governing body are reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the governing body must occur after it reconvenes in an open meeting, unless final action is specifically required by law to be taken during the executive session.

We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting at approximately 10:45am. The minutes will show that the executive session began at 8:57am and was attended by Dr. Haugen, Dr. Ulven, and Dr. Adams Larsen (until 10:56am). Candidates’ time of entry and exit from the executive session are noted by their names.

3. Oral Exams
   a. Mr. Matthew Russell (ABA): 9am to 9:34am
   b. Dr. Heather Kelley (LP): 9:34am to 10:14am
   c. Ms. Jacqueline Mahoney (ABA): 10:24am to 10:45am
   d. Ms. Erinn Larkin (ABA): 10:56am to 11:17am

The minutes will show that the executive session was adjourned at 11:20am. The public has been invited to return to the meeting room and we are now back in open session.

4. Roll Call Votes: Roll call votes were not taken during this meeting, as a quorum was not present. Dr. Haugen, Dr. Ulven, and Dr. Adams Larsen will bring information for discussion and recommendations for a vote to a Board meeting that will be scheduled prior to February 10, 2018.

5. Dr. Haugen adjourned the meeting at 11:20am.

Next Oral Exam Meetings (** subject to change**)  
April 18, 2018; July 25, 2018; and October 17, 2018
Call to Order: 9:03AM by Dr. Haugen; Attendance: Dr. Erin Haugen, Dr. Renee Boomgaarden (left at 9:24am), Dr. Paul Kolstoe (arrived at 9:05am), Dr. Angela LaRocque (left at 9:38am), Ms. Taylor Olson (left at 9:24am), Ms. Brandy Tennant

Roll Call Vote for Oral Examinations (examinations held on January 17, 2018)

1. Mr. Matthew Russell (ABA) — Motion made by Dr. Haugen to pass Mr. Russell on the oral exam. Discussion related to aspects of the questions he did not address thoroughly and recommendation from the group administering the oral exam to not pass him on the oral examination. Roll Call Vote: Dr. Boomgaarden — No; Dr. LaRocque — No; Ms. Olson — No; Dr. Haugen — No. Motion Failed. Dr. Haugen will contact Mr. Russell to notify him of the vote.

2. Dr. Heather Kelley (LP) — Motion made by Dr. Haugen to pass Dr. Kelley on the oral exam. Discussion: Group recommended marginal passing with targeted feedback related to one exam question. Roll Call Vote: Dr. Boomgaarden — Yes; Dr. LaRocque — Yes; Ms. Olson — Yes; Dr. Kolstoe — Yes; Dr. Haugen — Yes; Motion Carried; Dr. Haugen will contact Dr. Kelley to notify her of the vote.

3. Ms. Jacqueline Mahoney (ABA) — Motion made by Dr. Haugen to pass Ms. Mahoney on the oral exam. Discussion: group recommended to not pass her on the exam and discussed areas of concern. Roll Call Vote: Dr. Boomgaarden — No; Dr. LaRocque — No; Ms. Olson — No; Dr. Haugen — No; Dr. Kolstoe — No; Motion Failed; Dr. Haugen will contact Ms. Mahoney to notify her of the vote.

4. Ms. Erinn Larkin (ABA) — Motion made by Dr. Haugen to pass Ms. Larkin on the oral exam. Discussion: Group recommended passing. Roll Call Vote: Dr. Boomgaarden — Yes; Dr. LaRocque — Yes; Ms. Olson — Yes; Dr. Kolstoe — Yes; Dr. Haugen — Yes; Motion Carried; Dr. Haugen will contact Ms. Larkin to notify her of the vote.

5. Dr. Jocelyn Soderstrom (LP) — Motion made by Dr. Kolstoe to pass Dr. Soderstrom on the oral exam. Discussion: group recommended passing her on the oral exam and noted improvement over previous examinations. Dr. Haugen restated the motion. Roll Call Vote: Dr. Boomgaarden — Yes; Dr. LaRocque — Yes; Ms. Olson — Yes; Dr. Kolstoe — Yes; Dr. Haugen — Recused; Motion Carried; Dr. Kolstoe will contact Dr. Soderstrom.

6. Dr. Stephanie Parisien (LP) — Motion made by Dr. Kolstoe to pass Dr. Parisien on the oral exam. Discussion: group recommended passing her on the exam. Dr. Haugen restated the motion. Roll Call Vote: Dr. Boomgaarden — Yes; Dr. LaRocque — Yes; Ms. Olson — Yes; Dr. Kolstoe — Yes; Dr. Haugen — Yes; Motion Carried; Dr. Kolstoe will contact Dr. Parisien.

7. Dr. Katrina DeDonna (LP) — Motion made by Dr. Kolstoe to pass Dr. DeDonna on the oral exam. Discussion: group recommended passing the exam. Dr. Haugen restated the motion. Roll Call Vote: Dr. Boomgaarden — Yes; Dr. LaRocque — Yes; Taylor Olson — Yes; Dr. Kolstoe — Yes; Dr. Haugen — Yes; Motion Carried; Dr. Kolstoe will contact Dr. DeDonna.
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3. General office functions
   a. Audit updates – The board office has submitted all requested information to Mr. Schuh.
   b. Videoconferencing platform for Board meetings – This was discussed at the retreat. Kathleen is putting together some options and pricing for the Board.
   c. Other office business – Dr. Kolstoe is approving the pending invoices in BaseCamp, is working well. Dr. Haugen will update the procedure manual.
   d. We all appreciate and value these Friday meetings, to validate how things are going and address any items of concern.

4. General application business
   a. New/Pending Applications
      i. Mr. Sandler (ABA) – We have received his revised/completed application, he will be sending in another check for payment and would like us to return Anne Carlson’s check. Board office will verify his BCBA online. We will wait to issue provisional license status letter until all pieces are received fully completed. He also had some additional questions about the application that Dr. Haugen will review and address.
   b. Other application business
      i. Dr. Kolstoe is going to talk to ASPPB about the differences with the PLUS for psychologists and ABA. We would like to streamline the ABA applicant process.
      ii. Dr. Kolstoe suggested adding the link to our website for BCBA verification.
      iii. Discussed FAQs and approval for Board website.
      iv. Mr. Hill – No endorsements received yet. This will be added to the February Board agenda.
      v. Dr. Zeitchick – His status letter is expiring 1/26/18 – he must complete his PLUS by then. Board office will send him a courtesy reminder.
      vi. Dr. Donohue – Dr. Ulven has been working on a response for him.
      vii. New Licenses – Board office will prepare the licenses for the new licensees that passed their oral exams on Wednesday, and send to Dr. Kolstoe for his signature, then he will forward to Dr. Haugen.

5. Inquiries
   a. New: None
   b. Pending – None
nd state board of psychologist examiners

BOARD TELECONFERENCE

Board Office Meeting
January 19, 2018 @ 9am CT
Originating from: 3535 S. 31st St., #201
Grand Forks, ND 58201

AGENDA

6. Other Matters Arising
   a. NDAC Rulemaking: Dr. Kolstoe will call the library to set up the public meeting on Friday March 9th. At least one Board member must be present, Dr. Kolstoe and Dr. Haugen will plan to attend.

7. Dr. Haugen adjourned the meeting at 10:03AM
Call to Order at 9:03am; In Attendance: Dr. Erin Haugen, Dr. Paul Kolsto, and Ms. Brandy Tennant

General office functions

- Issuing new licenses – Discussed two applications for individuals who passed the Oral Examination where questions existed for their postdoctoral hours. Dr. Kolsto will speak with Dr. Ulven to clarify any outstanding items and notify the Board Office when these licenses can be issued.

- Other office business: none

General application business

- New/Pending Applications
  - Dr. Sandler (ABA) – He had questions regarding his application. Discussed how to seek information as to how he answered questions for clarification. Dr. Haugen will draft an email seeking this information. Board Office will notify Dr. Haugen when application and payment has been received.

- Other application business
  - Dr. Zeitchick (LP): waiting to receive PLUS application. Discussed procedure should the Board Office not receive it by the deadline.
  - Dr. Slivinsky (LP) – PLUS deadline is Feb 7th. Board office will send her the email reminder today.
  - Discussed application deadlines. Dr. Kolsto suggested we add a checklist to our website for the application processes. Dr. Haugen will develop a checklist and some FAQ for approval at next board meeting
  - Dr. D’Orizio – Her limited practice certificate was sent. She inquired about what to review for her Oral Exam in April, and the Board office sent her the standard Oral Examination information sheet.
  - Mr. Hill – Emily at ASPBB emailed the Board Office about his new endorsements. The Board does not need a new updated PLUS at this time, just the new endorsements. The next Oral Exam is in April, and his provisional license will expire prior to the next Oral Examination date. His application will be discussed at the February board meeting.
  - Open application initiation forms without PLUS – Dr. Haugen drafted a letter, and the Board office sent to all applicants.
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4. Inquiries
   a. New
      i. ePsych Resources — Dr. Haugen will draft a response to questions in this inquiry. Dr. Kolstoe suggested this be an agenda item for the February meeting under complaints, to see whether to accept this inquiry as a complaint. This item will be discussed further in February’s meeting.
      ii. Supervision requirements— The Board needs to have a supervision relationship report on file if supervising. The required supervision CEs are reported at renewal time. Dr. Haugen will create a template response to supervision inquiries that the Board Office can send regarding supervision requirements.
   b. Pending: none

5. NDAC Rulemaking — The Grand Forks Public Library has been reserved for March 9th, from 9:00am-12:00pm. This will cost the Board $10.00. The legally required newspaper notices were sent.

6. Other Matters Arising: none

7. Dr. Haugen adjourned at 10:06am.

The next Board office meeting will be held Friday, March 2nd. No Board Office meetings are scheduled in February.
MEETING MINUTES

Monday, February 12, 2018 @ 12:15pm CT

Approved at __3/9/18__

Secretary signature:

1. **Call to Order & Attendance:** Dr. Haugen, Presiding, called the meeting to order at 12:00pm. In attendance: Dr. Angela LaRocque, Dr. Margo Adams Larsen, Dr. Renee Boomgaard (left meeting at 1:19pm), Ms. Taylor Olson (left meeting at 1:19pm), Dr. Christine Kuchler (Board investigator, left meeting at 12:32pm), Mr. David Schaibley (legal counsel, entered meeting at 12:01pm), and Ms. Brandy Tennant (board support). Dr. Jon Ulven and Dr. Paul Kolstoe were absent with regrets.

2. **Mission Statement - Purpose and mission.** The purpose of the board of psychologist examiners is to regulate the practice of psychology, as defined through the legislative authority of North Dakota Century Code chapter 43-32, in the interest of and to preserve and protect the health, safety, and welfare of the public.

3. **BOARD BUSINESS**
   
a. **Complaints**
   
i. Complaints/Investigator Updates (Dr. Kuchler)
   
   1. Dr. Ghering: The board received a complaint on January 30, 2018 and a request for response was sent on February 1, 2018.
   
   ii. Discipline (Dr. LaRocque)
   
   1. Dr. Benson: Dr. Benson has been on time for submitting required materials. She has one additional training to present in 2018.

   iii. Business Items
   
   1. Dr. Flemmer (Dr. Adams Larsen): Dr. Adams Larsen sent two emails to other jurisdictions to coordinate a response and is waiting to hear back from both jurisdictions.

   2. ePsychResources (see information in Basecamp; Dr. Haugen): An inquiry was received regarding Dr. Lisa Isaac and noted disciplinary action by the Arizona Board of Psychologist examiners in March 2017. Dr. Haugen summarized information from the Arizona Board of Psychologist examiners meeting minutes where this complaint was addressed. Mr. Schaibley indicated the Board was able to seek more information regarding possible practice of psychology in North Dakota. The Board requested that Dr. Kuchler in consultation with Mr. Schaibley draft a letter of inquiry to Ms. Isaac requesting more information regarding the content of this inquiry.

   b. **Applications Coordinator** (Dr. Ulven; Dr. Haugen addressed in Dr. Ulven’s absence)

   i. Open Application Files Needing Board Action or Discussion

   1. Mr. Hill (ABA): Dr. Haugen presented Dr. Ulven’s update on this application to the Board. Mr. Hill informed Dr. Ulven he can obtain two more licensed endorsers. **Motion was made** by Dr. Haugen to extend Mr. Hill’s provisional license letter for an additional six months. **Motion carried.**

   2. Board office will communicate the outcome of this vote to Mr. Hill. Dr. Haugen will draft the second provisional license letter for signature and send to Mr. Hill.

   ii. Sit for EPPP
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1. Dr. Sliversky (LP): Dr. Haugen presented Dr. Ulven's update on this application to the Board. Motion was made by Dr. Haugen for Dr. Sliversky to sit for the EPPP. Discussion included Dr. Sliversky having a degree from an accredited institution, has a supervisor, and a plan to receive postdoctoral hours. Roll Call Vote: Dr. Adams Larsen – Yes; Dr. Boongaarden – Yes; Dr. LaRoque – Yes; Dr. Haugen – Yes; Ms. Olson – Yes. Motion carries. Board office will notify Dr. Sliversky she has been approved to sit for the EPPP.

   iii. Sit for Oral Exam: none

   iv. For Limited Practice: none

v. Provisional License Status letters issued since last meeting: none

vi. List of Application Initiation Forms Received since last meeting

   1. Dr. Sanders (ABA): Board received 2 incomplete applications and received all updated and complete information this morning. Dr. Haugen will move forward with issuing his provisional license status letter.

   2. Dr. Zeitchick (LP): His initial psychology resident status letter expired after 3 months, as the Board did not receive his completed PLUS application. Ms. Hensler at ASPPB noted their office moved, and Dr. Zeitchick sent his endorsements to the old address. He completed a new Application Initiation Form, and the second application fee was waived by the Board President. A second initial psychology resident status letter was issued, and he has another 3 months to complete the PLUS application.

   3. Dr. Donohue (LP): He submitted a new Application Initiation Form but omitted several items. He also submitted an old form that was missing conduct items. The Board office contacted him and requested he submit a complete form that is the most recent version found on our website. His initial psychology resident status letter will be issued once this is received fully completed.

vii. List of Supervision Notification Forms Received since last meeting

   1. Dr. Donohue: supervised by Dr. William Burns

viii. Business Items: none

c. Board Office Coordinator (Dr. Haugen)

i. Board transitions

   1. Terms ending for 4 board members on 06/30/2018: Terms are ending for Dr. Haugen, Dr. Ulven, Dr. LaRoque, and Ms. Olson. Dr. Haugen is not seeking reappointment. Ms. Olson and Dr. LaRoque indicated they will seek another term. Dr. Ulven's plans are unknown, and Dr. Haugen will ask that he update the Board regarding his plans to seek reappointment.

   2. Planning for board transitions: Mr. Schaibley indicated it would be helpful for the Board members seeking an additional term to notify the Governor's office of their intentions. Additional communication will be initiated with the Governor's office once Dr. Ulven's plans are known. Board discussed that several LABAs have now been licensed for the required 5 years, and that having their representation on the Board would be helpful. The Board will continue to discuss possible outreach for Board member appointment.

   3. Other board transition items: Dr. Haugen noted that officer elections would likely need to be held prior to her term ending given she is not seeking reappointment. This will be discussed in future meetings. Dr. Adams Larsen recommended the Board plan for a training-heavy July retreat given Board member turnover.

ii. Website updates

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Meeting Information: The public is welcome to attend any meeting of the NDSBPE. Participation during a meeting is by invitation of the Board only. If this is a regularly scheduled meeting, additional topics may be added to the agenda at the time of the meeting. If this is a special or emergency meeting, the governing bodies' discussion will be limited to the topics listed on the agenda.

Executive Session Information: This item may/must be discussed in an executive session. The legal authority for closing this portion of the meeting is one of the following North Dakota Century Code sections: § 43-52-37.1 (discussion of patient records); § 44-04-18.8 (administration of examinations); or § 44-04-19.1 (consultation with Board attorney).
MEETING MINUTES

- Outreach/Training Coordinator (Dr. Adams Larsen)
  i. Upcoming Training
    1. ASPPB – April 12-15 (Savannah, GA): Dr. Boomgaardan and Dr. Kolstoe attending
    2. CLEAR Investigator Conference – September 26-29 (Philadelphia): Item taken out of order and discussed under Complaints-Business items; Dr. Kuchler is requesting to attend. Motion was made by Dr. Haugen to approve Dr. Kuchler attending on behalf of the Board and reimbursing Dr. Kuchler for expenses. Discussion regarding proposed cost being below $3000. Roll Call Vote: Dr. Adams Larsen – Yes; Dr. Boomgaardan – Yes; Dr. LaRocque – Yes; Dr. Haugen – Yes; Ms. Olson – Yes. Motion carried. Dr. Kuchler was present for this vote and noted the outcome. She will move forward with scheduling this trip.
  3. Board Retreat training: Dr. Adams Larsen noted that this should be discussed in future Board meetings
  ii. Proposed compact between SD and ND (see documents in Basecamp): Dr. Adams Larsen presented information regarding legislation being proposed in SD. Discussed the potential impact for the Board should this also be proposed and passed in ND. Dr. Adams Larsen noted that this is to bring this potential legislation to the Board’s awareness and does not require action at this point.
  iii. Outreach Updates
    1. Meeting with UND for educational presentation: Dr. Adams Larsen has an upcoming meeting with two Counseling Psychology faculty members to discuss how the licensure process can be communicated to students better.
    2. Outreach with UND psychology department: Dr. Adams Larsen will reach out to the DCT of the Clinical Psychology program to discuss possible similar meeting for the psychology department.
   iv. FARS RLS and FORUM – January 25-28 (Coronado, CA): Dr. Adams Larsen attended (see documents in Basecamp): Dr. Adams Larsen noted informational materials and her notes are available to Board members for review.

- Continuing Education Coordinator (Dr. Boomgaardan)
  i. Consent Agenda (in Basecamp): Dr. Jackson submitted a request for a 6-hour EFT online supervision course. Motion was made by Dr. Boomgaardan to approve this request. Roll Call Vote: Dr. Adams Larsen – Yes; Dr. Boomgaardan – Yes; Dr. LaRocque – Yes; Dr. Haugen – Reused; Ms. Olson – Yes. Motion carried. Board office will notify Dr. Jackson of this outcome.

- Examination Coordinator* (Dr. Haugen)
  i. Discussion of PRE exam coordination, development, and format: The Board discussed difficulty effectively evaluating ethical content and ethical decision making through the PRE. Dr. Adams Larsen noted the EPPP2 will be addressing some of this content. Board members discussed time challenges to creating the exam. Dr. Adams Larsen proposed we move to an online Google Form version of the PRE focused on law and jurisprudence that will also be open book. She also proposed finding qualified graduate students to help write the content. The Board members agreed this is an acceptable approach. Dr. Adams Larsen will include this in her upcoming conversations with graduate training programs.

- Budget Coordinator (Dr. Kolstoe)
  i. Budget of 2017-2018 (review document in Basecamp): TABLED due to Dr. Kolstoe’s absence
MEETING MINUTES

1. ADA compliance: Dr. Adams Larsen discussed information she received at FARB regarding ADA compliance for websites. She made some changes to the website to increase ADA compliance and noted that this should be on the Board’s radar. She also noted some changes may incur some cost.

2. Proposed FAQ changes drafted by Dr. Kolstoe (see document in basecamp). Board reviewed the changes and discussed what website changes needed a Board vote. Given these changes were not policy statements a vote was not necessary. Dr. Adams Larsen will make the recommended changes.

   iii. Meeting Minutes to be approved (see documents in Basecamp): Motion was made by Dr. Haugen to approve items 1-14 (meeting minutes). Voice vote: All in favor, none opposed, none abstained. Motion carried. Board office and Dr. Haugen will prepare these for Dr. Kolstoe’s signature and subsequent upload to the Board’s website.

   1. November 10, 2017-Board Office Meeting
   2. November 17, 2017-Board Office Meeting
   3. November 20, 2017-Board Meeting
   4. December 8, 2017-Board Office Meeting
   5. December 13, 2017-Renewal Meeting
   6. December 15, 2017-Board Office Meeting
   7. December 18, 2017-Board Meeting
   8. December 22, 2017-Board Office Meeting
   9. January 5, 2018-Board Office Meeting
   10. January 8, 2018-Board Meeting
   11. January 12, 2018-Board Office Meeting
   12. January 17, 2018-Oral Exam Meeting (Grand Forks location)
   13. January 19, 2018-Board Office Meeting
   14. January 26, 2018-Board Office Meeting


   v. Monthly Status Report – (#Calls, #Emails, #Verifications, #Applications, etc.): Ms. Tennant presented data collected in January 2018. She noted data does not include calls and emails sent from Board members. Dr. Adams Larsen noted this is the first time this data has been collected, and the Board expressed appreciation to Ms. Tennant for collecting this information.

   1. Calls received: 28
   2. Emails received: 177
   3. Emails sent: 181
   4. License verifications: 123
   5. New applications: 2
   6. New complaints: 1

   d. Legislative Coordinator (Dr. Kolstoe/Dr. Haugen)

   i. NDAC Rulemaking: Public meeting is scheduled for March 9, 2018 from 9am to 11am at the Grand Forks Public Library. The Board has posted all required newspaper notices regarding this meeting.
General items to address
   i. Kentucky model of complaints processing (Dr. Adams Larsen): Dr. Adams Larsen briefly outlined this approach and noted given concerns raised by Mr. Schaibley this does not appear to be an effective model for our complaints process.
   ii. ASPPB supervision guidelines (Dr. LaRocque): Dr. LaRocque noted the window for comment has passed but the Board will need to discuss including guidelines in its Procedure and Functions manual. Dr. Haugen asked if Dr. LaRocque can present relevant information to the Board during the March meeting, and Dr. LaRocque indicated this would be possible.

b. Inquiry Items: none needing attention

5. SPECIAL TOPICS
   a. School Psychology (Dr. Kolstoe) — potential outreach collaboration with ND BCE (Dr. Adams Larsen)
   b. DoH Autism Advisory Group (Dr. Boorgaarden): Dr. Boorgaarden is attending a meeting February 12, 2018 and will share relevant information during the March board meeting.
   c. Child Support Enforcement Meetings (Dr. Adams Larsen/Mr. Schaibley)

6. Other Business Arising — time permitted: none

7. Adjourn: Dr. Haugen adjourned the meeting at 1:25pm

Next Board Regular Meetings (noon CT to 1:15 pm):
2018 DATES: MAR 19, APR 16, MAY 21, JUNE 18, JULY 16 - 17 (BOARD RETREAT?), AUG 20, SEPT 17, OCT 15, NOV 26, DEC 17

Board Office Meetings:
2018 DATES: NO MEETINGS IN FEBRUARY; MEETS EVERY FRIDAY IN 2018 AND NEXT MEETING MARCH 2

Oral Exams:
2018 DATES: APR 18 (WED), JULY 25 (WED), OCT 17 (WED)
nd state board of psychologist examiners

BOARD TELECONFERENCE

Board Office Meeting
March 2, 2018 @ 9am CT
Originating from: 3535 S. 31st St., #201
Grand Forks, ND 58201

MEETING MINUTES

Approved at meeting of: 3/19/18

Board Secretary:

1. Call to Order by Dr. Haugen: 9:02am; In Attendance: Dr. Erin Haugen, Dr. Paul Kolstoe, Ms. Brandy Tennant

2. NDAC Rulemaking – Public meeting is scheduled for March 9th at the Grand Forks Library. Dr. Kolstoe and Dr. Haugen will be in attendance. The meeting will be recorded, and a spreadsheet of public points will be created. Deadline for public written commentary is March 19th. Dr. Kolstoe will propose a set of answers to all public issues at a special meeting that will be called. Dr. Kolstoe discussed additional deadlines that must be met by the Board.

3. General office functions – Ms. Tenant discussed issues with the post office in Bismarck that lead to mail to not be delivered to the Board in a timely manner. It appears that missing mail has now been delivered to the Board.

4. General application business
   a. New/Pending Applications
      i. Dr. Donohue – His application has been updated and his initial psychology resident status letter has been sent.
      ii. Dr. Hunter – Her application has been received, and her Provisional License status letter is signed and will be mailed today.
   b. Other application business
      i. Dr. Cox – He applied in 2016 as a psychologist licensed in another jurisdiction but has not completed the PLUS application. He recently contacted the Board would like a Provisional License while he completes the PLUS. Dr. Kolstoe and Dr. Haugen discussed law and rule related to this and possible options for the Board. Dr. Haugen will reach out to Mr. Schaibley to discuss the proposed options and what is allowable per law and rule.

5. Inquiries
   a. New
      i. Ms. Johnson – The Board received an inquiry regarding a current applicant and whether this individual was licensed. A response was provided to Ms. Johnson, and the Board investigator is seeking more information from the applicant in question.
   b. Pending – none
6. Other Matters Arising
   a. Board Member terms ending – 4 Board member terms are ending 6/30/18; 2 are seeking reappointment and 2 are not seeking reappointment. This will be discussed in future full Board meetings.

7. Adjourned by Dr. Haugen: 9:48am
Minutes Approved Meeting Date: 3/19/2018

1. At 9:07 am CST Dr. Paul Kolstoe, Secretary, called the meeting to order. Board members in attendance were Dr. Erin Haugen, Board President and Dr. Paul Kolstoe, Board Secretary and Legislative Coordinator.

2. Public Comments on the proposed changes to NDAC – Title 66
   a. Dr. Kolstoe announced that the sole purpose of this meeting is to take public comments on the proposed rules, that this is an official board meeting, this is not a discussion session and that Board members present are not permitted to answer questions, the Board members present will record all comments on the rules and provide them to the full Board for discussion at an Open Meeting that is to occur on March 19th, 2018 at 12 pm CDT.

   b. Comments heard from Dr. Katherine Terras, who introduced herself as a faculty in the University of North Dakota Special Education Department and Director of the Behavior Analysis training program and Dr. Joseph Miller, Clinical Training Director of the University of North Dakota Psychology Department.

<table>
<thead>
<tr>
<th>Comment</th>
<th>Related NDAC Title 66 Code</th>
<th>Board Response</th>
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<tbody>
<tr>
<td>1) BACB has changed their language for training program instead of Accredited they are now Verified. Terminology they used has replaced “Approved by BACB” to “Verified by BACB”. An example would be 66-02-01-15.2a.</td>
<td>66-02-01-03-1a(1)</td>
<td>TBD</td>
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<tr>
<td>2) Regarding “endorsements” the phrase “approved by the Board” sounds limiting, for example whether it could require the endorsements to be only from professionals licensed in ND, which would be severely limiting.</td>
<td>66-02-01-03-1a(4)</td>
<td>In Public Meeting: Dr. Kolstoe provided information that to date the only limitation to endorsements is from professionals regulated by a government entity (i.e., licensed, registered, etc.). There has been no limitation to specific states. TBD</td>
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<tr>
<td>3) Fees section: first proposed change is “any licensee supervising the practice of psychology or applied behavior analysis in North Dakota”. Concern that it implies the supervisor is required to have a ND license, which limit the BACB training program trainees in the state. Some BACB trainers are out of state providing supervised student experiences using distance technology. Recommendation: remove “in North Dakota”.</td>
<td>66-02-01-08</td>
<td>TBD</td>
</tr>
<tr>
<td>4) Regarding the frequency of NDSBPE examinations that are now specified as twice per year. Recommendation: at least 4 examinations per year to coincide with BACB examinations</td>
<td>66-02-01-09</td>
<td>In Public Meeting: Dr. Kolstoe provided information that since 2015 Oral examinations are scheduled quarterly -</td>
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<td></td>
<td>Jan/Apr/Jul/Oct – though not required by NDAC. BACB exams are in Feb/May/Aug/Nov with 4 week delay for scores.</td>
<td>TBD</td>
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<td>5) Typo of “5” in 4th row of the sentence to be deleted.</td>
<td>66-02-01-10</td>
<td>TBD</td>
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<tr>
<td>6) Proposed wording change of “or a combination” appears confusing to the reader. Recommendation: may require a rewording to capture that it is either a. or b. or any combination of the two that is the intention of the current proposed language change.</td>
<td>66-02-01-03</td>
<td>TBD</td>
</tr>
</tbody>
</table>

Written comments will be accepted at the Board Office up until 12:01 am March 19, 2018.

3. At 10:15 am CST Dr. Kolstoe moved to adjourn the meeting.

Respectfully Submitted,
Paul D. Kolstoe, Ph.D.
ND Licensed Psychologist #333
nd state board of psychologist examiners

402 East Main Avenue, Suite 5 - Bismarck, ND 58501

Meeting Minutes

Monday, April 16, 2018 @ 12:15pm CT

Approved: 5/31/18

1. Call to Order & Attendance: Dr. Haugen, Presiding, called the meeting to order at 12:06pm. In attendance: Dr. Jon Ulven (Vice President), Dr. Angela LaRocque, Dr. Margo Adams Larsen, Mr. David Schaibley (Board attorney), and Ms. Brandy Tennant, Dr. Chris Kuchler, Dr. Paul Kolstoe, Dr. Renee Boongaarden, and Ms. Taylor Olson were absent with regrets.

2. Mission Statement - Purpose and Mission. The purpose of the board of psychologist examiners is to regulate the practice of psychology, as defined through the legislative authority of North Dakota Century Code chapter 43-32, in the interest of and to preserve and protect the health, safety, and welfare of the public.

3. Board Business
   a. Complaints* (Dr. Kuchler/Dr. Haugen)
      i. Complaints (Dr. Kuchler/Dr. Haugen)
         1. Report was submitted to the Board by Dr. Kuchler. Motion made by Dr. Haugen to accept the investigator report. Roll Call Vote: Dr. Ulven – Yes; Dr. LaRocque – Yes; Dr. Adams Larsen – Yes; Dr. Haugen – Yes; Motion Carried. The board investigator report was accepted by the Board.
         2. Dr. Rottman: The Board is still waiting for the ROI from the unidentified client of the complainant.
   b. Applications Coordinator* (Dr. Ulven)
      i. Sit for EPPP
         1. Dr. Donohue: Dr. Haugen discussed his application being complete so the Board could vote for the EPPP. A vote was unable to be held due to Dr. Ulven’s recusal. This item will be added to an upcoming Board Office meeting when a quorum exists.
      ii. Sit for Oral Exam
         1. Dr. Cox (LP): Motion made by Dr. Ulven for Dr. Cox to sit for the oral exam. Discussion indicated Dr. Cox is currently licensed in Minnesota. Roll Call Vote: Dr. Ulven – Yes; Dr. LaRocque – Yes; Dr. Adams Larsen – Yes; Dr. Haugen – Yes; Motion Carried. The Board office will notify Dr. Cox he may sit for the Oral Exam.
         2. Dr. Herting (LP): Motion made by Dr. Ulven for Dr. Herting to sit for the oral exam. Discussion indicated Dr. Herting is currently licensed in Virginia. Roll Call Vote: Dr. Ulven – Yes; Dr. LaRocque – Yes; Dr. Adams

Meeting Information: The public is welcome to attend any meeting of the NDSBE. Participation during a meeting is by invitation of the Board only. If this is a regularly scheduled meeting, additional topics may be added to the agenda at the time of the meeting. If this is a special or emergency meeting, the governing bodies discussion will be limited to the topics listed on the agenda.

*Executive Session Information: This item may/must be discussed in an executive session. The legal authority for closing this portion of the meeting is one of the following North Dakota Century Code section(s): § 43-32-27.1 (discussion of patient records); § 44-04-18.8 (administration of examinations); or § 44-04-19.1 (consultation with Board attorney).
MEETING MINUTES

Larsen – Yes; Dr. Haugen – Yes; Motion Carried. The Board Office will notify Dr. Herting she is eligible to sit for the Oral Exam. Dr. Haugen noted her provisional license will expire prior to the July Oral Exam and recommended she be offered the opportunity to sit for the April Oral Exam, and if unable to sit, the Board will discuss extending her Provisional License Status letter during its May Board meeting.

iii. For Limited Practice
   1. Dr. Bryan (LP): Dr. Bryan applied for a Limited Practice Certificate for services on April 20-21. The Board discussed a current complaint being investigated in another jurisdiction that Dr. Bryan identified in his application materials. The Board desired additional information from this jurisdiction regarding this complaint. The Board has also not received official verification of his licenses in other jurisdictions and is unable to review this request in the absence of this information. Dr. Ulven will notify him of this information and inquire if he desires with the Board proceeding to seek this information or if he desires withdrawing his application.

iv. Open Application Files Needing Board Action or Discussion
   1. Ms. Mahoney (ABA) request for provisional license status letter: The Board discussed that the Board is still seeking and considering information as it assesses her request for a Provisional License Status letter. Ms. Mahoney was informed of this in correspondence related to the inquiries.

v. Provisional License Status letters issued since last meeting
   1. Dr. Cox (LP)

vi. List of Application Initiation Forms Received since last meeting

   1. Dr. Cox (LP)

vii. List of Supervision Notification Forms Received since last meeting: None

viii. Business Items: None

c. Legislative Coordinator (Dr. Kolstoe/Mr. Schaibley)
   i. NDAC Rulemaking: Mr. Schaibley noted all materials were submitted to the Attorney General’s office on April 9th. They are being reviewed, and if changes must be made the Board President will need to call a Special Meeting so changes can be discussed and ratified prior to May 1.
   ii. Health Services Committee Meeting (April 25, 2018): Dr. Kolstoe will represent the Board at this meeting and provide relevant testimony.

d. Board Office Coordinator (Dr. Haugen)
   i. Board transitions
      1. Officer elections will be held during May 21, 2018 meeting
      2. June 18, 2018 full Board meeting: Dr. Haugen has a schedule conflict and cannot attend the meeting scheduled for June 18. The Board discussed changing the meeting date to June 11. Dr. Haugen will send this to all Board members and ask for confirmation.
      3. Board member recruitment: The Board discussed individuals that were recommended and contacted regarding interest, as 2 Board members are not seeking reappointment.
      4. Other board transition items: Dr. Haugen is working on finalizing the Procedures and Functions manual to present to the Board prior to July. She will also be bringing other Board members up to speed on various tasks she was completing and train the President-elect.
ii. Board retreat planning
   1. July 16 to 17 (tentative dates): Dr. Haugen will work to finalize the Board retreat dates with the Board members.
   2. Location and training (with Outreach Coordinator): The Board discussed holding the Board retreat at the Board office in Bismarck. Dr. Adams Larsen will work on training for the Board.
   3. Submission of agenda items: Dr. Haugen requested that Board members consider agenda items for the Board retreat and submit them to Dr. Haugen for preparation.

iii. Meeting Minutes to be approved (see documents in Basecamp)
   1. Dr. Haugen motioned to approve the meeting minutes a-b. Roll Call Vote: Dr. Ulven – Yes; Dr. LaRocque – Yes; Dr. Adams Larsen – Yes; Dr. Haugen – Yes; Motion Carried. The Board office will prepare these notes for signature and posting.
      a. March 9, 2018 – Public Hearing on Legislative Rules
      b. March 19, 2018 – Full Board Meeting


v. Monthly Status Report – (#Calls, #Emails, #Verifications, #Applications, etc.): data for February and March
   1. February 2018:
      a. Received 14 phone calls
      b. Received 180 emails
      c. Sent 125 emails
      d. Completed 315 license verifications
      e. Received 2 new applications
   2. March 2018
      a. Received 20 phone calls
      b. Received 170 emails
      c. Sent 173 emails
      d. Completed 79 license verifications
      e. Received 1 new application
      f. Received 1 new complaint
      g. Received 1 new Notification of Supervision Relationship form

e. Outreach/Training Coordinator (Dr. Adams Larsen)
   i. Upcoming Training
      1. ASPPB Mid-Year Meeting – April 12-15 (Savannah, GA): Dr. Boomgaard and Dr. Kolstoe attended and will discuss during the May Board meeting.
      2. CLEAR Investigator training – September 26-29 (Philadelphia): Dr. Kuchler is attending
      3. FARB RLS – September 27-30 (Portland, OR): Dr. Adams Larsen would like to attend
      4. ASPPB Annual Meeting – October 17-21 (Salt Lake City, UT)
      5. FARB Forum – January 24-27, 2019 (New Orleans, LA)
      6. ASPPB Mid-Year Meeting – April 8-14, 2019 (Santa Fe, NM)
MEETING MINUTES

7. Board retreat (July 16 to 17) training: The Board discussed options for the yearly training and will work to finalize these options. Dr. Adams Larsen will look into possibility for FARF training again.
   ii. Outreach Updates
      1. PRE preparation: Dr. Adams Larsen is coordinating this with others with a goal of having a written exam in place by October.

f. Continuing Education Coordinator (Dr. Boomgaard/Drs. Haugen)
   i. Consent Agenda (in Basecamp): TABLED

5. Examination Coordinator* (Dr. Haugen)
   i. 2 Oral Exam locations (Fargo, Dickinson) for April 18, 2018: The Board thanks Dr. Ulven and Dr. Boomgaard for hosting Oral Exams.
   ii. 8 eligible to sit with 7 sitting (2 additional applicants voted on during this meeting)

h. Budget Coordinator (Dr. Kolstoe)
   i. Budget of 2017-2018 (review document in Basecamp): TABLED

4. NEW BUSINESS
   a. General items to address
      i. ASPPB supervision guidelines (Dr. LaRocque): Dr. LaRocque discussed ASPPB’s draft guidelines for establishing a pool of supervisors for individuals mandated to have supervision in special circumstances. The Board discussed that this is a good Board retreat topic, as it will entail a larger Board discussion.
   b. Inquiry Items
      i. Creates Act inquiry (Mr. Schaibley): The Board determined it would not be involved with this.

5. SPECIAL TOPICS
   a. School Psychology (Dr. Kolstoe) — potential outreach collaboration with NDBCE (Dr. Adams Larsen): No updates
   b. DoH Autism Advisory Group (Dr. Boomgaard): No updates
   c. Child Support Enforcement Meetings (Dr. Adams Larsen/Mr. Schaibley): No updates

6. Other Business Arising — time permitted: None needing discussion

7. Adjourn: Dr. Haugen adjourned the meeting at 1:26pm CST

Next Board Regular Meetings (noon CT to 1:15 pm):
2018 DATES: MAY 21, JUNE 11, JULY 16 - 17 (BOARD RETREAT?), AUG 20, SEPT 17, OCT 15, NOV 26, DEC 17

Board Office Meetings:
2018 DATES: MEETS EVERY FRIDAY IN 2018 UNLESS OTHERWISE NOTED

Oral Exams:
2018 DATES: APR 18 (WED), JULY 25 (WED), OCT 17 (WED)
nd state board of psychologist examiners

Teleconference Agenda
Wednesday, April 18, 2018 @ 7:30AM MT/8:30AM CT

Originating From:
Pulver Hall
300 13th Avenue W
Dickinson, ND 58601

AGENDA
Oral Examinations

Approved at 5/21/18 meeting

1. Call to Order: Dr. Haugen called the meeting to order at 8:35am CST. Present were Dr. Renee Boomgaarden and Dr. Haugen.

2. Selection of Exam Items

"THE NEXT ITEM ON THE AGENDA IS ORAL EXAM.

The legal authority for closing this portion of the meeting is North Dakota Century Code section 44-04-18.8. The topic or purpose of this executive session is administration of Oral Examinations. At this time, we will convene in executive session. The executive session will be recorded and all members of the governing body are reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the governing body must occur after it reconvenes in an open meeting, unless final action is specifically required by law to be taken during the executive session.

We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting at approximately 10:35am CST. The minutes will show that the executive session began at 8:51am CST and was attended by Dr. Renee Boomgaarden and Dr. Erin Haugen.

3. Oral Exams* (NOTE: these begin at 8am Mountain Time/9am Central Time; all times are listed as CST)
   a. Dr. Peter Byrne (LP): 8:51am to 9:13am
   b. Dr. John Campbell (LP): 9:16am to 9:46am

[After the executive session, Dr. Haugen willadjourn the meeting at 10:04am. The public has been invited to return to the meeting room and we are now back in open session].

4. Roll Call Vote: a roll call vote was not held due to the lack of a quorum. Dr. Haugen will coordinate with Board members to identify when a vote can be held in an open meeting.

5. Adjourn: Dr. Haugen adjourned the meeting at 10:04am CST.

Next Oral Exam Meetings (**subject to change**):

July 25, 2018 and October 17, 2018

NDSBPE MEETING AGENDA, ORAL EXAMS-APRIL 18, 2018

Meeting Information: The public is welcome to attend any meeting of the NDSBPE. Participation during a meeting is by invitation of the Board only. If this is a regularly scheduled meeting, additional topics may be added to the agenda at the time of the meeting. If this is a special or emergency meeting, the governing bodies discussion will be limited to the topics listed on the agenda.

*Executive Session Information: This item may/must be discussed in an executive session. The legal authority for closing this portion of the meeting is one of the following North Dakota Century Code section(s): § 43-32-27.1 (discussion of patient records), § 44-04-18.8 (administration of examinations); or § 44-04-19.1 (consultation with Board attorney).
nd state board of psychologist examiners
Teleconference Agenda
Wednesday, April 18, 2018 @ 8:30AM CT

Originating From:
737 Broadway N
Fargo, ND 58102

MINUTES
Oral Examinations

Approved at 5/21/18 meeting Secretary signature

1. Call to Order: 8:33 am

2. Selection of Exam Items

"THE NEXT ITEM ON THE AGENDA IS ORAL EXAMS. This item must be discussed in an executive session. The legal authority for closing this portion of the meeting is North Dakota Century Code section 44-04-18.8. The topic or purpose of this executive session is administration of Oral Examinations. At this time, we will convene in executive session. The executive session will be recorded and all members of the governing body are reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the governing body must occur after it reconvenes in an open meeting, unless final action is specifically required by law to be taken during the executive session. We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting at approximately 11:15 am. The minutes will show that the executive session began at 8:43 am and was attended by: Dr. Jon Uven, Dr. Angela LaRocque, and Brandy Tennant.

3. Oral Exams*
   a. Dr. Mary Collins (LP) – Began at 8:56 am; Ended at 9:37 am
   b. Dr. Deidre D’Orazio (LP) – Began at 9:45 am; Ended at 10:11 am
   c. Mr. Taylor Hill (ABA) – Began at 10:21 am; Ended at 11:02 am

The minutes show that the oral exam session was adjourned at 11:26 am. The public has been invited to return to the meeting room and we are now back in open session.

4. Roll Call Vote – Tabled; No Quorum

5. Adjourn: 11:41 am

Next Oral Exam Meetings (**subject to change**):

July 25, 2018 and October 17, 2018

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NDSSPE MEETING MINUTES, ORAL EXAMS-APRIL 18, 2018

Meeting Information: The public is welcome to attend any meeting of the NDSSPE. Participation during a meeting is by invitation of the Board only. If this is a regularly scheduled meeting, additional topics may be added to the agenda at the time of the meeting. If this is a special or emergency meeting, the governing bodies discussion will be limited to the topics listed on the agenda.

Executive Session Information: This item must be discussed in an executive session. The legal authority for closing this portion of the meeting is one of the following North Dakota Century Code section(s): § 43-32-27.1 (discussion of patient records); § 44-04-18.8 (administration of examinations); or § 44-04-19.1 (consultation with Board attorney).
nd state board of psychologist examiners
BOARD TELECONFERENCE
Board Office Meeting
April 20, 2018 @ 9am CT
Originating from: 3535 S. 31st St., #201
Grand Forks, ND 58201

MEETING MINUTES

Approved at 5/21/18 meeting

1. Call to Order and attendance: Dr. Haugen called the meeting to order at 9:02am. In attendance: Dr. Erin Haugen, Dr. Margo Adams Larsen, Dr. Angela LaRocque (left at 9:14am), Dr. Renee Boomgaardt (left at 9:05am), Dr. Paul Kolstoe, Ms. Brandy Tennant (Board office staff), and Ms. Leah Venable (Board office staff).

2. Oral exams (held April 18, 2018)
   a. Mr. Matthew Russell (ABA): Motion was made by Dr. Haugen for Mr. Russell to pass the Oral Exam. Discussion indicated the examiners recommended he pass the Oral Exam. Roll call vote: Dr. Haugen – Yes; Dr. LaRocque – Yes; Dr. Boomgaardt – Yes; Dr. Adams Larsen – Yes; Dr. Kolstoe – Recuse. Motion Carries. Mr. Russell will be notified he passed the Oral Exam.
   b. Dr. Peter Byrne (LP): Motion was made by Dr. Haugen for Dr. Byrne to pass the Oral Exam. Discussion indicated the examiners recommended he pass the Oral Exam. Roll call vote: Dr. Haugen – Yes; Dr. LaRocque – Yes; Dr. Adams Larsen – Yes; Dr. Kolstoe – Yes. Motion Carries. Dr. Byrne will be notified he passed the Oral Exam.
   c. Dr. John Campbell (LP): Motion was made by Dr. Haugen for Dr. Campbell to pass the Oral Exam. Discussion indicated the examiners recommended he pass the Oral Exam. Roll call vote: Dr. Haugen – Yes; Dr. LaRocque – Yes; Dr. Adams Larsen – Yes; Dr. Kolstoe – Yes. Motion Carries. Dr. Campbell will be notified he passed the Oral Exam.
   d. Ms. Jacqueline Mahoney (ABA): Motion was made by Dr. Haugen for Ms. Mahoney to pass the Oral Exam. Discussion indicated one examiner recommended she pass the Oral Exam, whereas the other examiner recommended she not pass the Oral Exam. Discussed rationale behind these recommendations. Roll call vote: Dr. Haugen – No; Dr. LaRocque – No; Dr. Adams Larsen – No; Dr. Kolstoe – No. Motion Fails. Ms. Mahoney will be notified she failed the Oral Exam.
   e. Dr. Mary Collins (LP): Motion was made by Dr. Haugen for Dr. Collins to pass the Oral Exam. Discussion indicated the examiners recommended she pass the Oral Exam. Roll call vote: Dr. Haugen – Yes; Dr. LaRocque – Yes; Dr. Adams Larsen – Yes; Dr. Kolstoe – Yes. Motion Carries. Dr. Collins will be notified she passed the Oral Exam.
   f. Dr. Delilah D’Orazio (LP): Motion was made by Dr. Haugen for Dr. D’Orazio to pass the Oral Exam. Discussion indicated the examiners recommended she pass the Oral Exam. Roll call vote: Dr. Haugen – Yes; Dr. LaRocque – Yes; Dr. Adams Larsen – Yes; Dr. Kolstoe – Yes. Motion Carries. Dr. D’Orazio will be notified she passed the Oral Exam.
   g. Mr. Taylor Hill (ABA): Motion was made by Dr. Haugen for Mr. Hill to pass the Oral Exam. Discussion indicated the examiners recommended he pass the Oral Exam. Roll call vote: Dr. Haugen – Yes; Dr. LaRocque – Yes; Dr. Adams Larsen – Yes; Dr. Kolstoe – Yes. Motion Carries. Mr. Hill will be notified he passed the Oral Exam.

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3. General application business
   a. New/Pending Applications
      i. Dr. Donohue: Dr. Kolstoe motioned for Dr. Donohue to sit for the EPPP. Discussion indicated Dr. Kolstoe's review of the application given Dr. Ulven's recusal for this applicant and that Dr. Donohue meets criteria to sit for the EPPP. Roll Call Vote: Dr. Haugen – Yes; Dr. LaRocque – Yes; Dr. Adams Larsen – Yes; Dr. Kolstoe – Yes. Motion Carries. The Board office will notify Dr. Donohue he may sit for the EPPP.
      ii. Ms. Willie: received her RABA application but have not received payment. Dr. Haugen indicated her application will not be processed until it is complete (payment is received).
   b. Other application business: none
4. Legislative Updates
   a. NDAC Rulemaking update: Dr. Kolstoe sent all materials to the Attorney General's office for review. Discussed possibility of a Special Meeting needing to be called in the event any changes to be made, and Dr. Haugen indicated she would do this if necessary.
   b. Health Services Committee Meeting: Dr. Kolstoe shared a draft of prepared testimony with Board members for review and comment. Discussed difference between skills and educational standards and the need to have a consistent standard of education. Dr. Kolstoe will integrate feedback from Board members into his testimony.
5. Inquiries
   a. New: None
   b. Pending
      i. The Board office received a response from Ms. Mahoney's supervisor, Ms. Trontvet, and will forward this response to the Board investigator.
6. General office functions: Ms. Tenant noted she is leaving PSI due to another job offer, and Ms. Venible will be replacing her as the Board's office staff. The Board members thanked Ms. Tenant for her work with the Board.
7. Other matters arising: pending time: None
8. Adjourn: Dr. Haugen adjourned the meeting at 9:36am
nd state board of psychologists examiners

BOARD TELECONFERENCE

Board Office Meeting

April 27, 2018 @ 9am CT

Originating from: 3535 S. 31st St., #201

Grand Forks, ND 58201

MEETING MINUTES

Approved at 5/21/18

Secretary signature

1. Call to Order and attendance: Dr. Haugen called the meeting to order at 9:04am. In attendance: Dr. Erin Haugen, Dr. Paul Kolstoe, and Ms. Leah Venable (Board office staff).

2. Legislative updates
   a. NDAC Rulemaking: Dr. Kolstoe put the submission into the counsel, Attorney General approved it. Legislative committee will review and possibly send back for editing. Dr. Kolstoe will notify Dr. Haugen if a Special Meeting needs to be called.
   b. Health Services Committee Meeting: Dr. Kolstoe discussed his testimony provided in this meeting on April 25, 2018.
   c. Dr. Kolstoe also requested legislative priorities for the fall be on the Board retreat agenda. Dr. Haugen will include this on the tentative list of agenda items.

3. General office functions
   a. Licenses to be issued – ready to be signed, and Ms. Venible will put in mail to Dr. Kolstoe for signature on 04/30
   b. Applicant tracking spreadsheet – Board Office taking over the spreadsheet and keeping it updated in Basecamp
   c. Initial psychology resident status letter – Dr. Haugen discussed the Board office taking this task back over. Board Office to start working on the letters and knowing where to find dates under Dr. Haugen’s guidance.

4. General application business
   a. New/Pending Applications
      i. Ms. Wille (RABA) – Cannot be processed yet due to incomplete application (no payment received).
      She did not list her supervisors on her application. Dr. Kolstoe will provide feedback on Notification of Supervision Relationship form so it can be more user friendly to RABA applicants. The Board office will verify her BCaBA.
      ii. Ms. Draxten (LABA) – Dr. Haugen will process this over the weekend.
   b. Other application business
      i. Dr. Gunther withdrew Limited Practice Certificate application. Dr. Haugen asked the Board office to upload the email indicating this into her Basecamp folder.

5. Inquiries
   a. New
      i. Ms. Venible indicated she received a phone call inquiring whether a criminal background or felony would prevent one from receiving a license to practice psychology. Discussed difficulty of answering
such a question without an applicant’s full application. Ms. Venible asked the individual inquiring to
send the Board office an email with the inquiry so a response could be drafted for the individual
indicating this. This email has not been received.

ii. Dr. King: an application for Limited Practice Certificate was submitted last night via email. Dr. King
requested the application be approved before the weekend. Discussion indicated this was an
incomplete application given no payment was received and no official license verifications have been
received. This application may also need to be reviewed by the full Board. Ms. Venible will draft an
email response to Dr. King to be reviewed by Dr. Haugen.

b. Pending – none

6. Other matters arising-time pending: none

7. Adjourn: Dr. Haugen adjourned the meeting at 9:55AM
nd state board of psychologist examiners

BOARD TELECONFERENCE

Board Office Meeting
May 11, 2018 @ 9am CT
Originating from: 353 S. 31st St., #201
Grand Forks, ND 58201

AGENDA

Approved at 5/21/18 meeting Secretary signature:

1. Call to Order: 9:03AM Attendance: Dr. Erin Haugen, Dr. Renee Boomgaard, Dr. Paul Kolstoe, and Ms. Leah Venable
2. General office functions
   a. Outstanding meeting minutes – Need to get correct draft from the Special Rules Meeting. Dr. Kolstoe has that on his list of things to do and will correspond with the Board office regarding a final draft.
   b. Other general office functions - None
3. General application business
   a. New/Pending Applications
      i. Ms. Wille (RABA) – Received notice of supervision form for Ms. Larkin. She also sent new completed application with supervision listed on the form. Dr. Haugen will start processing.
      ii. Ms. Hansen (LABA) – Dr. Haugen inquired as to processing the provisional license status letter when a conduct item is marked. Dr. Kolstoe recommended bringing this application to the Board during the next full Board meeting for discussion. Also recommended identifying a procedure for such circumstances going forward.
   b. Other application business
      i. Dr. Tillman passed EPPP and is eligible to sit for next oral exam. Board Office will send correspondence regarding this.
4. NDAC Rulemaking – The Legislative Rulemaking Committee Meeting is on June 14, 2018, and Dr. Kolstoe will be in attendance.
5. Inquiries
   a. New – Dr. Hunter inquired regarding numbers for provisional license status letter for LP applicants. She also asked a variety of questions regarding insurance credentialing. Discussion indicated the Board cannot answer questions regarding insurance credentialing, as it has no authority to do so. Dr. Haugen will correspondence that can be sent by the Board office. Dr. Kolstoe recommended the license numbers for provisional license status letters for LP and RABA applicants be added to the next full Board agenda. Dr. Haugen will add this item.
   b. Pending - None
6. Other matters arising-time pending - None
7. Adjourn: Dr. Haugen adjourned the meeting at 9:28am
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Applications Coordinator* (Dr. Ulven)

i. Sit for EPPP
ii. Sit for Oral Exam
iii. For Limited Practice
   1. Dr. Bryan (LP) – Dr. Ulven through Board office has very recently emailed Dr. Bryan asking for more information verifying licensures in Oregon and complaint on file with Oregon.
   2. Dr. Gunter (LP) – Withdraw application
   3. Dr. King (LP) – Was unable to verify information as to why was not uploaded to basecamp.

Open Application Files Needing Board Action or Discussion (Dr. Haugen)

1. Dr. Herting (LP): Provisional License Status letter expires June 29, 2018 (prior to July 25, 2018 Oral Exams) based on information, and no fault of her own, due to administrative constraints, need to reissue provisional license for another six months. Motion made by Dr. Haugen to reissue provisional license for another six months after the June 29, 2018 expiration date. Roll Call Vote: Dr. Ulven – Yes; Dr Kolstoe – Yes; Dr. Boomgaarden – Yes; Ms. Olson – yes; Dr. Haugen – Yes; Motion Carried. The motion to reissue provisional license for another six months was accepted by the board. Dr. Haugen will send letter.
2. Ms. Hansen (LABA) – Has necessary credentials to issue a provisional license status letter, upon review application, came across conduct item A, 3 incidents had all occurred in 2006. The Board should establish guidelines on how to handle these situations and will put as a retreat agenda. Board agrees to go ahead and issue a provisional license status letter.

Business Items (Dr. Haugen)

1. Provisional License or Registration Status numbers for Licensed Psychologist (LP) applicants licensed in other jurisdictions – Has come to attention that we do no issue licenses numbers for LP provisional licenses. Board agreed to start issuing numbers with provisional license status letters. Dr. Haugen and Board office will update letters and reissue.
2. Provisional License or Registration Status numbers for RABA applicants
3. Procedure for issuing Provisional License or Registration Status letters for applicants with marked conduct items

Provisional License or Registration Status letters issued since last meeting

1. Ms. Draxten (LABA)

List of Application Initiation Forms Received since last meeting

1. Ms. Draxten (LABA)
2. Ms. Wille (RABA) – Also submitted a supervision form from Mr. Taylor Hill
3. Ms. Hansen (LABA)

List of Supervision Notification Forms Received since last meeting

1. Ms. Wille (RABA): Ms. Erinn Larkin

Legislative Coordinator (Dr. Kolstoe)

i. NDAC Rulemaking
   1. Legislative Rulemaking Committee Meeting (June 14, 2018) – Dr. Kolstoe is just waiting for the meeting and making plans to travel to Bismarck for the meeting. New rules will go affective as of July 1, 2018.
MEETING MINUTES

ii. Health Services Committee Meeting (April 25, 2018) – Why is the Board dependent on APA and CPA credited programs, lot of questions. Prior to NDSBPE Board the higher education board asked why it is so hard for people to change majors. Demonstrated it was hard for undergraduates, but graduate programs are harder. Why as a Board we rely on the knowledge test of EPPP and the skills side of things we depend on accredited programs for these people. If from a non-accredited program, we have no assurance of what their skill level is. Just looking paper is not going to do that. Leave with the issue of Boards to come up with a way of recognizing foreign trained professionals.

d. Board Office Coordinator (Dr. Haugen)
   i. Officer elections
      1. President – Nominations: Dr. Haugen nominated Dr. Boomgaard. Dr Boomgaard accepted the nomination. Dr. Kolsto motioned to close the nominations and unanimously voted: Roll Call Vote: Dr. Ulven – Yes; Dr Kolsto – Yes; Dr. Boomgaard – Yes; Ms. Olson – yes; Dr. Haugen – Yes; Motion Carried. Board voted for Dr. Boomgaard to be next president effective on July 1, 2018.
      2. Vice President – Table for Board Retreat
      3. Secretary – Nominations: Dr. Boomgaard nominated Dr. Kolsto continue in role of Secretary. Dr. Kolsto motioned to close the nomination and unanimously bore: Roll Call Vote: Dr. Ulven – Yes; Dr Kolsto – Yes; Dr. Boomgaard – Yes; Ms. Olson – yes; Dr. Adams Larsen – Yes; Dr. Haugen – Yes; Motion Carried. Board voted for Dr. Kolsto to continue in role of Secretary.

ii. Board transitions
   1. Board member recruitment – Mr. Schaibly knows more about process. Dr. Haugen said she does not of one person who applied. Governors office working feverishly to get all appointments by June 30, 2018. Explains why Taylor Olson has no heard back on her application.
   2. Other board transition items – Those leaving the board should reach out to Governors office and let them know they are not looking to stay on Board.

iii. Board retreat planning
   1. July 16 to 17 (tentative dates) Date is set for July 16 and 17, 2018
   2. Location and training (with Outreach Coordinator) Location to be in Bismarck, continue with format to be one day of training and 1 day of business. Training ideas would be ASPPB and FARB training.

iv. Meeting Minutes to be approved (see documents in Basecamp) TABBED
   1. April 16, 2018 – Full Board Meeting
   2. April 18, 2018 – Oral Exams (Fargo)
   3. April 18, 2018 – Oral Exams (Dickinson)
   4. April 20, 2018 – Board Office Meeting
   5. April 27, 2018 – Board Office Meeting
   6. May 11, 2018 – Board Office Meeting
   v. Monthly Finance Report (see document in Basecamp) TABBED
   vi. Monthly Status Report – (#Calls, #Emails, #Verifications, #Applications, etc.): data from April 2018 TABBED

e. Outreach/Training Coordinator (Dr. Adams Larsen) TABBED
   i. 2018 Board retreat
MEETING MINUTES

ii. Outreach Updates
   1. DOL Grant/ND Office of the Governor intent to apply
   2. ND ABA Presentation

iii. Training Attended: Updates
   1. ASPPB Mid-Year Meeting – April 12-15 (Savannah, GA): Dr. Boomgaarden and Dr. Kolstoe attended

iv. Upcoming Training
   1. CLEAR Investigator training – September 26-29 (Philadelphia): Dr. Kuchler is attending
   2. FARB RLS – September 27-30 (Portland, OR): Dr. Adams Larsen would like to attend
   3. ASPPB Annual Meeting – October 17-21 (Salt Lake City, UT)
   5. ASPPB Mid-Year Meeting – April 8-14, 2019 (Santa Fe, NM)

f. Continuing Education Coordinator (Dr. Boomgaarden)
   i. Consent Agenda (in Basecamp) – Dr. Boomgaarden believes they can all be approved. Dr. Haugen motioned to approve the Consent Agenda listed in Basecamp: Roll Call Vote: Dr. Ulven – Yes; Dr Kolstoe – Yes; Dr. Boomgaarden – Yes; Ms. Olson – yes; Dr. Haugen – Yes; Motion Carried. Board approved the Consent Agenda listed in Basecamp.

h. Examination Coordinator* (Dr. Haugen) TABLED

g. Budget Coordinator (Dr. Kolstoe) TABLED
   i. Budget of 2017-2018 (review document in Basecamp)

4. NEW BUSINESS TABLED
   a. General items to address
   b. Inquiry Items

5. SPECIAL TOPICS TABLED
   a. School Psychology (Dr. Kolstoe) – potential outreach collaboration with NDBCE (Dr. Adams Larsen)
   b. DoH Autism Advisory Group (Dr. Boomgaarden): meeting February 12, 2018
   c. Child Support Enforcement Meetings (Dr. Adams Larsen/Mr. Schaibley)

6. Other Business Arising – time permitted

7. Adjourn: Dr. Haugen adjourned the meeting at 1:34pm CST

Next Board Regular Meetings (noon CT to 1:15 pm):
2018 DATES: JUNE 11, JULY 16 - 17 (BOARD RETREAT?), AUG 20, SEPT 17, OCT 15, NOV 26, DEC 17

Board Office Meetings:
2018 DATES: MEETS EVERY FRIDAY IN 2018 UNLESS OTHERWISE NOTED

Oral Exams:
2018 DATES: JULY 25 (WED), OCT 17 (WED)
Meeting Minutes

Approved at June 11, 2018 Board Meeting

1. Call to Order: 9:05am CST; In attendance: Dr. Erin Haugen Presiding, Dr. Margo Adams Larsen, Dr. Paul Kolstoe, and Ms. Leah Venable

2. General office functions – none

3. Miscellaneous business
   a. Dr. Adams Larsen has been conferring with FARB to do the Board Retreat training on the July 16, 2018. FARB has reduced rates to $3000 from normal $7200. Dr. Adams Larsen has spoken with Optometry Board and Manitoba Board about having people attend to help supplement the cost. But if so both boards prefer to be held in Grand Forks. Questions brought up: Do we need a quorum for the amount and do we need to make recommendations to the Board.
   b. Dr. Adams Larsen brought up having Google forms done for the Oral Exam that can be a fill in. Stated that we could “hire” her son to create those forms. Need to get parameters to Dr. Kolstoe so it can be presented to the Board and add to the Retreat agenda.
   c. Dr. Adams Larsen brought up the “licensure project” Making video tutorials on application and renewal processes. Will be working with Kathryn on July 14 and 15 to some stuff out. ASPPB representatives would like to collaborate on the process as well.
   d. Dr. Kolstoe brought up that members should be thinking of new legislative ideas for the next year. Annual renewal to Bi-annual renewal, changing the time of year for the renewals, start increasing the renewal fees over time. See about collecting data of the renewal fees in other areas.

4. General application business
   a. New/Pending Applications
      i. Ms. Loepp-Trautman (LABA) – Request verification of educator license and misconduct information. Board office will email request.
      ii. Ms. Phillippi (LABA) – Need to make decision on how to handle misconduct. Also, working for two different places. Need to clarify if working in MN as well. Will discuss further at next Board meeting.
      iii. Nathaniel Nelson for Limited Practice – awaiting payment then can be processed.
   b. Other application business - none

5. NDAC Rulemaking – Legislative meeting on June 14, 2018. Dr. Kolstoe does not anticipate any problems to arise.

6. Inquiries
   a. New - no
   b. Pending
      i. Osuna – Dr. Boomgaarden and David Schaibley are scripting a letter to mail back.
nd state board of psychologist examiners

BOARD TELECONFERENCE

Board Office Meeting
June 1, 2018 @ 9am CT
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Grand Forks, ND 58201

Meeting Minutes

ii. Dr. Kolstoe scripted a letter on foreign education and application approval. Would like to discuss in next board meeting before responding to email.

iii. Dr. Giegle and telepractice. David Schaibley feels need to script a letter but very carefully. Need to discuss in next board meeting.

7. Other matters arising-time pending - none

8. Adjourn – Dr. Haugen adjourned meeting at 10:07am CST.

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Meeting Minutes

Approved at May 20, 2019 Board Meeting

1. **Call to Order & Attendance**
   Dr. Haugen, Presiding, called the meeting to order at 12:01pm CST. In attendance: Dr. Jon Ulvan (Vice President), Dr. Paul Kolstoe (Secretary), Dr. Renee Boomgaarden, Dr. Angela LaRocque, Dr. Margo Adams Larsen, Ms. Leah Venable, Ms. Kathlene Thurman, and Ms. Denae Johnson. Mr. Dave Schaibley (Board Attorney) and Ms. Taylor were absent with regrets.

2. **Mission Statement - Purpose and mission.** The purpose of the board of psychologist examiners is to regulate the practice of psychology, as defined through the legislative authority of North Dakota Century Code chapter 43-32, in the interest of and to preserve and protect the health, safety, and welfare of the public.

3. **BOARD BUSINESS**
   a. **Complaints***
      i. Board Investigator Report (Dr. Kuchler/Dr. Haugen) - none
      ii. Complaints (Dr. Kuchler/Mr. Schaibley) - none
      iii. Inquiries (Dr. Kuchler/Dr. Haugen) - none
      iv. Business Items
         1. Dr. Flemmer (Dr. Adams Larsen) – Dr. Adams Larsen reached out again to Pennsylvania and Maryland to see if they had done investigations and taken action. The thought is that this is a twin or triplet scenario for practicing. Pennsylvania has not filed anything with the national data bank but Maryland has and sent a copy. Dr. Margo Adams Larsen suggested in closing the case on this matter. Motion made by Dr. Haugen to close case. Roll Call Vote: Dr. Ulven – Yes; Dr Kolstoe – Yes; Dr. Boomgaarden – Yes; Dr. LaRocque – yes; Dr. Adams Larsen – Yes; Dr. Haugen – Yes; Motion Carried. The decision to close the case against Dr. Flemmer was accepted by the Board.
   2. Dr. Benson – Dr. Boomgaarden stated that Dr. Benson’s supervision CE is good to go. She will need to use a sign sheet and give us feedback. Board Office will inform Dr. Benson.
   b. **Applications Coordinator*** (Dr. Ulven)
      i. Sit for EPPP
      ii. Sit for Oral Exam
      iii. For Limited Practice
         1. Dr. Bryan (LP) – Dr. Ulven received email correspondence that Dr. Bryan plans to pursue Limited Practice, no other new information received.
         2. Dr. King (LP) – Ms. Venable had sent an email to Dr. King to pursue limited practice with no response.
         3. Dr. Nelson (LP) – All information has been received and Limited Practice has been granted. Dr. Haugen will draft letter.
      iv. Open Application Files Needing Board Action or Discussion (Dr. Ulven/Dr. Haugen)
         1. Ms. Phillippi (LABA) – Three questions were raised in regards to application. Dr. Ulven will draft a letter for Mr. Schaibley to review in regards to following questions: 1) will she being going outside the scope of LABA if we issue the license, 2) is her supervisor and her related; and 3) is she practicing in Minnesota or North Dakota or both.
   v. Business Items (Dr. Haugen) - none

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Meeting Minutes

vi. Provisional License or Registration Status letters issued since last meeting
   1. Ms. Hansen (LABA)
   2. Ms. Wille (RABA)

vii. List of Application Initiation Forms Received since last meeting
   1. Ms. Loepp-Trautman (LABA) – Board office has requested verification of educator license.
   2. Ms. Phillippi (LABA) – already discussed

viii. List of Supervision Notification Forms Received since last meeting - none

c. **Legislative Coordinator** (Dr. Kolstoee)
   i. NDAC Rulemaking
      1. Legislative Rulemaking Committee Meeting (June 14, 2018) – Dr. Kolstoee will be going to testify and anticipates approval.

d. Board Office Coordinator (Dr. Haugen)
   i. Board transitions
      1. Board member recruitment – Dr. Adams Larsen is contacting Governors office to find out about new applicant approvals to the Board so that they can attend retreat training.
      2. Procedure and Functions Manual – Dr. Haugen stated it is not finalized yet but anticipates trying to be done by the end of June.
      3. Other board transition items

   ii. Board retreat planning
      1. Training (with Outreach Coordinator) and possible location change – Dr. Adams Larsen looked in FARM and they will do a reduced rate if retreat training is held in Grand Forks. She reached out to the Optometry Board and the Psychology Board in Manitoba to have them send people to help offset the cost. Sounds like each Board would send at east one person.
         The cost of FARB is $3000 plus cost of flight.
         Dr. Haugen made motion to contract with FARB for 1 day of training on July 16 and move retreat to Grand Forks. Roll Call Vote: Dr Kolstoee – Yes; Dr. Boomgaarden – Yes; Dr. LaRocque – yes; Dr. Adams Larsen – Yes; Dr. Haugen – Yes; Motion Carried. The decision to contract with FARB and move retreat to Grand Forks has been accepted by the Board.
      2. Submission of agenda items – Dr. Haugen will forward agenda items to Dr. Boomgaarden.

   iii. Meeting Minutes to be approved (see documents in Basecamp)
      1. April 16, 2018 – Full Board Meeting
      2. April 18, 2018 – Oral Exams (Fargo)
      3. April 18, 2018 – Oral Exams (Dickinson)
      4. April 20, 2018 – Board Office Meeting
      5. April 27, 2018 – Board Office Meeting
      6. May 11, 2018 – Board Office Meeting
      7. May 21, 2018 – Full Board Meeting
      8. June 1, 2018 – Board Office Meeting
      Dr. Haugen made motion to approve meeting minute listed above located in basecamp. Roll Call Vote: Dr Kolstoee – Yes; Dr. Boomgaarden – Yes; Dr. LaRocque – yes; Dr. Adams Larsen – Yes; Dr. Haugen – Yes; Motion Carried. The minutes listed above located in basecamp have been approved by the Board.
Meeting Minutes


v. Monthly Status Report – (#Calls, #Emails, #Verifications, #Applications, etc.): data from April 2018 – Ms. Venable gave update on April and May, both documents located in basecamp.

Discussed ways of gathering data and having live data.

e. Outreach/Training Coordinator (Dr. Adams Larsen)

i. 2018 Board retreat

ii. Outreach Updates

1. DOL Grant/ND Office of the Governor intent to apply – Dr. Adams Larsen received an inquiry from the Governors office interested in questions about if Board would be interested in contact and discussions about labor force. Three questions on the survey that were basically what does your board do.

2. ND ABA Presentation – Took the list that had been developed for tutorial videos and based presentation off of that.

3. NDSBPE Tutorial Videos – Meeting with Kathryn Terras on Wednesday June 13 to start on project.

4. PRE item development - – Dr. Adams Larsen – the PRE item development is under way. Hopefully by end of June will have a google form out to everyone that will cover the items so far that have been developed for the century code. Waiting on administrative code changes. Is there potential to include some of the other law based requirements included in the questions?

iii. Upcoming Training

1. CLEAR Investigator training – September 26-29 (Philadelphia): Dr. Kuchler is attending

2. FARB RLS – September 27-30 (Portland, OR): Dr. Adams Larsen would like to attend but will be helping while attending so much not as much information may be brought back.

3. ASPPB Annual Meeting – October 17-21 (Salt Lake City, UT) Board should think about who should attend.


5. ASPPB Mid-Year Meeting – April 8-14, 2019 (Santa Fe, NM)

f. Continuing Education Coordinator (Dr. Boomgaarden)

i. Consent Agenda (in Basecamp) – will have on agenda at July meeting. No new updates now.

g. Examination Coordinator* (Dr. Haugen) set up for July 25.

h. Budget Coordinator (Dr. Kolstoe)

i. Budget of 2017-2018 (review document in Basecamp) TABLED for Board Retreat

4. NEW BUSINESS

a. General items to address

b. Inquiry Items

   i. Individuals with non-US training – Dr. Kolstoe drafted a letter in basecamp to be continued and looked at and discussed at Board Retreat

   ii. Dr. Geigle inquiry regarding telepractice (review document in basecamp and Board statement on telepractice) – TABLED for Board Retreat for need Mr. Schaibley input.

5. SPECIAL TOPICS

a. School Psychology (Dr. Kolstoe) – potential outreach collaboration with NDBCE (Dr. Adams Larsen)

b. DoH Autism Advisory Group (Dr. Boomgaarden)

c. Child Support Enforcement Meetings (Dr. Adams Larsen/Mr. Schaibley)
Meeting Minutes

Monday, June 11, 2018 @ 12-1:15pm CT

6. Other Business Arising – time permitted

7. Adjourn – Dr. Haugen adjourned meeting at 1:22pm CST

Next Board Regular Meetings (noon CT to 1:15 pm):

2018 DATES: JULY 16 - 17 (BOARD RETREAT), AUG 20, SEPT 17, OCT 15, NOV 26, DEC 17

Board Office Meetings:
2018 DATES: MEETS EVERY FRIDAY IN 2018 UNLESS OTHERWISE NOTED

Oral Exams:
2018 DATES: JULY 25 (WED), OCT 17 (WED)
Approved at May 20, 2019 Board Meeting

1. **Call to Order & Attendance** Dr. Renee Boomgaarden, Presiding, called the meeting to order at 8:54am CST. In attendance: Dr. Margo Adams Larsen, Dr. Paul Kolstoe, Dr. Erin Haugen, Dr. Angela LaRocque, Dr. John Ulven, Mr. Dave Schaibley (Board Attorney), Ms. Leah Venable, Ms. Kathlene Thurman.

2. **Mission Statement - Purpose and mission.** The purpose of the board of psychologist examiners is to regulate the practice of psychology, as defined through the legislative authority of North Dakota Century Code chapter 43-32, in the interest of and to preserve and protect the health, safety, and welfare of the public.

3. **BOARD BUSINESS**
   a. **Complaints***
      i. Complaints (Dr. Kuchler)
         Dr. Moe -Letters have gone out, waiting for responses.
      ii. Inquiries (Dr. Kuchler) - none
      iii. Discipline - none
      iv. Business Items
         Dr. Ertelt Complaint closed by Minnesota Board of Psychology - Had a settlement agreement, chose to let his license lapse. Just need to be aware if he tries to apply again that the settlement agreement is still in effect. Mandated supervision requirements for disciplinees
   b. **Applications Coordinator*** (Dr. Ulven)
      i. Sit for EPPP
      ii. Sit for Oral Exam
         Dr. Zeitchick (LP) – Approved to sit
         Dr. Herron (LP) – Recommended to sit for oral exam but a license can not be issued until experience hours are complete.
      iii. For Limited Practice
         Dr. McNaught - Approved
      iv. Open Application Files Needing Board Action or Discussion
         Dr. Hunter – Provisional license to be extended one time only.
         Ms. Phillippi (LABA) – letter sent by Dr. Ulven and response already received. Recommended provisional license be issued.
         Dr. Bryan (Close administratively?) Yes
         Dr. King (Close administratively?) Yes
         Ms. Mahoney (Provisional License)
      v. Provisional License Status letters issued since last meeting
      vi. List of Application Initiation Forms Received since last meeting
      vii. List of Supervision Notification Forms Received since last meeting
      viii. Business Items

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**Meeting Information:** The public is welcome to attend any meeting of the NDSBPE. Participation during a meeting is by invitation of the Board only. If this is a regularly scheduled meeting, additional topics may be added to the agenda at the time of the meeting. If this is a special or emergency meeting, the governing bodies discussion will be limited to the topics listed on the agenda.

**Executive Session Information:** This item may/must be discussed in an executive session. The legal authority for closing this portion of the meeting is one of the following North Dakota Century Code section(s) § 43-32-27.1 (discussion of patient records), § 44-04-18.8 (administration of examinations), or § 44-04-19.1 (consultation with Board attorney).
Tuesday, July 17, 2018 @ 8:30am-4:30pm CT
Location: 2601 Columbia Hall on the UND Campus in Grand Forks, ND

Meeting Minutes

4. NEW BUSINESS
   a. General updates from all coordinators

NDSBPE *** MEETING AGENDA

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Meeting Minutes

Applications Coordinator - Dr. Ulven
CE Coordinator - Dr. Boomgaard
Board Office Coordinator - Dr. Haugen
Legislative Coordinator - Dr. Kolstoe
Outreach/Training Coordinator - Dr. Adams Larsen
Examination Coordinator - Dr. Haugen
Complaint Coordinator - Dr. LaRoque

b. Planning for this year’s renewals: The plan is to use the Google docs again.
c. Administrative Rules for post session
d. Educational Standards Practice Board – School Psychologists
e. Inquiry Items
  Dr. Cavette’s Inquiry - Board office will send a letter.
  Dr. Geigle’s telepractice inquiry - Mr. Schaibley

5. SPECIAL TOPICS
   a. School Psychology (Dr. Kolstoe) – potential outreach collaboration with NDBCE (Dr. Adams Larsen)
   b. DoH Autism Advisory Group (Dr. Boomgaard): meeting February 12, 2018
   c. Child Support Enforcement Meetings (Dr. Adams Larsen/Mr. Schaibley)

6. Other Business Arising – time permitted
7. Adjourn

Next Board Regular Meetings (noon CT to 1:15 pm):
2018 DATES: JUNE 18, JULY 16 - 17 (BOARD RETREAT?), AUG 20, SEPT 17, OCT 15, NOV 26, DEC 17

Board Office Meetings:
2018 DATES: MEETS EVERY FRIDAY IN 2018 UNLESS OTHERWISE NOTED

Oral Exams:
2018 DATES: JULY 25 (WED), OCT 17 (WED)
Meeting Minutes

Approved at May 20, 2019 Board Meeting

Call to Order & Attendance
Dr. Renee Boomgaarden, Presiding, called the meeting to order at 12:04pm CST. In attendance: Dr. Jon Ulven, Dr. Erin Haugen, Dr. Paul Kolstoe, Dr. Margo Adams Larsen, Mr. David Scheibley, and Ms. Leah Venable. Dr. Angela LaRocque and Ms. Taylor Olson were absent with regrets.

1. Mission Statement - Purpose and mission.
The purpose of the Board of psychologist examiners is to regulate the practice of psychology, as defined through the legislative authority of North Dakota Century Code chapter 43-32, in the interest of and to preserve and protect the health, safety, and welfare of the public.

2. BOARD BUSINESS
   a. Complaints*
      i. Complaints (Dr. Kuchler) Dr. Moe – Report was read from Dr. Kutchler, nothing to report at this time as more information was requested from both parties. Will report more at next month’s meeting.
      ii. Inquiries (Dr. Kuchler) – Complaint was sent to Board against a Psychiatrist. Board office will forward to correct Board and draft a letter back to complainant to be reviewed by Dr. Boomgaarden before sending.
      iii. Discipline -
          1. Dr. Baer Letter – Dr. Baer had two online courses to follow up with letter sent to him encouraging him to do so. David Schaibley will draft a letter back letting him know the complaint is administratively closed and thank him for following up with the classes.
      iv. Business Items - None
   b. Applications Coordinator* (Dr. Ulven/Dr. LaRocque)
      i. Sit for EPPP - None
      ii. Sit for Oral Exam
         Ms. Hanson – Dr. Ulven motioned that she sit for Oral Exam. Dr. Boomgaarden seconded the motion. Roll Call vote Dr. Erin Haugen, yes; Dr. Paul Kolstoe, Yes; Dr. Margo Adams Larsen, yes; Dr. Jon Ulven, yes; and Dr. Renee Boomgaarden, yes. Motion Carried
         Ms. Wille – Dr. Ulven motioned that she sit for Oral Exam. Dr. Boomgaarden seconded the motion. Roll Call vote Dr. Erin Haugen, yes; Dr. Paul Kolstoe, Yes; Dr. Margo Adams Larsen, yes; Dr. Jon Ulven, yes; and Dr. Renee Boomgaarden, yes. Motion carried.
         Ms. Draxten – Dr. Ulven motioned that she sit for Oral Exam. Dr. Boomgaarden seconded the motion. Roll Call vote Dr. Erin Haugen, yes; Dr. Paul Kolstoe, yes; Dr. Margo Adams Larsen, yes; Dr. Jon Ulven, yes; and Dr. Renee Boomgaarden, yes. Motion carried.
      iii. For Limited Practice
         Dr. McNaught – Dr. Boomgaarden awarded a one-year limited practice.
      iv. Open Application Files Needing Board Action or Discussion
         Ms. Loepp-Trautman (LABA) – Dr. Ulven will review PLUS application for next Board Meeting
      v. Provisional License Status letters issued since last meeting
         Ms. Phillippi
         Dr. Travis
         Dr. Hunter
      vi. List of Application Initiation Forms Received since last meeting
         Ms. C Hunter – Dr. Ulven will review, notice of supervision form has been received

Meeting Information: The public is welcome to attend any meeting of the NDSBPE. Participation during a meeting is by invitation of the Board only. If this is a regularly scheduled meeting, additional topics may be added to the agenda at the time of the meeting. If this is a special or emergency meeting, the governing bodies discussion will be limited to the topics listed on the agenda.

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Meeting Minutes

Dr. Holter Vogel – Dr. Ulven will review, notice of supervision form has been received.

vii. List of Supervision Notification Forms Received since last meeting

viii. Business Items

BCBA level Licensure applicants and the ND course work form - Dr. Paul Kolstoe will connect with ASPPB representative to get a clear understanding of the process for LABA and RABA. Make the time to do the call during a Board office meeting.

ABA alternative certification programs – Dr. Adams Larsen at APA exhibition booth and recommends doing a little bit of work on the “certifications” that are coming. The legalities of them and are they meeting the requirements.

c. Legislative Coordinator (Dr. Kolstoe)

i. PsyPact – Dr. Kolstoe attended the education event in Washington DC on the PsyPact and got more information on cost and expectations. Board had originally to stay neutral on the topic at the time. Representative Terry Jones from New Town ND and had been sent by a chair of one of the house committees. It is likely he will be carrying it back to legislature. Board should probably prepare a statement for next legislative meetings.

ii. Dr. Geigle - Dr. Boomgaarden forwarded information to David Schaibley in regards to information she has taken to legislation and is wondering how to respond. Most things have been discussed in the meetings at one time or another. Each item has been addressed in the previous meetings. Need to review minutes from Health Services committee from July 26, 2018 to see what we are to expect to hear from them. David Schaibley will draft a letter for a written response that Board can review and call a special meeting if need be to respond.

d. Board Office Coordinator (Dr. Boomgaarden)

i. Meeting Minutes to be approved (see documents in Basecamp) – none at this time will be ready for next month.

ii. Monthly Finance Report (see document in Basecamp) – Dr. Kolstoe would like more finance planning and try to create a budget.

iii. Monthly Status Report – (#Calls, #Emails, #Verifications, #Applications, etc.): Mr. Leah Venable reported on the monthly status report.

iv. Board Transitions

1. Board member recruitment – David Schaibley had left a voicemail for Julie in July and had stated things have moved up the ladder. He did email during this meeting and has not heard back as of yet.
2. Procedure and Functions Manual – Dr. Haugen just keeps adding things as they come up and waiting for feedback as people read it.
3. Other Board transition items – none at this time

e. Outreach/Training Coordinator (Dr. Adams Larsen)

i. Upcoming Training

1. CLEAR Investigator training – September 26-29 (Philadelphia): Dr. Kutchler is attending
2. Licensing Board Member Training and Orientation October 30, 2018 Bismarck. We need to RSVP by Sept. 14. Try to send the new Board members. Dr. Adems Larsen will try to attend if in ND. Use as a substitute CRT for new Board members. David Schaibley states it will be about general information in regards to rules and administrative rules. If we do not have new Board members by then, Dr. Boomgaarden will try to attend as well.

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Meeting Minutes

3. FARF RLS – September 27-29 (Portland, OR): Dr. Adams Larsen will be attending but will be helping coordinate programming and noted the content of information she is able to bring to the Board may be limited due to this. David Schaibley will be attending as well but is presenting so the Board will not have to pay for his trip.

4. ASPPB Annual Meeting – October 17-21 (Salt Lake City, UT): Board should think about who should attend, Should Dr. Boomgaarden attend the Board Chair meeting? Dr. Boomgaarend will plan to go to give ND a vote for their state. ASPPB will help pay for trip as well due to being a small state.

5. FARF Forum – January 24-27, 2019 (New Orleans, LA) – Dr. Adams Larsen will be attending so the Board will not have to pay for that either.

6. ASPPB Mid-Year Meeting – April 8-14, 2019 (Santa Fe, NM) – Dr. Adams Larsen and Dr. Boomgaarden would like to plan on attending.

ii. Outreach Updates
1. Dr. Adams Larsen started a newsletter and sent it out to a few for review. Would like Board office to send it out via email to get an idea of what emails are bouncing back. Using am email list through the site will get feedback on who is opening it. Will try to get it out this week. Recommended an introduction to go out with it as well.
2. DOL Grant/ND Office of the Governor intent to apply
3. ND ABA Presentation
4. NDSBPE Tutorial Videos – no news since last update
5. PRE item development and open book format issues – Dr. Adams Larsen is waiting for feedback from the Board to be able to move forward. Discussion led on who to pilot this test for the Board.
6. Dr. Adams Larsen reached out to Alan Selesky and shared the information agreed upon from retreat meeting and that the Board supports EPPP2. Did ask if ND would be a pilot test jurisdiction.

f. Continuing Education Coordinator (Dr. Boomgaarden/Dr. Haugen)
Consent Agenda (in Basecamp) – Dr. Boomgaarden presented items 1 and 2 as having to be tabled since there is no quorum to approve due to Dr. Adams Larsen has to recluse herself from her own CEU request. Item 2 needs more information including clinical references. Items 3, 5-17 Dr. Haugen motioned to approve. Dr. Boomgaarden seconded the motion. Roll Call vote Dr. Erin Haugen, yes; Dr. Paul Kolstoe, yes; Dr. Margo Adams Larsen, yes; Dr. Jon Ulven, yes; and Dr. Renee Boomgaarden, yes. Motion carried.

3. NEW BUSINESS
a. General items to address
PayPal developments – Ms. Leah Venable got PayPal set up and had IT set up and launched in the website. Just need to add a couple more items.

b. Inquiry Items –

4. SPECIAL TOPICS
a. School Psychology (Dr. Kolstoe) – potential outreach collaboration with NDBCE (Dr. Adams Larsen) – Tabled for next meeting.


c. Child Support Enforcement Meetings (Dr. Adams Larsen/Mr. Schaibley) - Tabled for next meeting.

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Meeting Minutes

5. Other Business Arising – time permitted
6. Adjourn: 1:32pm Central Standard Time

Next Board Regular Meetings (noon CT to 1:15 pm):
2018 DATES: SEPT 17, OCT 15, NOV 26, DEC 17

Board Office Meetings:
2018 DATES: MEETS EVERY FRIDAY IN 2018 UNLESS OTHERWISE NOTED

Oral Exams:
2018 DATES: OCT 17 (WED)

Meeting Information: The public is welcome to attend any meeting of the NDSBPE. Participation during a meeting is by invitation of the Board only. If this is a regularly scheduled meeting, additional topics may be added to the agenda at the time of the meeting. If this is a special or emergency meeting, the governing bodies discussion will be limited to the topics listed on the agenda.

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nd state board of psychologist examiners

BOARD TELECONFERENCE
Board Office Meeting
September 14, 2018 @ 9:15am CT
Originating from: 3535 S. 31st St., #201
Grand Forks, ND 58201

Meeting Minutes

Approved at May 20, 2019 Board Meeting

1. **Call to Order and Attendance** by Dr. Boomgaaden at 8:15 a.m. Attendees: Dr. Boomgaaden, Dr. Kolstoe and Mrs. donna Schunneman. Not present were: Dr. Jon Ulven, Dr. Erin Haugen, Dr. Margo Adams-Larsen, Mr. David Scheibley, Dr. Angela LaRocque and Ms. Leah Venable.

2. **General Office Functions** – Dr. Boomgaaden and Dr. Kolstoe discussed about the possibility of two (2) new members to be on the Board. It was also discussed about taking Dr. Erin Haugen off the Board checking account and adding Dr. Boomgaarden. Both have asked for Leah Venable to research prior to the Board meeting on Monday, September 17th, 2018 and present a solution to do this with Wells Fargo out of Grand Forks. Carried over to Board Meeting on Monday, September 17th, 2018.

3. **General Application Business**
   a. New/Pending Applications – Carried over to the Board meeting on Monday, September 17th, 2018.
   b. Other application business – Carried over to the Board meeting on Monday, September 17th, 2018.

4. **NDAC Rulemaking** – Dr. Kolstoe sent in his testimony and will report at the Board meeting on Monday, September 17th, 2018.

5. **Inquiries** – These both were carried over to the Board meeting on Monday, September 17, 2018 for Leah Venable to report on.
   a. New
   b. Pending

6. **Other matters arising and time pending** - Dr. Margo Adams-Larsen will be talking about PRE at the Board meeting on Monday, September 17th, 2018.

7. Adjourned at 8:35 a.m.
nd state board of psychologist examiners

BOARD TELECONFERENCE

Board Office Meeting
September 14, 2018 @ 9:15am CT
Originating from: 3535 S. 31st St., #201
Grand Forks, ND 58201

Meeting Minutes
Meeting Minutes

Approved at May 20, 2019 Board Meeting

1. **Call to Order & Attendance:** Dr. Renee Boomgaarden, Presiding called the meeting to order at 12:03 pm Central Standard Time. In attendance: Dr. Erin Haugen, Dr. Christine Kuchler (left after complaints reports), Dr. Margo Adams Larsen, Dr. Paul Kolstoe, Dr. Jon Ulven, Dr. Angela LaRocqu, Mr. David Schaibley (Board Attorney), and Ms. Leah Venable (Board services).

2. **Mission Statement - Purpose and mission.** The purpose of the board of psychologist examiners is to regulate the practice of psychology, as defined through the legislative authority of North Dakota Century Code chapter 43-32, in the interest of and to preserve and protect the health, safety, and welfare of the public.

3. **BOARD BUSINESS**
   a. **Complaints***
      i. Complaints (Dr. Kuchler) Dr. M; Dr. E – Report read and reviewed by Dr. Kuchler and is also listed in Basecamp.
      ii. Dr. Stacey Benson – Dr. LaRocque stated the Dr. Benson has completed the necessary requirements for her settlement agreement. Mr. David Schaibley will draft a letter to Dr. Benson letting her know that.
      iii. Inquiries (Dr. Kuchler) – No new inquiries.
      iv. Business Items – Dr. Kuchler asked for input in her complaints report and was discussed and changes accepted and will be made.
   b. **Applications Coordinator*** (Dr. Ulven/Dr. LaRocque)
      i. Sit for EPPP
      ii. Sit for Oral Exam
      iii. For Limited Practice
      iv. Open Application Files Needing Board Action or Discussion
         Ms. Loepp-Trautman (LABA) – Dr. Ulven motioned that Ms. Loepp-Trautman sit for Oral Exams. Roll Call vote: Dr. Erin Haugen, Yes; Dr. Jon Ulven, Yes; Dr. Angela LaRocque, Yes; Dr. Margo Adams Larsen, Yes; Dr. Paul Kolstoe, Yes; Dr. Renee Boomgaarden, Yes. Motion carried.
         Dr. Richard Travis – Dr. Ulven requested some discussion in regards to application. After discussion Dr. Ulven motioned that Dr. Travis sit for Oral Exams. Roll Call vote: Dr. Erin Haugen, Yes; Dr. Jon Ulven, Yes; Dr. Angela LaRocque, Yes; Dr. Margo Adams Larsen, Yes; Dr. Paul Kolstoe, Yes; Dr. Renee Boomgaarden, Yes. Motion carried.
      v. Provisional License Status letters issued since last meeting
      vi. List of Application Initiation Forms Received since last meeting
      vii. List of Supervision Notification Forms Received since last meeting
      viii. Business Items
   c. **Legislative Coordinator** (Dr. Kolstoe)
      i. PsyPact – Dr. Kolstoe feels this will most likely be out of the Boards control for decision making. Dr. Kolstoe advises that the Board should mostly advocate for funds from the state to cover the costs involved with PsyPact.

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Meeting Minutes

ii. Health Committee Testimony- Dr. Kolstoe sent written testimony with regrets that he was unable to attend due to personal reasons.

d. Board Office Coordinator (Dr. Boomgaarden)
  i. Meeting Minutes to be approved (see documents in Basecamp) – table for next meeting at Dr. Boomgaarden’s request to be able to review yet.
  ii. Monthly Finance Report (see document in Basecamp) – Ms. Leah Venable reviewed documents in Basecamp. Year to date profit and loss comparison raised some questions, so Ms. Venable will pull another report to be discussed at next Board Office meeting. There was a request to post amounts on the agenda prior to meeting.
  iii. Monthly Status Report – (#Calls, #Emails, #Verifications, #Applications, etc.): Ms. Leah Venable reviewed document posted in Basecamp. Ms. Venable also added an additional line for online submission forms so as to track that information as well.

iv. Board Transitions
  1. Board member recruitment – nothing new at this time.
  2. Procedure and Functions Manual – Dr. Haugen will continue to update as people review and make recommendations.
  3. Other board transition items
  4. Checking account signatories – Dr. Margo Adams Larsen made a motion to add Dr. Renee Boomgaarden as a signatory on the checking account without removing any others at this time. Roll Call vote: Dr. Erin Haugen, Yes; Dr. Jon Ulven, Yes; Dr. Angela LaRocque, Yes; Dr. Margo Adams Larsen, Yes; Dr. Paul Kolstoe, Yes; Dr. Renee Boomgaarden, Yes. Motion carried.

v. Board office contract renewal – Contract was renewed with Project Solutions Inc for one more year.

e. Outreach/Training Coordinator (Dr. Adams Larsen)
  i. Upcoming Training
    1. CLEAR Investigator training – September 26-29 (Philadelphia): Dr. Kuchler is attending
    2. Licensing Board Member Training and Orientation October 30, 2018 Bismarck: Dr. Boomgaarden and Dr. Kolstoe will attend.
    3. FARB RLS – September 27-29 (Portland, OR): Dr. Adams Larson will attend
    4. ASPPB Annual Meeting – October 17-21 (Salt Lake City, UT): Dr. Boomgaarden will attend
    5. FARB Forum – January 24-27, 2019 (New Orleans, LA)
    6. ASPPB Mid-Year Meeting – April 8-14, 2019 (Santa Fe, NM)
  ii. Outreach Updates
    1. NDSBPE Tutorial Videos – no new updates.
    2. PRE item development and open book format issues – Dr. Margo Adams Larsen stated she got some feedback from the Board and is working on updates. Suggestion made to review a little further and open up for Oral Exams starting in 2019.
    3. Smore Newsletter/Survey Updates – Went out successfully, no one has done a survey online, but Dr. Haugen stated there was an issue with trying to do it online. Dr. Adams Larsen will review before the next newsletter.

f. Continuing Education Coordinator (Dr. Boomgaarden/Dr. Haugen)
Meeting Minutes

i. Consent Agenda (in Basecamp) – Dr. Renee Boomgaarden motioned that all CEU requests be approved. Roll Call vote: Dr. Erin Haugen, Yes; Dr. Jon Ulven, Yes; Dr. Angela LaRocque, Yes; Dr. Margo Adams Larsen, recused herself; Dr. Paul Kolstoe, Yes; Dr. Renee Boomgaarden, Yes. Motion carried.

g. Examination Coordinator* (Dr. Boomgaarden)
   i. Accommodations for Disabled Applicants – Suggestion was made to not discuss till there is an actual application in place for this type of scenario.

h. Budget Coordinator (Dr. Kolstoe)

4. NEW BUSINESS
   a. General items to address
      PayPal developments - none
   b. Inquiry Items - none
   c. Code of Ethics - Tabled till next meeting
   d. NDPA request for update presentation – Dr. Margo Adams Larsen was approached by Jessica Mugge to present and had asked if someone from the Board could present an update as well. Dr. Adams Larsen would be happy to oblige as she will already be there. Board decided that would be a good idea.
   e. Renewal Season Preparation – Dr. Margo Adams Larsen is updating the renewal form to be launched when renewals are ready to open.
   f. NPDB report – Dr. Boomgaarden and Dr. Adams Larsen will handle together. Dr. Boomgaarden will reach out to ASPPB for more detailed reports that may be needed.
   g. Dates for 2019 Oral Exams and Board Meetings – Dr. Boomgaarden will set dates by next meeting.

5. SPECIAL TOPICS
   a. School Psychology (Dr. Kolstoe) – potential outreach collaboration with NDBCE (Dr. Adams Larsen)
   b. DoH Autism Advisory Group (Dr. Boomgaarden): meeting February 12, 2018
   c. Child Support Enforcement Meetings (Dr. Adams Larsen/Mr. Schaibley)

6. Other Business Arising – time permitted

7. Adjourn: Dr. Boomgaarden adjourned meeting at 1:33pm Central Standard Time

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Oral Exams:
2018 DATES: OCT 17 (WED)
Approved at May 20, 2019 Board Meeting

1. Call to Order & Attendance: Dr. Renee Boomgaarden, Presiding called meeting to order at 12:06pm CST. In attendance: Dr. Jon Ulven; Dr. Margo Adams Larsen; Dr. Erin Haugen; Dr. Paul Kolstoe; Dr. Angela LaRocque; Dr. Christine Kuckler; Mr. David Schaibley; and Ms. Leah Venable.

2. Mission Statement - Purpose and mission. The purpose of the board of psychologist examiners is to regulate the practice of psychology, as defined through the legislative authority of North Dakota Century Code chapter 43-32, in the interest of and to preserve and protect the health, safety, and welfare of the public.

3. BOARD BUSINESS
   a. Complaints* 
      i. Complaints (Dr. Kuchler)
         1. Dr. Moe – Dr. Kuchler reviewed what information is available for Dr. Moe’s complaint status and put on hold for further discussion about how to proceed with interviewing the complainant. Mr. Schaibley and Dr. Kuchler will start working on verbiage for recording interviews.
         2. Dr. Eaton – Dr. Kuchler went over the report. There was a request from the Board to gather some follow up information.
      ii. Inquiries (Dr. Kuchler) - None
      iii. Business Items - None
   b. Applications Coordinator* (Dr. Ulven/Dr. LaRocque)
      i. Sit for EPPP
      ii. Sit for Oral Exam
      iii. For Limited Practice
      iv. Open Application Files Needing Board Action or Discussion
         Ms Mehus – Dr. Boomgaarden wanted to get everyone’s opinion on the “minor in consumption”. At this point everyone agreed to move forward with her Provisional License.
      v. Provisional License Status letters issued since last meeting
         Dr. Engel LP
         Dr. Palensky LP
      vi. List of Application Initiation Forms Received since last meeting
      vii. List of Supervision Notification Forms Received since last meeting
         Dr. Veith – Sent a letter in regards to no application to go with NOS form. Ms. Venable stated she received an email with application but not payment as of yet. Board would like another letter sent out to her and her supervisor at this time.
      viii. Business Items
   c. Legislative Coordinator (Dr. Kolstoe) – There is nothing that needs discussing for this meeting. Dr Kolstoe just wants to
Meeting Minutes

remind everyone to keep PsyPact in the back of their minds to discuss what may come about.

d. Board Office Coordinator (Dr. Boomgaardan)
   i. Meeting Minutes to be approved (see documents in Basecamp) - Tabled
   ii. Monthly Finance Report (see document in Basecamp) - Tabled
   iii. Monthly Status Report – For September 2018: 10 Phone calls, 86 Received Emails, 96 Sent emails, 44 License verifications, 2 New Applications, 1 Notice of Supervision form, 4 Online submission requests.
   iv. Board Transitions
      1. Board member recruitment – No updates
      2. Procedure and Functions Manual – Board would like Dr. Haugen to have all feedback by next meeting.
      3. Other board transition items - Tabled
      4. Checking account signatories - Tabled

e. Outreach/Training Coordinator (Dr. Adams Larsen)
   iv. Upcoming Training
      1. Licensing Board Member Training and Orientation-October 30, 2018 Bismarck: Dr. Boomgaardan will attend and Dr. Kolstoe will attend
      2. ASPPB Annual Meeting – October 17-21 (Salt Lake City, UT): Dr. Boomgaardan will attend
      3. FARB Forum – January 24-27, 2019 (New Orleans, LA) – Send new members if there are any by that time.
      4. ASPPB Mid-Year Meeting – April 8-14, 2019 (Santa Fe, NM) – Dr. Boomgaardan is looking at possibly attending.

v. Outreach Updates
   1. NDSBPE Tutorial Videos – Board Office will need to follow through with process of application.
   2. NDPA presentation update – Dr. Adams Larsen said the same information can be used from the Autism Conference.
   3. Autism Update Conference – Received notice that the Commissioner greatly appreciated the Board’s input.

e. Continuing Education Coordinator (Dr. LaRoque/DrBoomgaardan)
   i. Consent Agenda (in Basecamp) – Item 3 under sponsorship is tabled until next meeting. Roll call vote to approve all other items passed unanimously with the Board.

f. Examination Coordinator* (Dr. Boomgaardan)
   i. PRE-update – Dr. Adams Larsen will try to have final content for November Meeting per all other members completing the test and giving feedback.

g. Budget Coordinator (Dr. Kolstoe)

4. NEW BUSINESS
   a. General items to address
   b. Inquiry Items
   c. Code of Ethics - Tabled
   d. Renewal Season Preparation-update – Renewals are ready to go, Board office will send out mass email.
   e. NPDB report - Tabled
   f. Dates for 2019 Oral Exams and Board Meetings – Board meeting dates are set, Oral Exams are tabled and set up to

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**Executive Session Information:** This item may/must be discussed in an executive session. The legal authority for closing this portion of the meeting is one of the following North Dakota Century Code section(s): § 43-32-7.1(discussion of patient records); § 44-04-18.8 (administration of examinations); or § 44-04-19.1 (consultation with Board attorney).
Meeting Minutes

have a “TBD” status.
i. Board Meetings-January 21, February 18, March 18, April 15, May 20, June 17, July 15, August 19, September 16, October 21, November 18, December 16
ii. Oral exams-January 30, April 24, July 24, October 30

5. SPECIAL TOPICS
   a. School Psychology (Dr. Kolstoe) – potential outreach collaboration with NDBCE (Dr. Adams Larsen)
   b. DoH Autism Advisory Group (Dr. Boomgaarden): meeting February 12, 2018
   c. Child Support Enforcement Meetings (Dr. Adams Larsen/Mr. Schaibley)

6. Other Business Arising – time permitted

7. Adjourn – Dr. Boomgaarden adjourned meeting at 1:30pm CST.

Next Board Regular Meetings (noon CT to 1:15 pm):
2018 DATES NOV 26, DEC 17

Board Office Meetings:
2018 DATES: MEETS EVERY FRIDAY IN 2018 UNLESS OTHERWISE NOTED

Oral Exams:
2018 DATES: OCT 17 (WED)
Meeting Minutes

1. Call to Order and attendance: Dr. Renee Boomgaarden presiding called meeting to order at 12:04pm CST. Attendance: Dr. Margo Adams Larsen; Dr. Angela LaRocque; Dr. Paul Kolstoe; and Ms. Leah Venable.

2. General office functions: NONE

3. General application business
   a. Oral Exams
      I. Brittney Hansen – Dr. Adams Larsen had to recuse herself from vote, so tabled until next meeting due to not enough members left for a quorum.
      II. Stephanie Wille – Committee discussed and recommended Ms. Wille to pass for Oral Exams to be a Registered Applied Behavioral Analyst. Dr. Adams Larsen made a motion to pass Ms. Wille for Oral Exams to be Registered Applied Behavioral Analyst. Dr. Boomgaarden, Yes; Dr. Adams Larsen, Yes; Dr. LaRocque, Yes; and Dr. Kolstoe, Yes. Motion carried. Dr. Kolstoe will contact Ms. Wille to let her know she passed.
      III. Kathryn Gordon – Committee discussed and did not recommend Dr. Gordon to pass for Oral Exam to be a Licensed Psychologist. Dr. Adams Larsen made a motion to pass Dr. Gordon for Oral Exams to be a Licensed Psychologist. Dr. Boomgaarden, No; Dr. Adams Larsen, No; Dr. LaRocque, No; and Dr. Kolstoe, No. Motion did not carry. Dr. Adams Larsen will call Dr. Gordon to let her know she did not pass.
      IV. Jacquelynn Loepp-Trautman – Committee overall recommendation to pass Ms Loepp-Trautman for Oral Exams to be a Licensed Applied Behavioral Analyst. Dr. Kolstoe made a motion to pass Ms. Loepp-Trautman for Oral exams to be a Licensed Applied Behavioral Analyst. Dr. Boomgaarden, Yes; Dr. Adams Larsen, Yes; Dr. LaRocque, Yes; and Dr. Kolstoe, Yes. Motion carried. Dr. Kolstoe will call Ms. Loepp-Trautman to let her know she passed.
      V. Morgan Draxten - Committee overall recommendation to pass Ms Draxten for Oral Exams to be a Licensed Applied Behavioral Analyst. Dr. Adams Larsen made a motion to pass Ms. Draxten for Oral exams to be a Licensed Applied Behavioral Analyst. Dr. Boomgaarden, Yes; Dr. Adams Larse, Yes; Dr. Adams Larse, Yes;
Meeting Minutes
LaRocque, Yes; and Dr. Kolstoe, Yes. Motion carried. Dr. Kolstoe will call Ms. Draxten to let her know she passed.

4. Inquiries
   a. New
   b. Pending

5. Other matters arising-time pending – Dr. Kuckler had requested approval for the CLEAR conference. After discussion, Dr. Adams Larsen made a motion to automatically approved ASPPB, FARB, and CLEAR conferences for CEU’s. Dr. Boomgaard, Yes; Dr. Adams Larsen, Yes; Dr. LaRocque, Yes; and Dr. Kolstoe, Yes. Motion carried.

6. Adjourn: Dr. Boomgaard adjourned the meeting at 12:29pm CST.
Meeting Information: The public is welcome to attend any meeting of the NDSBPE. Participation during a meeting is by invitation of the Board only. If this is a regularly scheduled meeting, additional topics may be added to the agenda at the time of the meeting. If this is a special or emergency meeting, the governing bodies discussion will be limited to the topics listed on the agenda.

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 vimii. Business Items
Vote on Brittany Hanson oral exam – Committee report recommend that Ms. Hanson be passed for Oral Exam.
. Roll call vote: Dr. Boomgaard, yes; Dr. Jon Ulven, yes; Dr. LaRocque, yes; Dr. Adams Larsen, recused; and Dr. Kolstoe, yes. Motion carried. Dr. Kolstoe will call to inform Ms. Hanson she has passed. He will also give her the option of waiting till have January 1 to be licensed so as to not have to pay renewal fee for the this year.

c. **Legislative Coordinator** (Dr. Kolstoe)
i. Dr. Kolstoe updated on some upcoming stuff to be watching for.

d. **Board Office Coordinator** (Dr. Boomgaard)
i. Meeting Minutes to be approved (see documents in Basecamp) – Tabled till next meeting  
ii. Monthly Finance Report (see document in Basecamp) – Ms. Venable reviewed documents.
iii. Monthly Status Report – (#Calls, #Emails, #Verifications, #Applications, etc.): Ms. Venable reviewed the October 2018 status report. There were 16 phones call, 102 emails received, 117 emails sent, 45 license verification, 4 new applications, 2 new complaints, 2 notice of supervision forms, and 5 online submission forms.

iv. Board Transitions
1. Board Member Recruitment – New public member was decided with the Governors office as not being a good candidate to appoint due to her having connections with the medical field.
2. Procedure and Functions manual – Table for next meeting (members are still reviewing at this time)
3. Checking account signatures – Dr. Kolstoe will work with Dr. Boomgaard to add her as a signatory.

e. **Outreach/Training Coordinator** (Dr. Adams Larsen)
i. Upcoming Training
   1. FARB Forum January 24-27 2019 (New Orleans, LA) – Dr. Adams Larsen will be in attendance
   2. ASPPB Mid-year meeting April 8-14, 2019 (Santa Fe, NM) – Dr. Boomgaard will be in attendance and Dr. Adams Larsen is wanting to try and attend as well.
   ii. Outreach Updates  
      NDPA – Dr. Adams Larsen presented and stated that is seemed to be really well received, people liked the updates, there were general questions, and one person specifically thanks the Board for all their hard work.

f. **Continuing Education Coordinator** (Dr. LaRocque)
i. Consent Agenda (in Basecamp) - none

g. **Examination Coordinator** (Dr. Boomgaard)
i. Set date fir January oral exam – January 18, 2019 to be held in Dickinson
ii. PRE discussion of process, need for coordinator meeting – Dr. Adams Larsen would like to see a test run ran soon.

h. **Budget Coordinator** (Dr. Kolstoe)
i.

4. **NEW BUSINESS**
a. Applications with issues
Minutes

b. Audits with issues

c. Issuing of renewals process

d. Late payments – no grace period after November 30, Leah will notify the couple of licensees that have submitted their application but no payment received.

e. Other items – Dr. LaRocque motioned to vote on Dr. Shawchuck and Dr. Legerski to have CEU extensions as they requested prior to the due date. Roll call vote: Dr. Boomgaardsen, yes; Dr. LaRocque, yes; Dr. Adams Larsen, recused; and Dr. Kolstoe, yes. Motion carried. They will also be notified that they will have automatic audits on their next reporting year as they can not use the same CEU’s in the new reporting year.

f. Inquiry items

5. SPECIAL TOPICS

   a. School Psychology (Dr. Kolstoe) – potential outreach collaboration with NDBCE (Dr. Adams Larsen)
   b. DoH Autism Advisory Group (Dr. Boomgaarden): meeting February 12, 2018
   c. Child Support Enforcement Meetings (Dr. Adams Larsen/Mr. Schaibley)

6. Other Business Arising – time permitted

7. Adjourn – Dr. Boomgaardsen adjourned the meeting at 1:40pm CST

Next Board Regular Meetings (noon CT to 1:15 pm):

2018 DATES: DEC 17
2019 DATES: JAN 21, FEB 18, MAR 18, APR 15, MAY 20, JUN 17, JUL 15, AUG 19, SEP 16, OCT 21, NOV 18, DEC 16.

Board Office Meetings:

2018 DATES: MEETS EVERY FRIDAY IN 2018 UNLESS OTHERWISE NOTED
2019 DATES: MEETS EVERY FRIDAY IN 2019 UNLESS OTHERWISE NOTED

Oral Exams:

2019 – January 21, April, July, October

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Meeting Information: The public is welcome to attend any meeting of the NDSBPE. Participation during a meeting is by invitation of the Board only. If this is a regularly scheduled meeting, additional topics may be added to the agenda at the time of the meeting. If this is a special or emergency meeting, the governing bodies’ discussion will be limited to the topics listed on the agenda.

*Executive Session Information: This item may/must be discussed in an executive session. The legal authority for closing this portion of the meeting is one of the following North Dakota Century Code section(s): § 43-32-27.1 (discussion of patient records); § 44-04-18.8 (administration of examinations); or § 44-04-19.1 (consultation with Board attorney).
1. Call to Order & Attendance (Dr. Renee Boomgaarden), Presiding, Meeting called to order at 12:01pm CST. In attendance: Dr. Angela LaRocque, Dr. Margo Adams Larsen, Dr. Erin Haugen, Dr. Paul Kolstoe, Dr. Jon Ulven, Mr. David Schaibley (Board Attorney), Dr. Christine Kuchler (Board Investigator), and Ms. Leah Venable.

2. Mission Statement - Purpose and mission. The purpose of the board of psychologist examiners is to regulate the practice of psychology, as defined through the legislative authority of North Dakota Century Code chapter 43-32, in the interest of and to preserve and protect the health, safety, and welfare of the public.

3. BOARD BUSINESS
   a. Complaints*
      i. Complaints (Dr. Kuchler)
         - Dr. Moe – Progress update, just got the information back from the complainant to the questionnaire and ROI that will be sent out to receive additional information needed for investigation.
         - Dr. Eaton – Review report, Board discussion, would like additional information about the request of files being denied by office person in Dr. Eaton’s office.
         - Dr. Swenson – Reviewed report, Board discussion, would like additional information from Dr. Swenson in regards to who is client and who is not for the 2018 evaluation.
         - Dr. Ertel – Reviewed complain, Board discusses, make sure the file is noted so if Dr. Ertel tried to obtain license again that information is in the file. Also, be sure of dates this particular evaluation was being done, was it before or after suspension.
      ii. Inquiries (Dr. Kuchler)
      iii. Discipline
      iv. Business Items
   b. Applications Coordinator* (Dr. Ulven)
      i. Sit for EPPP
         - Dr. C. Hunter – Dr. Ulven recommend that Dr. C. Hunter be approved to take EPPP exam contingent on the updated application being received and Dr. Adams Larsen added to the contingency of application being reviewed and approved. Dr. Boomgaarden made motion to approve Dr. Ulven’s recommendation. Roll call vote: Dr. Margo Adams Larsen, Yes; Dr. Paul Kolstoe, recused himself; Dr. Jon Ulven, Yes; Dr. Renee Boomgaarden, Yes; and Dr. Erin Haugen, Yes. Motion carried.
         - Dr. Engel – Dr. Ulven recommended that Dr. Engel be approved to take EPPP exam. Dr. Boomgaarden made motion to approve Dr. Ulven’s recommendation. Roll call vote: Dr. Margo Adams Larsen, Yes; Dr. Paul Kolstoe, Yes; Dr. Jon Ulven, Yes; Dr. Renee Boomgaarden, Yes; and Dr. Erin Haugen, Yes. Motion carried.
         - Dr. Holter Vogel – Dr. Ulven recommends that Dr. Holter Vogel be approved to take the EPPP exam. Dr. Boomgaarden made motion to approve Dr. Ulven’s recommendation. Roll call vote: Dr. Margo Adams Larsen, Yes; Dr. Paul Kolstoe, Recused herself; Dr. Paul Kolstoe, Yes; Dr. Jon Ulven, Yes; Dr. Renee Boomgaarden, Yes; and Dr. Erin Haugen, Yes. Motion carried.
      ii. Sit for Oral Exam
Dr. Wahl – Dr. Ulven recommended that Dr. Wahl be approved to sit for Oral Exam contingent that his MS and Doctoral degrees be confirmed as the PLUS does not show them being confirmed and that two of his attesters where not Psychologist. Upon further discussion Board decided this stuff would need to be corrected before even voting to approve. Letter will be sent to Dr. Wahl letting him know this and if it is completed, they will look at extending his provisional license through the next set of Oral Exams.

iii. For Limited Practice
iv. Open Application Files Needing Board Action or Discussion
v. Provisional License Status letters issued since last meeting
vi. List of Application Initiation Forms Received since last meeting
   Dr. Engel
   Dr. Holter Vogel
   Dr. Etzold
vii. List of Supervision Notification Forms Received since last meeting
   Dr. Etzold
viii. Business Items

   c. **Legislative Coordinator** (Dr. Kolstoe)
      i. 
   d. **Board Office Coordinator** (Dr.Boomgaarden)
      i. Meeting Minutes to be approved (see documents in Basecamp) - Tabled
      ii. Monthly Finance Report (see document in Basecamp) - Tabled
      iii. Monthly Status Report – (#Calls, #Emails, #Verifications, #Applications, etc.): for November 2018 - Tabled
      iv. Board Transitions - Tabled
          1. Board Member Recruitment
          2. Procedure and Functions manual
          3. Checking account signatures
   e. **Outreach/Training Coordinator** (Dr. Adams Larsen)
      i. Upcoming Training - Tabled
         1. FARB Forum January 24-27, 2019 (New Orleans, LA)
         2. ASPPB Mid-year meeting April 8-14, 2019 (Santa Fe, NM)
      ii. Outreach Updates
          January Newsletter
   f. **Continuing Education Coordinator** (Dr. LaRocque)
      Consent Agenda (in Basecamp) – Dr. LaRocque recommended approving all items on the consent agenda. Dr. Boomgaarden made a motion to approved Dr. LaRocque’s recommendation. Dr. Boomgaarden made motion to approve Dr. Ulven’s recommendation. Roll call vote: Dr. Margo Adams Larsen, Yes; Dr. Paul Kolstoe, Yes; Dr. Jon Ulven, Yes; Dr. Renee Boomgaarden, Yes; Dr. Angela LaRocque, Yes; and Dr. Erin Haugen, Yes. Motion carried.
   g. **Examination Coordinator** (Dr. Boomgaarden)
i. PRE – Paul and Margo met for a committee meeting, shared some ideas in regard to the PRE. Discussion of going forward to use the PRE for April’s Oral Exams. Dr. Adams Larsen proposed the databank be made available to those taking the Oral Exam in January as a practice test and pilot the program as well. It will have not impact on the Oral Exam scores. Role call vote. Dr. Paul Kolstoe, Yes; Dr. Erin Haugen, Yes; Dr. Renee Boomgaard, Yes; and Dr. Margo Adams Larsen, Yes. Motion carried.

h. **Budget Coordinator** (Dr. Kolstoe)
   i.

4. **NEW BUSINESS**
   a. Applications with issues – There were a few applications that Dr. Kolstoe reviewed and will need additional review or information. Dr. Kolstoe will work with Board office to get any necessary information or letters out.
   b. Audits with issues – Dr. LaRocque had five renewals that needed CE extensions. Dr. LaRocque made a motion to approve those extensions (Dr. Thompson, Dr. Volk, Dr. Michels, Dr. Darveaux, and Mr. Hillman) Roll call vote. Dr. Paul Kolstoe, Yes; Dr. Jon Ulven, Yes; Dr. Erin Haugen, yes; Dr. Margo Adams Larsen, Yes; Dr. Renee Boomgaard, yes, and Dr. Angela LaRocque, Yes. Motion carried.
   c. Issuing of renewals process
   d. Late payments – Board office will send letters to those who need to pay the late payment fees before receiving their renewal licenses.
   e. Other items
   f. Inquiry items

5. **SPECIAL TOPICS**
   a. School Psychology (Dr. Kolstoe) – potential outreach collaboration with NDBCE (Dr. Adams Larsen)
   b. DoH Autism Advisory Group (Dr. Boomgaard): meeting February 12, 2018
   c. Child Support Enforcement Meetings (Dr. Adams Larsen/Mr. Schaibley)

6. **Other Business Arising – time permitted**

7. **Adjourn**

Next Board Regular Meetings (noon CT to 1:15 pm):
2019 **DATES:** January 21, February 18, March 18, April 15, May 20, June 17, July 15-16 (possible Board retreat), August 19, September 16, October 21, November 18, December 16

**Board Office Meetings:**
2018-2019 **DATES:** MEETS EVERY FRIDAY IN 2018 and 2019 UNLESS OTHERWISE NOTED

**Oral Exams:**
2019 Dates- January 18, April-TBD; July-TBD; October-TBD