ND State Board of Psychologist Examiners  
Teleconference Minutes  
January 14, 2013 @ 12 pm CST  

Originating from:  
2100 S. Columbia Road, Suite 202 – Grand Forks  

MINUTES  

1. Call to Order @ 12:06p (Dr. Adams Larsen, Presiding)  
a. Present: Dr. Margo Adams Larsen (President), Mr. Bill Peterson, Dr. Cindy Juntunen (Vice President) joined call at 12:08p, Dr. Christine Kuchler, Dr. Paul Kolstoe, Dr. Townsend joined call at 12:08p, Mr. Dave Schaibley, new Assistant Attorney General legal consultant.  

2. Selection of Minutes Recorder – Dr. Kolstoe  

3. Review of Minutes  
a. December 10, 2012 – minutes were amended per suggested edits.  
b. December 17, 2012 – minutes were amended per suggested edits.  
c. December 17, 2012 Oral Exams – minutes were amended per suggested edits.  
d. Motion by Kuchler, Second by Kolstoe to approve all minutes – All voted in favor. Minutes as amended were approved.  

4. Reports of Officers & Committees  
a. Board Office (Dr. Adams Larsen)  
   i. Financial Statement/Review – presented for summary (please attach to minutes)  
   ii. Consideration of Keesey Rules of Order – it appears there are no specification as to rules of order followed, but Mr. Schaibley will review that. Keesey rules were adopted from this point on.  

b. CE Committee Report  
   i. Outstanding CE Audit Review/Renewals  
      1. Dr. Klepac – received prior to 12/31 with extension. Approval of license renewal by Dr. Townsend moved with no late fee assessment. (Note – following Keesey rules there is no need for a second, this note will not be repeated beyond this first episode). All voted in favor, passed. Board Office will send out his renewal.  
      2. Dr. Timm – received after the 11/1/12 deadline, extension to report approved in December meeting, but Dr. Timm did not include additional CE units as part of the extension. Dr. Adams Larsen moved to: approval license renewal of Dr. Timm by extension with no late fee assessment, and no CEU’s after November 1, 2012 may be used in the next reporting cycle. Discussion that the REPORT extension was approved but not CEU’s, and evidence was lacking of NDSBPE recognized CEU requirements. Roll call vote: Adams Larsen – no; Kuchler – no; Kolstoe – no; Juntunen – no; Townsend – no. Dr. Kuchler moved to: Upon his submission to the Board Office of documented APA approved CEs meeting the requirements (and reviewed/approved by the CE Committee) Board Office may issue renewal of his license. All voted in favor, passed. Board Office will inform Dr. Timm that his license expired on 12/31/12 and a renewal was denied at this time. Upon submission of proof that CEs already completed were APA approved, or alternatively, proof of completion of CEs meeting NDSBPE requirements, following approval by the CE committee chairs, and payment of the late fee, the Board Office may issue a renewal certificate.  

c. Applications (Dr. Adams Larsen & Dr. Kuchler)  
   i. Consideration of application moratorium in December and January of each year.  
      1. Further discussion to occur during the year to follow.  
   ii. Discussion of the high volume of ABA applications that is not sustainable with current resources.
1. Consider recruiting volunteers to pair with board members in two-person review teams. Dr. Adams Larsen to take recommendations on doctoral level psychologists to approach for volunteering.

   d. Oral Exam Committee (Dr. Juntunen)
      i. Plan for Oral Exam process and schedules for quarterly beginning in January (Jan/April/August/November)
      ii. Working on ABA licensure oral exam, hope to have it ready by February meeting.
      iii. Dr. Juntunen MOVED to: Approve the Preparation for Oral Exams in Ethics and Jurisprudence document. All voted in favor, motion passed.

   e. Complaints Committee Report and Action (Dr. Kuchler) – none at this time.

   f. Law/Regulations Committee (Dr. Kolsto) – no bills appear to relate AT THIS TIME.

5. Special Reports
   a. The following individuals have indicated they were not renewing their license: Dr. James Brandt; Dr. Mark Hanlon; Dr. Mark Hanson; Dr. Ryan Jagim; Dr. Stephen Kissingler; Dr. Patrick Mills; Dr. Michael Tilus

6. Unfinished Business
   a. Inquiry re: Dr. Flemmer – investigated by Dr. Kuchler. If license was granted based upon factitious information there are grounds for disciplinary action. Dr. Townsend MOTIONED to: Initiate a complaint by the Board against Dr. Flemmer in reference to violation of providing factual information for obtaining a license. Roll call vote: Adams Larsen = yes, Kuchler = yes, Kolsto = yes, Juntunen = yes, Townsend = yes. Motion passed and complaint will be filed and investigated. Dr. Adams Larsen and Dr. Kuchler will write the complaint and forward to the Board Office for processing. Mr. Peterson indicates NDCC 43-32-27(1) d, k, and Code of Ethics Principle C and Standard 5.01 would apply.

   b. Gmail Accounts & Drive Transition – tabled for future actions

   c. Pending applications – tabled for future actions

7. New Business
   a. Mr. Peterson’s announcement – The Board thanks Mr. Peterson for his service and wishes him the best on his retirement!! We also welcome Mr. Schaibley.

   b. Inquiry regarding “Dr. Bob” Edwards – Minot area – letter will be written by Dr. Adams Larsen with regard to concerns of inquiry, and request further details regarding public media clarification.

   c. ASPPB April Meeting – Halifax – April 11-14th – Approval of Travel
      i. Juntunen Moved to: Approve up to 3 members to attend the April ASPPB in Halifax. Interested in attending are Adams Larsen, Kuchler, Kolsto. All voted in favor, passed. Members are encouraged to purchase tickets very quickly to reduce travel costs.

8. Adjourned 1:09pm

Submitted by Dr. Paul Kolsto
ND State Board of Psychologist Examiners
Teleconference Meeting
February 7, 2013, 9 am – 11:30 am CST

Originating from: Family Institute, PC
2100 S. Columbia Rd., Suite 202, Grand Forks, ND 58201

MINUTES - Oral Exams

1. Call to Order by Dr. Juntunen (Vice President) at 9:06 am
   a. Attending: Dr. Adams Larsen, Dr. Juntunen, Dr. Kuchler, Dr. Kolstoe, Dr. Townsend joined the meeting at 9:51 am.

2. Selection of Exam Items

THE NEXT ITEM ON THE AGENDA IS ORAL EXAMS. This item must be conducted in executive session under authority of NDCC 44-04-18.8.

3. Oral Exams
   a. Dr. Boulton-Olson (set 2) – The Board entered executive session at 9:12 am to conduct this exam.
      Present were Dr. Adams Larsen, Kolstoe, Kuchler (Dr. Juntunen recused and Dr. Townsend unavailable) and Dr. Boulton-Olson. Board exited Executive session at 9:07 am to vote. Dr. Adams Larsen moved to pass Dr. Boulton-Olson. Dr. Kuchler seconds. ROLL CALL VOTE: Dr. Adams Larsen – yes, Dr. Kuchler – yes, Dr. Kolstoe – yes. Oral exam is passed. Dr. Adams Larsen will inform candidate.

   b. Dr. Kuchler left the meeting at 9:35 am.

   c. Dr. Juntunen joined the meeting at 9:38 am.

   d. Dr. Freed (set 1) – The Board entered executive session again at 9:42 am to conduct this exam. Present were Board members Drs. Adams Larsen, Juntunen & Kolstoe (Drs. Kuchler and Townsend unavailable) and Dr. Freed. Dr. Townsend joined at 9:58 am. Dr. Kolstoe moves to pass Dr. Freed on oral exam. Dr. Juntunen seconds. Board exited Executive session at 10:09 am to vote. ROLL CALL VOTE: Dr. Juntunen - no, Dr. Kolstoe - no, Dr. Adams Larsen - no, Dr. Townsend - abstain. Dr. Freed does not pass oral exam. Dr. Adams Larsen will inform candidate and offer her the opportunity to re-take the exam at the next available offering.

   e. Dr. Buckley (set 2) - The Board entered executive session at 10:13 am to conduct this exam. Present were the Board members (Adams Larsen, Juntunen, Kolstoe, and Townsend) and Dr. Buckley. Board exited Executive session at 10:56 am to vote. Dr. Juntunen moved to pass Dr. Buckley. ROLL CALL VOTE: Dr. Kolstoe - no, Dr. Adams Larsen - no, Dr. Townsend - no, Dr. Juntunen - no. Oral exam is not passed. Dr. Kolstoe will inform candidate and provide specific feedback, and offer a re-take at the next opportunity.
f. Dr. Phillippi (set 1) – The Board entered executive session at 11:00 am to conduct this exam. Present were Dr. Adams Larsen, Kolstoe, Townsend (Dr. Juntunen recused) and Dr. Phillippi. Board exited Executive session at 11:34 am to vote. Dr. Kolstoe moved to pass Dr. Phillippi. ROLL CALL VOTE: Dr. Kolstoe – yes, Dr. Townsend – yes, Dr. Adams Larsen – no. Oral exam is not passed. Dr. Adams Larsen will inform the candidate of the opportunity to retake the oral exam at the next administration.

g. Dr. Juntunen rejoined the meeting at 11:36 am.

h. Dr. Adams Larsen recused from the remaining examination, and left the meeting at 11:36 am.

i. Dr. Moe (set 2) – The Board entered executive session again at 11:38 am to conduct this exam. Present were Board members Drs. Juntunen, Kolstoe, and Townsend and Dr. Moe. Board exited Executive session at 12:11 pm. Dr. Townsend moves to pass Dr. Moe on oral exam. Dr. Kolstoe seconds. ROLL CALL VOTE: Dr. Townsend - yes, Dr. Juntunen - yes, Dr. Kolstoe - yes. Dr. Moe has passed the oral exam. Dr. Kolstoe will inform the candidate.

4. Meeting Adjourned at 12:13 pm

Respectfully Submitted,

Margo Adams Larsen, Ph.D. & Cindy Juntunen, Ph.D.
Board President & Vice President
ND State Board of Psychologist Examiners  
Teleconference Meeting  
February 11, 2013 @ 12 PM CST

Originating from: Family Institute  
2100 S. Columbia Road, Suite 202, Grand Forks, ND

MINUTES

1. Call to order at 12:04 PM. Present: Dr. Margo Adams Larsen (President), Dr. Rick Townsend, Dr. Christine Kuchler, Dr. Paul Kolstoe, and Mr. Dave Schaibley, board attorney

2. Selection of Minutes Recorder – Dr. Christine Kuchler

3. Review of Minutes
   a. Motion by Dr. Kuchler to approve the Minutes of 1/14/13. Motion passed.

4. Reports of officers and committees
   a. Board Office – Dr. Adams Larsen reported that board attorney fee is $77/hour. She has met with Mr. Schaibley to discuss most efficient utilization of his time and assistance.
   b. CE Committee
      i. Dr. Townsend moved to approve renewal of Dr. Timm’s license pending the CE Committee’s approval of two additional CE credits. Motion passed.
      ii. Discussion ensued regarding a board procedure, that when CE Committee is in doubt regarding the appropriateness of granting CE credit for a particular program to an individual, that the board office will send a letter asking the individual to explain the relevance of the program to psychological science or to the individual’s practice of psychology.

(Dr. Cindy Juntunen joined the meeting at 1:10 PM)

iii. Dr. Townsend moved to approve five of the seven CE programs submitted for review:
   1) Cognitive-Behavioral Interventions for Substance Abuse  
      Dr. Lisa Peterson - Jan. 15-18, 2013 - 18 hrs.
   2) Dr. Patrick Konewko Neuroscience Symposium  
      Naomi Aufman, Sanford Health - Jan. 19, 2013 - 6 hrs.
   3) Health Care Law Series: The Process of Informed Consent  
      Dr. Paula Bergloff, Sanford Health - Dec. 5, 2012 - 1 hr.
   4) Professional Conference – 5th Cooperative Meeting of CMSC & ACTRIMS  
      Dr. Paula Bergloff, Sanford Health - May 29 – June 1, 2013 - 28 hrs.
   5) Creating a Culture of Change  
      Dionne Spooner, Minot State University - April 5, 2013 - 6.5 hrs.

Motion passed.

iv. The Board Office will send a letter to Dr. Link asking him to explain the relevance of the following programs to psychological science or to his practice of psychology:
   1. Stem Cell Research & Cloning, Embryo Experimentation, Prenatal Testing  
      Dr. James Link - Feb. 24-25, 2013 - 2.5 hrs.
2. Homosexuality, Intersexuality, Gender Identity
   Dr. James Link - Apr. 20-21, 2013 - 5 hrs.
   c. Applications Committee
      i. Barbara Peterson – Review tabled due to incomplete application (missing page of transcript).
      ii. Dr. Jo Ellison – Dr. Kuchler moved to approve her to sit for the EPPP. Roll call vote: Dr. Kuchler – yes; Dr. Adams Larsen – yes; Dr. Kolstoe – yes; Dr. Townsend – yes; Dr. Juntunen – yes. Motion passed.
      iii. Lois Ternes – Dr. Adams Larsen noted that Ms. Ternes appeared to be applying for a scope of practice exceeding that of a LABA. Ms. Ternes will be contacted by the board to explain the scope of practice of a LABA and to request her to submit a revised application.
      iv. The board discussed an Ad Hoc list of possible individuals to be invited to assist the board in its review of LABA and registered ABA applications. Dr. Kuchler suggested inviting, in the board’s newsletter, interested individuals to apply for this role, and Dr. Townsend recommended considering offering CE credits in ethics for doing so.

(Dr. Townsend left the meeting at 1:10 PM.)

v. Crystal Ringenberg – It now appears clarified that Ms. Ringenberg is applying under the grandfathering clause [NDAC 66-02-01-15 (4)]. Dr. Juntunen moved that she be approved for LABA licensure. Roll call vote: Dr. Juntunen – Yes; Dr. Adams Larson – Yes; Dr. Kuchler – Yes. (Dr. Kolstoe recused.)

5. Remaining agenda items were tabled, considering that the meeting was already running overtime. Dr. Adams Larsen adjourned the meeting at 1:13 PM.

Submitted by,

Christine J. Kuchler, Ph.D.
ND State Board of Psychologist Examiners
Teleconference Minutes
March 11, 2013 @ 12 pm CST
Originating from: Family Institute
2100 S. Columbia Road, Suite 202 – Grand Forks

MINUTES

1. Called to Order by President, Dr. Margo Adams Larsen at 12:05 pm. Present: Drs. Adams Larsen, Cindy Juntunen (Vice President), Paul Kolstoe and Christine Kuchler and Mr. Dave Schaibley, board attorney.

1. Dr. Juntunen agreed to serve as Meeting Secretary

2. Dr. Townsend joined the meeting at 12:07 pm

3. Review of Minutes
   a. Motion by Dr. Kuchler to approve minutes of 2/7/13 and 2/11/13, pending minor typographical changes. All voted in favor. Motion passed

4. Unfinished Business
   a. Motion to approve FAQ Draft related to SB2155 – tabled to next meeting
   b. Applications Committee
      i. Dr. Gu – Dr. Adams Larsen approved to approve to sit for EPPP. Roll call vote: Dr. Adams Larsen – yes; Dr. Kuchler – yes; Dr. Juntunen – yes; Dr. Kolstoe – yes; Dr. Townsend – yes. Motion passed. Board office will send letter informing Dr. Gu that she has been approved to sit for the EPPP and that she has 950 hours of required supervised experience remaining.

      ii. Dr. Kirchner – documentation of supervised post-doctoral hours has been received, reviewed and approved by Drs. Adams Larsen and Juntunen. Board office will send letter issuing Dr. Kirchner his license.

      iii. Barbara Peterson – motion to approve for RABA: Completed application has been received and considered under the grandfathering clause. Dr. Townsend moved to approve for RABA. Roll call vote: Kuchler – yes; Dr. Juntunen – yes; Dr. Kolstoe – recused; Dr. Townsend – yes; Dr. Adams Larsen – yes. Motion passed. Board office will issue Registration.

      iv. Lois Ternes – pending resubmission

   c. Complaints Committee
      i. Review of complaint against Dr. Robert Lisota: Dr. Kuchler provided summary of findings. Brief discussion ensued. Dr. Kuchler moved to dismiss complaint against Dr. Robert Lisota. Roll call vote: Dr. Juntunen – yes; Dr. Kolstoe – yes; Dr. Townsend – yes; Dr. Adams Larsen – yes; Dr. Kuchler – yes. Motion passed. Mr. Schaibley will write and submit letter.
ii. Review of complaint against Dr. Robert Riedel. Dr. Kuchler provided summary of findings. Brief discussion ensued. Dr. Kuchler moved to dismiss complaint against Dr. Robert Riedel. Roll call vote: Dr. Kolstoe – yes; Dr. Townsend – yes; Dr. Adams Larsen – yes; Dr. Kuchler – yes; Dr. Juntunen – yes. Motion passed. Mr. Schaibley will write and submit letter.

iii. Review of complaint against Dr. Tom Clark. Dr. Kuchler provided summary of findings. Brief discussion ensued. Dr. Kuchler moved to dismiss complaint against Dr. Tom Clark. Roll call vote: Dr. Townsend – yes; Dr. Adams Larsen – yes; Dr. Kuchler – yes; Dr. Juntunen – yes; Dr. Kolstoe – yes. Motion passed. Mr. Schaibley will write and submit letter.

iv. Dr. Kuchler briefly reviewed complaint filed against Dr. David Brooks. Dr. Kuchler will request additional information from Dr. Brooks about informed consent procedures.

d. Inquiries
   i. Dr. Bob Edwards – discussion regarding response. Dr. Edwards has a doctorate in counseling, not a counseling psychologist degree. He is licensed as an LPCC. Mr. Schaibley will draft a letter that informs Dr. Edwards that he cannot represent himself as a psychologist. The Board will review the draft letter at the next meeting.

e. Oral Exam Committee – tabled until next meeting – reschedule date will go out in a Doodle
   i. Motion to approve new pool of oral exam questions for the LABA and LP oral exams
   ii. Motion to approve the written jurisprudence exam and administration procedures

5. Reports of Officers & Committees
   a. Board Office
      i. Financial Updates – Board members encouraged to review documents regarding finances.
      ii. Newsletter Draft – Board members are encouraged to add ideas to the draft of April Newsletter ideas posted in Board dropbox folder
      iii. Inquiries
         1. Name Changes – brief discussion about the use of maiden names and policy to inform the board of all names used in practice.
         2. Public File request with court documents – Board members are encouraged to review this inquiry and make a motion if warranted for the next meeting.
   b. CE Committee (Dr. Kolstoe & Dr. Townsend)
      i. Motion made by Dr. Townsend to approve "How does your engine run? The Alert Program for Self-Regulation" for 12.75 CEU's (submitted by Karli Ghering for individual approval). All voted in favor. Motion passed.
      ii. Motion made by Dr. Townsend to approve "Champions for Children Conference" for 6 CEU's (submitted by Rachel Barnes for program approval). All voted in favor. Motion passed.
      iii. Further information was requested and submitted. Dr. Townsend briefly reviewed. Motion made by Dr. Townsend approve "Stem Cell Research & Cloning, Embryo Experimentation, Prenatal Testing & Embryo Adoption" for 2.5CEU's (submitted by Dr. Link for individual approval). All voted in favor. Motion passed.
      iv. Further information was requested and submitted. Dr. Townsend briefly reviewed. Motion made by Dr. Townsend "Homosexuality, Intersexuality & Gender Identity" for 5 CEU's (submitted by Dr. Link for individual approval). All voted in favor. Motion passed.
   c. Applications Committee (Dr. Adams Larsen & Dr. Kuchler): Tabled for next meeting
6. Dr. Juntunen left the meeting at 1:01 pm – Dr. Adams Larsen took over as secretary.

7. Special Reports
   a. Law/Regulations UPDATE submitted by Dr. Kolstoe
      i. Reviewed legislative activity and will continue to monitor HB1246.

8. Pending apps for LABA and RABA folks – Board discussed what do when applicants have indicated clinical assessment and evaluation – Dr. Adams Larsen will draft a letter to clarify the scope of practice for LABA and RABA that specifically excludes the practice of clinical assessment and evaluation. These will be sent to applicants for revision of application materials. FAQ wording will be drafted as well for the webpage.

9. Proposing April 8th for next meeting – Dr. Kuchler, Dr. Kolstoe, Dr. Townsend, and Dr. Adams Larsen will be available.

10. Adjourned at 1:16pm.

Submitted by Dr. Juntunen and Dr. Adams Larsen
ND State Board of Psychologist Examiners
Teleconference Agenda
April 4, 2013 - 9 am–11:30 am CST
Originating from:
Dept of Counseling Psychology & Community Services
231 Centennial Drive, Room 31 B, Grand Forks, ND 58202

MINUTES - Oral Exams

1. Call to Order by Dr. Juntunen (Vice President) at 9:03 am
   a. Attending: Dr. Juntunen, Dr. Kuchler, Dr. Kolstoe, and Dr. Townsend.

2. Selection of Exam Items

   THE NEXT ITEM ON THE AGENDA IS ORAL EXAMS. This item must be conducted in executive session under authority of NDCC 44-04-18.8.

3. Oral Exams
   a. Dr. Freed (set 2) – The Board entered executive session at 9:35 am to conduct this exam. Present were Board members Drs. Juntunen, Kolstoe (Drs. Kuchler and Townsend unavailable) and Dr. Freed. Dr. Townsend joined at 9:58 am. Dr. Kuchler moves to pass Dr. Freed on oral exam. Board exited Executive session at 10:09 am to vote. ROLL CALL VOTE: Dr. Juntunen - yes, Dr. Kolstoe -yes, Dr. Kuchler -yes, Dr. Townsend -Yes. Dr. Freed has passed the examination. Dr. Juntunen will notify her by telephone.

   b. Dr. Juntunen left the meeting at 9:36 am.

   c. Dr. Phillippi (set 2) – The Board entered executive session at 9:37 am to conduct this exam. Present were Drs. Kolstoe, Kuchler, Townsend (Dr. Juntunen recused) and Dr. Phillippi. Board exited Executive session at 10:10 am to vote. Dr. Townsend moved to pass Dr. Phillippi on his oral exam. ROLL CALL VOTE: Dr. Kolstoe - yes, Dr. Kuchler - yes, Dr. Townsend - yes. Dr. Phillippi has passed the examination. Dr. Kolstoe will notify him by telephone.

   d. Dr. Hunt (set 1) – The Board entered executive session again at 10:13 am to conduct this exam. Present were Board members Drs. Juntunen, Kolstoe, Kuchler, Townsend and Dr. Hunt. Board exited Executive session at 10:58 am. Dr. Kolstoe moves to pass Dr. Hunt on oral exam. ROLL CALL VOTE: Dr. Kuchler - yes, Dr. Townsend- yes, Dr. Juntunen- yes, Dr. Kolstoe - yes. Dr. Hunt has passed the examination. Dr. Juntunen will notify her by telephone.

4. Meeting Adjourned at 11:03 am.

Respectfully Submitted,
Cindy Juntunen, Ph.D.
Board Vice President
Call to Order at 12:04pm Dr. Margo Adams Larsen presiding, Dr. Cindy Juntunen, Dr. Richard Townsend, Dr. Christine Kuchler, and Dr. Paul Kolstoe in attendance.

Selection of Meeting Secretary – Dr. Kuchler volunteered to take minutes.

Approval of Minutes

a. March 11, 2013 – Dr. Kuchler moved to approve with discussed changes made to final copy. All voted in favor, minutes approved.

b. April 4, 2013 – Dr. Adams Larsen moved to approve, Dr. Juntunen requested changes which were made. All voted in favor, minutes approved.

Unfinished Business

FAQ Draft related to SB2155 – draft to be reviewed and approved for posting

i. Pending Applications (Dr. Adams Larsen & Dr. Kuchler)
   i. Motion to approve Lois Ternes for licensed applied behavior analyst - Ms. Ternes has submitted information that indicates she wishes to apply under the clause of working as a BA prior to August 2011, however, she indicates that she was not working in this capacity. Board Office will write a letter clarifying if she was not employed she would not qualify for licensure, and if she was, she needs to submit a letter from her employer stating such.
   ii. Motion to approve Jesse Daniels for registered applied behavior analyst – one reference is not signed or dated. Board Office will request a signed copy directly from the endorser.
   iii. Motion to approve Dr. Desiree Zielke to sit for EPPP - Dr. Kolstoe moved to approve Dr. Zielke to sit for the EPPP. Following discussion a roll call vote was taken: Kolstoe-yes, Juntunen-yes, Townsend-yes, Adams Larsen-yes, Kuchler-yes. Dr. Zielke will be informed by the board office.
   iv. Motion to approve Dr. Robyn Maley to sit for EPPP – Dr. Townsend moved to approve Dr. Maley to sit for the EPPP. Following discussion a roll call vote was taken: Juntunen-yes, Townsend-yes, Adams Larsen-yes, Kuchler-yes, Kolstoe-yes. Dr. Maley will be informed by the board office.
   v. Motion to approve Dr. Lea Berenstson to sit for EPPP – Dr. Adams Larsen moved to approve Dr. Berenstson. Following discussion recommending the Board Office to request documentation of non-APA approved internship now, a roll call vote was taken: Townsend-yes, Adams Larsen-yes, Kuchler-yes, Kolstoe-yes, Juntunen-yes. The Board Office will inform Dr. Berenstson, and will request the Internship Forms be completed at this time as well.

ii. Oral Exam Committee – Committee is asking Board to:
   i. Review new pool of oral exam questions for the LAPA and LP oral exams
   ii. Review the written jurisprudence exam and administration procedures – Dr. Adams Larsen will discuss with Mr. Schaibley the potential for a written jurisprudence exam.
   iii. Review the evaluation sheets and rating rubrics.

Dr. Juntunen left the meeting at 12:36pm.
iii. Dr. Bob Edwards – the Board reviewed the follow-up correspondence from Mr. Schaibley and Dr. Edwards. There was discussion. Dr. Adams Larsen will draft a letter for the Board Office to indicate that the only remaining concern is that Dr. Edwards make specifically clear what type of license he holds.

iv. Dr. Flemmer – Dr. Adams Larsen updated the board on this issue.

5. Reports of Officers & Committees

i. Board Office
   i. inquiries needing attention – tabled item

ii. CE Committee (Dr. Kolstoe & Dr. Townsend)
   i. Dr. Townsend moved to approve the following (items 1-3 below). All voted in favor – Dr. Adams Larsen recused from the vote. Items 1-3 were approved.

   1. "Mind Matters" for 12.5 CEU's (submitted by Susan Wagner of DHS with Conference Fee paid)
   2. Obesity/Binge Eating Disorder and Update from Longitudinal Assessment of Bariatric Surgery Research Consortium (Sponsor is NRI), Apr. 26, 2013, 3.25 hrs. (submitted by Dr. Adams Larsen)
   3. All Children Flourishing with the Nurtured Heart Approach, Apr. 29, 2013, 6 hrs. (submitted by Contact: Kathleen Schmalz; Sponsor: NDSU Extension Service, Bismarck Preventive Task Force, Morton County Prevention Task Force)

iii. Applications Committee (Dr. Adams Larsen & Dr. Kuchler)
   i. Draft for reviewer assistance to go out in Newsletter

iv. Oral Exam Committee (Dr. Juntunen) – dates are pending scheduling

v. Complaints Committee (Dr. Kuchler)
   i. Dr. Brooks – Dr. Kuchler will draft letter and forward to Brenda.

vi. Law/Regulations Review (Dr. Kolstoe)
   i. The Board reviewed various legislative initiatives presented by Dr. Kolstoe. At this time, the Board has determined the presenting issues relate to professional issues versus regulatory issues, and anticipates that North Dakota Psychological Association would address concerns.

6. Adjourn – meeting adjourned at 1:07pm.

Submitted by Dr. Kuchler and Dr. Adams Larsen
ND State Board of Psychologist Examiners
Teleconference Minutes
May 20, 2013 @ 12 pm CST

Originating from:
2100 S. Columbia Road, Suite 202, Grand Forks, ND 58201

Minutes

1. Called to Order by President, Dr. Margo Adams Larsen at 12:03 pm. Present: Drs. Adams Larsen, Cindy Juntunen (Vice President), Paul Kolstoe and Christine Kuchler and Mr. Dave Schaibley, board attorney

2. Dr. Juntunen agreed to serve as meeting secretary

3. Review of Minutes
   A. Motion by Dr. Kolstoe to approve minutes of 4/8/13. All voted in favor. Motion passed.

4. Unfinished Business
   A. Pending Applications
      a. Dr. Lea Berentson - Internship verification
         a. Motion by Dr. Kuchler that Dr. Berentson be approved to sit for the EPPP pending confirmation of satisfactory completion of internship by internship director. Roll Call Vote: Dr. Kuchler, Yes; Dr. Juntunen, Yes; Dr. Kolstoe, Yes; Dr. Adams Larsen, Yes. Motion passed.
   B. Motion to dismiss complaint against Dr. David Brooks
      a. Dr. Kuchler briefly reviewed the additional information provided in response to the Board’s query following initial review.
         a. Motion by Dr. Kuchler to dismiss complaint. Roll Call Vote: Dr. Juntunen, Yes; Dr. Kolstoe, Yes; Dr. Adams Larsen, Yes; Dr. Kuchler, Yes. Motion passed.

5. Reports of Officers & Committees
   A. Board Office
      a. Open Meeting Information (Mr. Schaibley)
         a. Mr. Schaibley reviewed open meeting policies, including limitations in email communication and committee meetings of two or more people. Special meetings need to be noticed, but there is no time requirement. Mr. Schaibley will send a template that we can use for website notices. Special meetings are also restricted to the specific topic(s) that is(are) posted in the public notice and must include a speaker phone available to public. Clarified that members responsible for coordinating information outside of Board meetings can consult with another board member, as long as it is not always the same consulting pair.
      b. Dr. Geiselhart – completed CE’s per SA
         a. Mr. Schaibley will identify whether other conditions of SA have been met, specifically financial reimbursement. If they have been, then a letter will be sent to Dr. Geiselhart verifying conditions have been met.
      c. Scheduling of Board Retreat & Election
         a. Will look into options of meeting virtually via Polycom or other system and set dates via doodle.

B. CE Committee (Dr. Kolstoe & Dr. Townsend)
i. Getting Started with ImPACT Webinar (submitted by Dr. Adams Larsen) - April 3, 2013 – 1 hr.
   a. Dr. Kostoe moved to approve. Motion approved with all those voting in favor. Dr.
      Adams Larsen recused.

ii. Weathering the Workplace Storm Symposium (submitted by Emily Holth, UND Conflict
    a. Dr. Adams Larsen moved to approve. Motion approved unanimously.

iii. 17th Annual MnATSA Conf. (submitted by Dr. Zonglan Wu) – April 17-19, 2013 – 16.5 hrs.
     a. Dr. Kolstoe moved to approve. Motion approved unanimously.

iv. Various Ethics Trainings (submitted by Dr. Shelly Peltier) - May 2, May 16, and
    June 6, 2013 – 3 hrs.
    a. Tabled pending seeking additional information

v. Behavioral Health in Primary Care (submitted by Dr. Juntunen, UND Dept. of Counseling
   Will Send Fee) - May 19, 2013 – 6.5 hrs.
   a. Dr. Adams Larsen moved to approve. Motion approved with all those voting in favor.
      Dr. Juntunen recused.

vi. Applied Suicide Intervention Skills Training (submitted by Dr. Roger Larson, Dr. Paulette Aasen,
    and Dr. Lisa Hay) - Feb. 27-28, 2013 – 13 hrs.
    a. Dr. Adams Larsen moved to approve. Motion approved with all those voting in favor.
       Dr. Kuchler recused.

vii. Spring 2013 ND Behavioral Health Conf. (submitted by Lisa McNamara, NDSU Distance &
     Continuing Education) - May 14-16, 2013 – 19.5 hrs.
    a. Dr. Adams Larsen moved to approve. Motion approved unanimously.

C. Applications Committee (Dr. Adams Larsen & Dr. Kuchler)
   i. Consideration of recruited volunteers
   ii. New Applications
      a. Dr. Robert Dvorak
      b. Dr. Lindsay Anderson
      c. Dr. Amy Ochsendorf (Reciprocity App)
         a. Dr. Adams Larsen will ask the Board Secretary to gather information about
            predoctoral and post-doctoral hours for applicants. A special meeting will be
            set mid-month to review applications.

6. Meeting was adjourned by Dr. Adams Larsen at 1:06 pm.

Submitted by: Dr. Cindy Juntunen
ND State Board of Psychologist Examiners
Teleconference Minutes
June 17, 2013 @ 12 pm CST
Originating from:
2100 S. Columbia Road, Suite 202, Grand Forks, ND 58201

MINUTES

1. Called to Order by President, Dr. Margo Adams Larsen at 12:02 pm. Present: Drs. Adams Larsen, Cindy Juntunen (Vice President), Paul Kolstoe and Mr. Dave Schaibley, board attorney

2. Approval of Minutes
   A. Motion by Dr. Kolstoe to approve minutes of May 20, 2013. All voted in favor. Motion passed.

   Dr. Christine Kuchler joined the meeting at 12:05 pm

3. Unfinished Business
   A. Dr. Geiselhart – Follow-up regarding repayments. Dr. Kuchler verified that payment issues have been resolved and the terms of the settlement have been met.
   i. Motion by Dr. Townsend to approve that all requirements of the settlement have been met.
      Roll Call Vote: Dr. Townsend, Yes; Dr. Kuchler, Yes; Dr. Kolstoe, Yes; Dr. Juntunen, Yes; Dr. Adams Larsen, Yes. Mr. Schaibley will send out a letter.

4. New Business
   A. Board Office
      i. Financial Reports
      ii. PLUS system is moving ahead, and plans to be ready to launch by July 1, 2013.
      iii. Adding Competencies
         i. A licensee has queried about the procedure for updating areas of competency, once such competencies have changed. The law does not require such an update and there is no way to do so at the present time. Competencies are reported only at time of licensure. The Board will respond to the query with this information. Mr. Schaibley will review a draft of the response.

   B. Audit – Cost Approval and Firm
      a. Receipts totaled more than $50,000 so audit will be completed.
         i. Motion by Dr. Kuchler to approve up to $2,000 for an audit for the current biennium. All voted in favor. Motion passed.

   C. Applications (Dr. Adams Larsen)
      i. Consideration of recruited volunteers (5 total)
         a. Volunteers are Crystal Ringenberg, Julie Rickert, Rhanda Clow, Kristen and Shannon Alexander
         b. Dr. Kuchler proposed that training of volunteers commence and also that each volunteer evaluate applications and complete a checklist for each reviewed application. Dr. Adams Larsen and Dr. Kolstoe will develop the training.
      ii. New Applications – how to disperse (LP – 4; LABA-7; RABA-6)
iii. Dr. J. Robert Yohman (Temporary License App)
   a. The Board can approve Limited Practice without a License (rather than Temporary license).
   b. Motion by Dr. Adams Larsen to support a Limited Practice without a License by Dr. Yohman. Roll Call Vote: Dr. Juntnun, Yes; Dr. Kolstoe, Yes; Dr. Kuchler, Yes; Dr. Adams Larsen, Yes; Dr. Townsend, Yes. Dr. Adams Larsen will notify Dr. Yohman.

iv. Applications for LABA.
   a. Joel Bakken. Motion by Dr. Adams Larsen to approve. Roll call vote: Dr. Kuchler, Yes; Dr. Adams Larsen, Yes; Dr. Townsend, Yes; Dr. Juntnun, Yes. Dr. Kolstoe recused. Mr. Bakken has been approved for an LABA.
   b. Rebecca Kendall. Motion by Dr. Townsend to approve. Roll call vote: Dr. Townsend, Yes; Dr. Juntnun, Yes; Dr. Kuchler, Yes. Dr. Kolstoe and Dr. Adams Larsen recused. Ms. Kendall has been approved for an LABA.
   c. Ron Peck. Motion by Dr. Kuchler to approve. Roll call vote: Dr. Juntnun, Yes; Dr. Kuchler, Yes; Dr. Adams Larsen, Yes; Dr. Townsend, Yes. Dr. Kolstoe recused. Mr. Peck has been approved for an LABA.
   d. Peter Myxter. Motion by Dr. Juntnun to approve. Roll call vote: Dr. Kuchler, Yes; Dr. Adams Larsen, Yes; Dr. Townsend, Yes; Dr. Kolstoe, Yes; Dr. Juntnun, Yes. Mr. Myxter has been approved for an LABA.
   e. Kelli Larson has applied. Additional discussion and information is required.

v. Applications for RABA
   a. Additional supervisor endorsement will be requested from Jesse Daniels.
   b. Other RABA applications will be considered at subsequent meeting.

Dr. Townsend left the call at 12:55 pm

D. Oral Exam (Dr. Juntnun)
   i. Mr. Schaibley indicates the following: Suggest that the Board send the jurisprudence questions to applicants in writing, and in advance of the oral exam; receive and discuss the questions/answers as part of the oral exam.
   ii. At the next opportunity to open the rules, will examine the language in the law about using a written as well as oral jurisprudence exam. Will discuss further at board retreat.
   iii. At present time, Dr. Juntnun will focus on developing rubric for oral exam. Written jurisprudence exam will be re-visited pending future discussion of point D.ii.

E. Complaints (Dr. Kuchler)
   i. Dr. Glenn Johnson. No further action will be taken because the respondent is deceased. The complainant will be notified.
   ii. Dr. Lynn Sullivan (Received 5/9/13). Dr. Kuchler provided a summary of the complaint and presented several recommendations to the Board. The Board office will request a copy of the evaluation report completed by Dr. Sullivan on which complaint is based.

Mr. Schaibley left the call at 1:10 pm.

F. Continuing Education (Dr. Kolstoe)
   i. It’s not Them it’s Us: Why We are Missing the Mark with Men’s Treatment (Submitted by Contact Sheila Goughnour, Sponsored by Sharehouse Inc.)
      July 11, 2013, for 7 hours.
      Motion by Dr. Kolstoe to approve this offering for 6.5 hours. All voted in favor. Motion passed.
(Submitted by Contact Lisa McNamara, Sponsored by NDSU Distance & Continuing Education and NDDHS) May 14-16, 2013, for 19.5 hours.
Motion by Dr. Kolstoe to approve this offering for 19.5 hours. All voted in favor. Motion passed.

Meeting adjourned at 1:12 pm by Dr. Margo Adams Larsen

Respectfully Submitted by
Dr. Cindy Juntunen
(Vice President)
MINUTES

Attending at Call to Order: Dr. Margo Adams Larsen (President), Dr. Chris Kuchler, Dr. Cindy Juntunen, Dr. Richard Townsend, Board Attorney Mr. David Schabley

1. 12:02 Call to Order, Dr. Adams Larsen presiding

At 12:07 Dr. Paul Kolstoe joined the meeting

2. Approval of Minutes: The submitted minutes for June 17, 2013 were amended to note the time of Dr. Kuchler’s arrival and that they were submitted by Dr. Juntunen who acted as secretary for the meeting. Dr. Kuchler moved to approve the minutes with noted corrections. By voice vote the minutes for June 17, 2013 were approved.

3. Unfinished Business:
   a. Board Office Inquiry: A School Psychologist inquired about whether use of the Rorschach Ink Blot Test by a school psychologist in the schools could meet with psychology’s definition of a Best Practice. There was discussion about the Board’s role, potential concerns, and appropriate responses. Dr. Adams Larsen agreed to write a response for the Board.
   b. Applications:
      i. Dr. Juntunen moved to approve Dr. Robert Dvorak to sit for the EPPP exam. There was a roll call vote: Dr. Kuchler — yes, Dr. Juntunen — yes, Dr. Townsend — yes, Dr. Adams Larsen — yes, Dr. Kolstoe — yes. The motion was approved.
      ii. Dr. Juntunen moved to approve Dr. Lindsay Anderson to sit for the EPPP exam. There was a roll call vote: Dr. Juntunen — yes, Dr. Townsend — yes, Dr. Adams Larsen — yes, Dr. Kolstoe — yes, Dr. Kuchler — yes. The motion was approved.
      iii. Dr. Kuchler moved to approve Jessie Daniels application for Registered Applied Behavior Analyst. Dr. Kolstoe recused himself. There was a roll call vote: Dr. Townsend — yes, Dr. Adams — Larsen — yes, Dr. Kuchler — yes, Dr. Juntunen — yes. The motion was approved.

4. New Business:
   a. Board Office:
      i. Financial Report: The financial report is available to Board members.
      ii. Audit: An auditors bid has been accepted and an audit will be conducted beginning in August.
      iii. Investigative Update: There is still information pending for the current investigation.
      iv. CLEAR Training: Dr. Kuchler’s term on the licensure board will end next year. The Board is considering asking Dr. Kuchler to keep a relationship with the Board by becoming an
Investigator to assist in gathering information when there are ethics complaints. Actual arrangements for that relationship are deferred for discussion at the Board Retreat, as Board members did express enthusiasm and appreciation for Dr. Kuchler’s willingness to take on that responsibility. Training for the role of investigator is offered twice annually. Dr. Kuchler is not able to attend the next offered training session.

b. Applications:
   i. **PLUS:** Applying for licensure in North Dakota online using the Plus System is up and running. There are no completed applications at this time, but there may be by the time of the Board’s retreat in August.
   ii. **Prep for CE Training:** Will be planned as part of the Board’s retreat in August. Dr. Adams Larsen and Dr. Kolstoe will plan to provide this training time to volunteers expressing interest.

c. **Oral Exams:** Oral exams are scheduled to take place tomorrow (July 16, 2013).

d. **Complaints:** All three complaints currently before the Board pertain to Civil Commitments. There was considerable discussion among Board members about the Board’s role and proper response.
   i. Dr. Adams Larsen moved to dismiss the complaint against Dr. Lynn Sullivan, filed on May 9, 2013. There was a roll call vote: Dr. Adams Larsen – yes, Dr. Kolstoe – yes, Dr. Kuchler – yes, Dr. Jun tunen – yes, Dr. Townsend – yes. The complaint was dismissed.
   ii. Dr. Adams Larsen moved to dismiss the complaint against Dr. Lisa Peterson received on June 5, 2013. There was a roll call vote: Dr. Kolstoe – yes, Dr. Kuchler – yes, Dr. Jun tunen – yes, Dr. Townsend – yes, Dr. Adams Larsen – yes. The complaint was dismissed.
   iii. Dr. Adams Larsen moved to dismiss the complaint against Dr. Lynn Sullivan, filed on June 5, 2013. There was a roll call vote: Dr. Kuchler – yes, Dr. Juntunen – yes, Dr. Townsend – yes, Dr. Adams Larsen – yes, Dr. Kolstoe – yes. The complaint was dismissed.

The Board requested that Attorney David Schaibley write the letters to the complainants to assure legal clarity.

It being past 1:00, the Board’s scheduled adjournment time, Dr. Adams Larsen tabled remaining business from our agenda and adjourned this meeting at 1:04pm.

Minutes Respectfully Submitted by
Dr. Richard Townsend
MINUTES - Oral Exams

1. Called to Order at 1:03pm by Dr. Margo Adams Larsen (President). In attendance: Dr. Cindy Juntunen (Vice-President), Dr. Richard Townsend. Call was interrupted at 1:06pm and resumed at 1:07pm, and Dr. Paul Kolstoe joined the call at this time. Dr. Kuchler joined the meeting as scheduled at 2:06pm.

2. Selection of Exam Items (see names below)

THE NEXT ITEM ON THE AGENDA IS ORAL EXAMS. This item must be conducted in executive session, under authority of NDCC 44-04-18.8 to administer 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 2:20pm.

The minutes will show that the executive session began at 1:09pm and was attended by: Dr. Adams Larsen, Dr. Juntunen, Dr. Townsend, and Dr. Kolstoe.

a. Dr. Justin Boseck (Minot) – item set #1
b. Dr. Jo Ellison (G. Forks) – item set #2

The Board exited executive session at 1:53pm and public were invited to join the meeting (none in attendance).

3. Roll Call Votes:

a. Dr. Juntunen moved to pass Dr. Justin Boseck on his oral exam. ROLL CALL VOTES: Dr. Juntunen – No; Dr. Townsend – No; Dr. Kolstoe – No; Dr. Adams Larsen – No. Dr. Boseck will be informed that he did not pass his oral exam today, and will be provided verbal feedback by Dr. Adams Larsen to assist in preparing for a re-take.

b. Dr. Adams Larsen moved to pass Dr. Jo Ellison on her oral exam. ROLL CALL VOTES: Dr. Townsend-Yes; Dr. Kolstoe – Yes; Dr. Adams Larsen – Yes; Dr. Juntunen – Yes. Dr. Ellison will be informed that she passed the oral exam today by Dr. Adams Larsen, and the Board Office will verify completed hours of supervised experience are on file.

Dr. Juntunen is recusing from the last item on the agenda, and left the meeting at 2pm. There was a 5 minute break in the meeting. Dr. Kuchler joined the meeting at 2:06pm.

THE NEXT ITEM ON THE AGENDA IS ORAL EXAMS. This item must be conducted in executive session, under authority of NDCC 44-04-18.8 to administer 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 2:25pm.

The minutes will show that the executive session began at 2:06pm and was attended by: Dr. Townsend, Dr. Kolstoe, Dr. Kuchler, and Dr. Adams Larsen.

c. Dr. Sarah Edwards (G. Forks) – item set #1

The Board exited executive session at 2:32pm and public were invited to join the meeting (none in attendance).

4. Roll Call Votes
   a. Dr. Kolstoe moved to pass Dr. Edwards on her oral exam. ROLL CALL VOTES: Dr. Kolstoe – Yes; Dr. Adams Larsen – Yes; Dr. Townsend - Yes; Dr. Kuchler – Yes. Dr. Edwards will be informed that she passed the oral exam today and Board feedback will be provided by Dr. Adams Larsen, and the Board Office will verify completed hours of supervised experience are on file.

5. Adjourn 2:33pm by Dr. Margo Adams Larsen

Submitted by: Dr. Margo Adams Larsen (President)
ND State Board of Psychologist Examiners
Teleconference Agenda
August 19, 2013 @ 12noon-2pm CST (and beyond)
Originating from:
2100 S. Columbia Road, Suite 202, Grand Forks, ND

MINUTES

1. Call to Order
   i. At 12:05 pm – present – Dr. Margo Adams Larsen (Presiding), Dr. Cindy Juntunen (Vice President),
      Dr. Christine Kuchler, Dr. Paul Kolstoe, and Mr. David Schaibley

2. Approval of Minutes - Dr. Kuchler moved to accept both dates’ minutes with changes noted, passed all in
   favor.
   b. July 16, 2013 – Dr. Kuchler requested her vote “yes” be added to Dr. Sarah Edwards roll call vote
      as this was omitted in the minutes.

3. Unfinished Business
   A. Continuing Education - Dr. Kolstoe moved to accept the CE requests as listed below, all voted to
      approve, and the Board Office will inform applicants of approvals.
      i. Meeting of the Minds Dementia Conference 2013 (submitted by Roger Larson, Psy.D.)
         March 2, 2013 – 6 hrs.
      ii. What to Do? Solutions for Challenging Behavior in Disability Settings (submitted by Blake
          Peterson, Red River Human Services Foundation) – August 13, 2013 – 5.5 hrs.
      iii. The Nurtured Heart Approach: What Providers Need to Know (submitted by Kelly C.F.
          Smith, Psy.D.) – October 23, 2012 – 1 hr.
      iv. Ethically Informed Assessment of Multicultural Populations (submitted by Kelly C.F. Smith,
      v. Dangers of Synthetic Legal Intoxicating Drugs (submitted by Kelly C.F. Smith, Psy.D.) –
         June 25, 2013 – 1 hr.
      vi. Master Class for Neuroscience Professional Development (submitted by Eleni Muntz,
      vii. 2013 Sanford Behavioral Health Symposium (submitted by Naomi Autman, Sanford
          Health, Fargo) – November 22, 2013 – 6.5 hrs.

4. New Business
   i. DISCUSSION WITH BOARD ATTORNEY
      i. This item on the agenda involves requesting attorney advice, and must be discussed in an
         executive session. The legal authority for closing this portion of the meeting is NDCC
         44.04.19.1.
         1. The topic or purpose of this executive session is attorney consultation. Executive
            session will convene now. 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. The prohibition on taking final action
            during the executive session does not apply to providing guidance or instructions
to our attorney. We anticipate adjourning the executive session, and reconvening the open portion of the meeting at approximately 12:35 pm. The minutes will show that the executive session began at 12:21 pm and was attended by: Mr. Shaibley, Dr. Kuchler, Dr. Adams Larsen, Dr. Kolstoe, and Dr. Juntunen. The minutes will show that the executive session was adjourned at 12:41 pm. The public has been invited to return to the meeting, and we are now back in open session.

ii. EMAIL and DIGITAL STORAGE SPACE
   i. Instruction regarding management of emails from Mr. Schaibley
      1. Information Technology Division has a Records Retention Office with guidelines.
   ii. Cost for .gov email
      1. Setup fee (likely waived)
      2. Cost per license (@) $381.60 per year ($5.30 per @ per month)
   iii. Cost for .gov digital storage space – comes with the email fee.
      1. VPN to folder space

Motion: Dr. Kolstoe moved to have the Board with the state ITD to establish an e-mail exchange/storage system with a budget no more than $500 per year. Motion passed all in favor.

iii. FINANCIAL REVIEWS
   i. Year to date compared to past 2 years
      Budget review to date reflects positive cash flow with reserve funds remaining for the year given anticipated expenses at this time. Liability insurance costs and source were discussed and the Board Office will share information about specific agreements in place.
   ii. Budgeting ideas?
      Reserve Fund discussion, Operating Expense discussion, Savings Account pros-cons (with any costs and IRS reporting), employee pay, Investigator projects (Dr. Kuchler will provide a proposal at the next meeting regarding training and consulting payments). Defense of Board members is covered by Risk Management for legal circumstances.

iv. ASPPB
   i. Approval for member travel to Annual Meeting October 17-20th – Las Vegas
      Motion: Dr. Kuchler made a motion to fund any members able to attend the Fall ASPPB meeting in Las Vegas and Schaibley. All voted in favor. Dr. Kuchler did indicate that the mid-year meeting tends to have more CE relevance versus the membership meeting that occurs at the annual meeting, and that perhaps Mr. Schaibley may attend some but not all of a meeting if able to go, and that is relevant for CLE.

5. Other Business
   i. Meeting Strategy (Sept 14 or 15)
      Schedule – telephone conference call (if video links cannot work) on Sunday 9/15/13 12:30 to 4:30 pm will be the Board Retreat meeting, with a regularly scheduled Board Meeting Monday, Sept 16, noon – 2. We will plan to do the CE training Sunday or Monday (Paul and I will confirm times).

      Tabled Items ii. and iii.
      ii. WEB LINKS – 42 CFR – exemption of mandated State reporting link
      iii. DPI discussion

Brief break for the transition to developing CE training information. Mr. Shaibley, Dr. Kuchler, and Dr. Juntunen left the call at 2:08pm.

iv. CE curriculum development for training individuals assisting the Board. Training plan discussed: 1 hour training, CE provided after 4 hours of service beyond the 1 hour CE; Content to cover: Board Member Training ASPPB pages 4-6 – up to quorum; ND open meetings/records laws; NCDD
NDAC (43-32 and 66); and Specific task content – PLUS introduction, application review table to include law references per topic, education requirements including classes, exam requirements, certification requirements, total minimal experience requirements, post-doc requirements, pre-doctoral internship requirements, and other pre-doc requirements. Discussed a process of pairing reviewers with Board Members to improve the efficiency of the application review process (which will now be solely done through the PLUS system).

6. Dr. Adams Larsen Adjourned the meeting at 3:22pm.

Submitted by, Dr. Paul Kolstoe (with additions by Dr. Margo Adams Larsen).

Next Board Meetings (noon CT):  Retreat Date: Sept. 15 – 12:30p to 4:30p; Elections September 16 (noon to 2pm), October 21, November 18, Dec 16. 2014: January 20, February 17, March 17, April 21, May 19, June 16, July 2
MINUTES

Present: Dr. Margo Adams Larsen (President), Dr. Cindy Juntunen (Vice-President), Dr. Christine Kuchler (via Skype), Dr. Richard Townsend (via Skype), Dr. Paul Kolstoe

1) Call to Order – Dr. Adams Larsen called the meeting to Order at 1:01pm. Dr. Adams Larsen noted that the meeting was announced in accordance with requirements and is on the calendar of meetings at the Secretary of State’s Office (SoS), thus the meeting is proceeding as a regular meeting. The meeting started late due to technological connection difficulties.

2) Approval of the minutes for 8/19/13 - Dr. Kuchler moved to approve the minutes from 8/19/2013. There was no further discussion. All present voted in favor, and minutes were approved.

3) Unfinished Business - A five minute break was held to upgrade equipment – resumed at 1:22 pm

   a. E-mail/Digital Storage Update – Domain for the Board with e-mail and digital storage space

      i. Dr. Adams Larsen received the following information from the IT department for nd.gov: 300 mg of e-mail per member; No accessible e-mail archive; Webmail client $6.65 per e-mail account – e-mail & calendar; Outlook with VPN with $5 for VPN and $6.65 = $11.65; Repository – SharePoint Service requires VPN = 6.65+5+4.25+0.60GB

      ii. Dr. Adams Larsen was tasked with getting more information including: would we be part of a system for automatic back up of emails; would we need an email client/would be have exclusive web access for $0 cost; the Board Office does not have MS Access or Outlook; how would a single shared file folder be able to work for our needs/can there be one common folder?

   b. Update on Risk Management – In a review of the Board Office expenses since 1999, the Board has been paying into the ND Risk Management Division. From 2004-2006 there was also payment to CNA Surety only, and prior to that both were paid into. Dr. Kuchler indicated she would review the minutes during this time frame to see if there was discussion regarding the change.

   c. Update on Board Office Items

      i. Executive Secretary Work Load –

         1. Dr. Adams Larsen presented information to the Board regarding an overview of monthly hours, hourly fee, and general payroll aspects. Ms. Biwer indicated to her that she would wish to continue to work with the hour flexibility she has now, versus a compensation package that would set a limit per month. The Board was in agreement that Ms. Biwer has flexibility with her hours and can work with the President to indicate when estimated work loads will exceed expected work loads. The Board much appreciates Ms. Biwer’s work. Dr. Kuchler moved for the Board to provide a 3% increase to Ms. Biwer beginning with the October 2013
payroll. Further discussion revolved around monitoring how this impacts Board finances in December 2013. All voted in favor, and motion was approved.

2. How to make Board Secretary role more effective:
   a. Most tedious task is the Verification of Licensure, Ms. Biwer would like us to consider a web based method, as well as to consider legislative change to enable charging for verification tasks
   b. Ms. Biwer would like the Board to consider a web based location for approved CE programs – this was affirmatively discussed, and the Board Office will work toward a process for posting approved CE programs.
   c. If Board members have not responded to email, the Board members stated they would all welcome a call or text to their respective cell phones. Board members also agreed to let the Board Office know if they would be a way for an extended time to assist with timely communications.
   d. Copies of email for Board Office use – please indicate in subject line – for Board Archive – we will consider obtaining a second Board email account (BoardArchive@ndsbpe.org – once we are sure what process we will be using for email accounts).
   d. Web Links - Dr. Kuchler provided the Board with web links to upload to the links web page regarding 42 CFR - exemption of mandated State reporting link.
      1. URL’s provided on mandatory reporting under 42 CFS 2.12 (c) (6) and 45 CFR 164.512 (b) (1) (iii) – see URL’s provided by Dr. Kuchler
   
   ii. DPI Discussion - Dr. Adams Larsen updated the Board with regard to this topic. She noted that the Board Attorney, Mr. Shaibley also represents DPI and offered to inquire with DPI representatives about the status of the requirements in our law. Dr. Kuchler reminds the Board that at one past Board meeting a representative from DPI and indicated that School Psychologist Certification and Credentialing was being done by another branch of the government at that time, and not DPI, possibly the Educational Standards and Professional Practices Board, and we were referred to discuss with that agency the nature of our agreement. Within the past year, our Board has had a few inquiries regarding conduct and practice of school psychologists, and there was agreement that continuing this conversation through Mr. Schaibley would be a good start.

BREAK held – 2:40pm to 2:47 pm – Meeting resumed
4) RETREAT TOPICS
   a. ASPPB Updates - Dr. Adams Larsen had forwarded two upcoming bylaw items for the Annual ASPPB meeting in October 2013. There was brief discussion regarding the Board’s voting interests at that meeting. Dr. Adams Larsen also encouraged the Board Members to check out the new ASPPB website that has been updated and will link well with the PLUS webpages. Dr. Juntunen indicated that she would be very interested in Supervision Task Force work if there are reports at the meeting. The Board is agreeable for meeting agendas to reflect ASPPB Annual and MidYear Meeting updates following those meetings (November and May).
   b. Health Alert Network - Dr. Adams Larsen moved to convert reporting to the Health Alert Network as an annual report/list of all licensed psychologists indicating their interest in participation, rather than the use of a digital FTP process that neither the Board Office nor members have the time or knowledge to implement. There was brief discussion that the Board Secretary would forward this list following the finalization of all renewed licenses in late January or early February of each year. All members voted in favor, and the motion was approved.
   c. Oral Exam Development – Dr. Juntunen presented the concept behind a variety of item pools, utilizing prewritten content, as well as the response rubrics. She suggests that some items in oral exam may be weighted more heavily than others to assist with determination of pass/fail. There
is discussion that the use of prewritten study guide would assist examinees in being knowledgeable and prepared for the exam, and can provide a foundation upon which process/application of such information could be evaluation. Dr. Juntunen indicates she will update the materials presented and have this ready for presentation at tomorrow’s regularly scheduled Board business meeting.

d. Investigator Role Proposal - Dr. Kuchler provided the Board with further details regarding the training for the role of a Board Investigator. This training is conducted through CLEAR (Council of Licensing Evaluators and Regulators). She is unable to attend this fall’s training, and the next announced training is next September. The Board can apply for $240, renewed each year as a member (Board Office will check on what the yearly membership renewal cost is), which includes attendance at hour-long webinars that one or all board members can attend ($60) on standard setting, real world, best practices, reporting through resolution, and access to online articles. Individual membership is $205 per year. The membership would also provide a reduced rate for Investigator Training program. CLEAR fiscal year July-June each year. Training involves – Initial Training: Member: $345, Non-Member: $445; Advanced: $415 Member, $515 Non-Member. Total cost if NDSBPE is a CLEAR member: $345+415+240=$1,000. Dr. Kuchler indicates that no ND Investigator license would be required if work is only done for this board. Dr. Kuchler proposes to pay her own travel/lodging costs for the initial training, with the Board covering the cost of the training, and would request travel/lodging/registration to attend at least the annual ASPPB meeting (where legal updates and further relevant training related to complaints and investigation is provided). There was brief discussion. All were in agreement to moving to the next steps – The Board Office will find out more information about CLEAR membership and renewal costs, and drafting a contract to clarify investigator roles and compensations.

e. 5-Year Planning for the Board Discussion Topics

i. Workload distribution – The Board discussed the limitations that open meetings/records laws place on the Board, remembering that when two or more members meet or email together regarding board content, this constitutes a meeting subject to meetings/records laws. At this time, the Board is going to move toward the use of decision trees to assist in completing its work efficiently within these limitations. Through the use of identifying single coordinators for subject areas of board work, Coordinators and Backup Coordinators will be utilized to keep the work-flow moving. Based upon content area, the Board Office will distribute work to Coordinators (or back up if the Coordinator is unavailable). Coordinators will determine if all criterion are met independently (specific to content area), and complete the following as appropriate:

1. Motions for Consent Agenda for items that criteria meet all requirements,
2. Agenda Topic for further Board action (in the form of a motion),
3. Feedback request to Board Secretary about additional information needed.

ii. Coordination Roles

1. Continuing Education – Coordinator will review ongoing CE approval requests, and will coordinate the annual audit in November (to present to the Board)
   a. Coordinator – Dr. Townsend
   b. Backup Coordinator – Dr. Kolstoe

2. Applications (All applications will still undergo a Full Board review, but initial review will be completed by the coordinator through the process identified above).
   a. Coordinator – Dr. Adams Larsen (Dr. Adams Larsen will work to pair Board Members with appointed volunteers who have been trained to assist with this process)
   b. Backup Coordinator – Dr. Kuchler
3. Oral Exams – Coordinator to set Examination Dates/Times, approximately 4 times per year in a long-meeting format. Dr. Junutunen will let the Board Office known the target months so that this information can be posted to the website.
   a. Coordinator – Dr. Junutunen
   b. Backup Coordinator – Dr. Kolstoe

4. Complaints – Coordinator to initially review complaints as they come in, provide an impartial review to the board of the compliant (i.e., names and identifications redacted) such that the Board roles of investigation and determination can be separated.
   a. Coordinator – Dr. Kuchler
   b. Backup Coordinator – Dr. Adams Larsen

iii. Procedural Strategies
1. Board members indicated that productive one hour lunch-hour meetings each month have worked well for both scheduling, preparation, and efficiency - this will continue.

2. Board members are asked to submit the names of potential new board members such that Dr. Adams Larsen may contact them to determine interest and awareness for board roles. Discussion emphasized the need for at least one Board member to be appointed from the Bismarck area in order for the efficient functioning of the Board Office (check signing, etc). The Newsletter will again be utilized for connecting and inviting interested licensees to participate in a CE training related to Board work.

iv. Review of Finances
1. Discussion of budgeting strategies, with current practices serving well

v. Budget – email/storage/web, ASPPB travel, legislative/attorney
1. Discussion of budgeting strategies, with current practices serving well

vi. Brainstorming and Creative Processing Discussion – Topics were identified at the outset of this agenda item:
1. CE – the category for interactive webinars (1 versus 4) and how should CE applications for program approval, or individual requests for approval should be considered were discussed. The Board is in agreement with the following:
   a. Category 1: Must be a Real-Time Live, Synchronous Interactive Characteristics must be demonstrated. This is NOT sufficient for disciplinary purposes if specified otherwise.
   b. Category 4: Non-real-time live, asynchronous, or non-interactive program, such as a recorded play back of a live synchronous interactive webinar, an on-line course that does not involve live interactive possibilities for question asking with the instructor, or attending a live webinar that does not permit interaction with the instruction in some manner (these are examples, but not the only permutations).

2. Bridging a path with NDPA – tabled for another meeting.
3. Telepractice – tabled for another meeting.
4. Disciplinary tactics – recovering expenses, potential levy of fines, the Board will explore their authority in disciplinary functions, and will request input from Mr. Schaibley. Further discussion will occur at future meetings.
5. Legislative agenda priorities –
   a. Prescription privileges – would advocate for additional member of Medical Psychologist, as well as a financial appropriation for the legal fees, testimony travel, consulting time, and board office time involved in
establishing a new regulatory function for the board (things we have learned from the LABA and RABA implementation costs).

b. Consider 7 board members
c. Verification of licensure fees
d. Eliminate ABA Certification for Registered
e. Address the out of date CE Language in the Administrative Code with regard to technology advances

f. CC & AC yearly discussion – tabled for another meeting.

Dr. Kuchler, Dr. Townsend, and Dr. Juntunen left the meeting at this break time, understanding that the remainder of the meeting was to provide CE training to individual’s interested in volunteering to assist with the work of the Board.

BREAK 4:55 to 5:14 pm

5) Other Business

a. Continuing Education Training (this portion of the meeting was to begin at 5pm and last until 6pm, however, due to technology difficulties, the meeting resumed at 5:14pm with the following individuals present: Dr. Paul Kolstoe, Dr. Adams Larsen, Ms. Cristine Deaver MS, BCBA/LABA (attending via Skype), Ms. Crystal Henderson MS, BCBA/LABA (attending via Skype), and Dr. Rhanda Clow, LP (attending via Skype beginning at 5:35pm).

i. Technical complications were experienced with occasional dropped connections
ii. Powerpoint slides were followed for outline purposes by Drs. Adams Larsen & Kolstoe
iii. Reviewed –
   1. Licensing board and authority
   2. Dealing with confidential information and recusing circumstances
   3. Psychologist application criteria
   4. Licensed applied behavior analyst application criteria
   5. Registered applied behavior analyst application criteria

6) Adjourned by Dr. Adams Larsen at 6:11 pm

Respectfully submitted:

Dr. Paul Kolstoe, Licensed Psychologist
(and a few edits by Dr. Adams Larsen)

Next Board Meetings (noon CT): Retreat Date: Elections September 16 (noon to 2pm), October 21, November 18, Dec 16. 2014: January 20, February 17, March 17, April 21, May 19, June 16, July 2
North Dakota State Board of Psychologist Examiners  
Teleconference Meeting  
September 16, 2013 – 12 Noon  
Originating from 2100 S. Columbia Rd., Suite 202 in Grand Forks

Minutes

Attending: Dr. Margo Adams Larsen - Board President, Dr. Cindy Juntunen – Vice President, Dr. Chris Kuchler,  
Dr. Paul Kolstoe, Dr. Richard Townsend, Mr. David Schaibley – Board Attorney

I. 12:07 Dr. Adams Larsen called the meeting to order

II. Approval of the Sept. 15th minutes. The minutes were not yet available so this was tabled until our next meeting.

Dr. Adams Larsen revised the order of business to allow that portion of the agenda that required Mr. Schaibley to be given priority.

III. Unfinished Business

a. Complaints:

i. Mr. Oie filed complaints against two psychologists that the Board investigated and dismissed. He now has filed a third complaint, this time alleging that Dr. Lynn Sullivan engaged in further unethical conduct. The Board discussed how to respond and agreed to follow standard procedures in investigating the alleged misconduct. Mr. Oie will be informed of the Board’s decision by Mr. Schaibley, who can explain that there is no appeals process, but that the Board will look into the new information presented via the complaint process.

ii. Mr. Holbach filed previous complaints against psychologists. Those complaints were investigated by the Board and were dismissed. He now has sent a letter “Filing a formal complaint against all members of the North Dakota State Board of Psychologist Examiners”. Attorney Schaibley reviewed the complaint and gave the opinion that the Board lacks authority to review such a complaint.

Dr. Adams Larsen made a motion to instruct the Board Attorney to respond to Mr. Holbach’s letter. The motion was approved by voice vote. The Board has requested that Mr. Schaibley write to Mr. Holbach, informing him that we are not able to act on his complaint.

iii. Dr. Flemmer has not responded to a certified letter (which was signed for) from the Board and the deadline stated in the letter is now past. The Board discussed our options for our next step. It was decided that we would send one more letter to Dr. Flemmer before launching a disciplinary hearing. Dr. Adams Larsen will draft a letter and forward it to our attorney for review prior to the Board Office sending it both certified and via email.

At this point, with the Boards thanks, Mr. Schaibley left the meeting to attend to other business.

IV. New Business
a. Oral Exam Materials: Dr. Cindy Juntunen announced that new Oral Exam materials are ready for review. She requests comments be noted in/on the draft documents and forwarded to the Board Office no later than Oct. 1, 2013. She will compile as Oral Exam Coordinator.

b. Election of Board Officers:
   i. President: Dr. Juntunen nominated Dr. Adams Larsen. There were no other nominations and Dr. Adams Larsen was elected by acclamation.
   ii. Vice President: Dr. Adams Larsen nominated Dr. Juntunen. There were no other nominations and Dr. Juntunen was elected by acclamation.

c. Licensure Application Updates
   i. LABAS: Some candidates remain “in process” but have been inactive for some time. The Board does not know whether those applicants will complete the licensure process.
   ii. RABAS: There are five candidates for Registration. Dr. Adams Larsen asked whether it would be acceptable to partner each of the Board members with one psychologist who has started training to assist the Board with licensure reviews, and to assign each pair with one of the five applicants. Dr. Kuchler asked to be exempted because of conflicts in her schedule. Dr. Adams Larsen agreed to take two, Brandie Kading and Steve Summers, Dr. Kolstoe agreed to take Lindsey Heilman-Lindsey, Dr. Townsend agreed to take Brandon Germain, and Dr. Juntunen agreed to take Luke England. Partners for the review will be assigned in the near future by the Board Office.

d. CE Approvals: 6th Annual Chair Summit – Master Class for Neuroscience Professional Development (submitted by Dr. Robert Gulkin)

Dr. Juntunen moved to approve the 6th Annual Chair Summit. The motion was approved by voice vote.

V. Other Business:
   a. Schedule for next meeting: Dr. Adams Larsen noted that the next meeting is scheduled for a date and time that would make attendance impossible for some Board members. She recommended that the next meeting be rescheduled to October 28th. Not all Board members were sure of their attendance and Dr. Adams Larsen will instead send out a scheduling inquiry to Board Members.

   b. Letter of Inquiry from Citizens Commission on Human Rights International: The Board has received a letter requesting information based on the state’s Open Records Act. Possible responses, and the definition of a “record” were discussed, as were the Board’s options for responding. We will seek clarification from Mr. Schaibley.

There being no further business before the Board, Dr. Adams Larsen adjourned the meeting at 1:01p.

Respectfully Submitted by
Richard B. Townsend, Ed.D.
Board Member and Secretary for this meeting

Next Board Meetings (noon CT): October 21, November 18, Dec 16. 2014: January 20, February 17, March 17, April 21, May 19, June 16, July 2
ND State Board of Psychologist Examiners  
Teleconference Agenda  
October 22, 2013 @ 12noon-1:15pm CST  
Originating from: 2100 S. Columbia Road, Suite 202 - Grand Forks - 58201

MINUTES

1. Call to Order: Dr. Adams Larsen called the meeting to order at 12:03 pm  
   i. Attendance: Dr. Adams Larsen, Dr. Juntunen, Dr. Townsend, Mr. Schaibley
2. Selection of Secretary: Dr. Juntunen
3. Approval of Minutes  
   i. September 15, 2013: Dr. Townsend moved to approve; approval unanimous  
   ii. September 16, 2013: Dr. Townsend moved to approve; approval unanimous
4. Dr. Kolstoe joined the meeting at 12:06 pm
5. Unfinished Business  
   a. Mr. Schaibley – updates re: Oie, Holmbach, and Corman  
      a. Mr. Schaibley will be sending Mr. Holmbach a letter informing him that his complaint is  
         beyond the scope of the Board to review.  
      b. Mr. Schaibley provided options for addressing letter received from Mr. Corman. Brief  
         discussion ensued. Mr. Schaibley will send a letter acknowledging receipt of letter and  
         action of forwarding the letter to the Board.  
      c. Mr. Schaibley reviewed most recent letters from Mr. Oie.  
         i. Dr. Adams Larsen moved to submit a letter to Mr. Oie from the Board office in  
            response to the 8.19.13 and 9.4.13 complaints. The Board office will also send a  
            notice to Dr. Peterson notifying her that the Board expects to dismiss the  
            complaints and giving her an opportunity to respond, pursuant to ND CC  
            43.32.27.1, subsection 1. Motion passed unanimously.
   b. 2nd Complaints/Responses – Dr. Peterson and Dr. Sullivan (Oie)  
      a. Review of Dr. Peterson's response was tabled pursuant to motion passed in S.b.i  
      b. Dr. Juntunen made a motion to dismiss the complaint against Dr. Sullivan. Role call vote:  
         Dr. Juntunen, yes; Dr. Townsend, yes; Dr. Adams Larsen, yes; Dr. Kolstoe, yes. Unanimous  
         vote of those present to dismiss the complaint. Mr. Schaibley will send a letter notifying  
         Mr. Oie.
   c. Complaint against Dr. Flemmer – update  
      a. Dr. Flemmer did not respond to the certified letter nor email sent to him by the Board  
         office. The date for a response has expired. Mr. Schaibley will conduct an analysis of the  
         existing file and make a recommendation to the Board for further action.

Dr. Townsend left the meeting at 12:53 pm

D. Applications:  
   a. Discussion tabled to next meeting, pending further examination of applications.  
      i. RABA  
         1. England  
         2. Germain

NDSBPE Meeting Minutes – October 22, 2013
3. Heilman-Lindsey
4. Kading
5. Summers
6. Larson
ii. LABA
   1. Ternes
   a. Follow-up on DPI conversation – Mr. Schaibley
      a. Mr. Schaibley provided a brief update. He will visit further with Dr. Adams Larsen in order to more fully address in upcoming meeting.
   b. Update on state email domain and digital storage (Dr. Adams Larsen):
      a. Discussion tabled until next meeting
6. New Business
   i. Applications for Limited Practice
      i. Dr. DeMarco: Tabled until next meeting
      ii. Dr. Buening: Board office will request more information about the nature of services to be provided.
   ii. Inquiries: Tabled until next meeting
      i. Regarding de-identifying information
      ii. Regarding billing E&M services
   iii. Continuing Education Program Approval Requests: Dr. Kolstoe moved to approve the Continuing Education requests submitted as written, with the exception of the Psychological Trauma, Eating Disorders and Other Self-Damaging Behaviors. That request will be approved for 5.5 hours of CEU, rather than requested 6.6 hours. Motion passed unanimously.
      i. ND Fall 2013 Behavioral Health Conference (submitted by Lisa McNamara, NDSU-DCE) – on Sept. 3-5, 2013 – 19.5 hrs.
      ii. "I'm Not Crazy" Understanding Refugees' Stress-related Issues and the Difficult Cycle of Cultural Adjustment (submitted by Angela Rortvedt, SEHSC, Fargo) – on Nov. 1, 2012 – 1 hr.
7. Other Business
8. Adjourn: Dr. Adams Larsen adjourned the meeting at 1:14 pm

Next Board Meetings 2013 (noon CT – 1:15pm): November 18, Dec 16.

2014: January 20, February 17, March 17, April 21, May 19, June 16, July 21, Board Retreat August 17-18, September 15, October 20
ND State Board of Psychologist Examiners
Teleconference Agenda
November 4, 2013 @ 9:00 AM CDT

Originating from: UND – Dept. of Counseling Psychology
231 Centennial Drive, Stop 8255 – Education 31B, Grand Forks, ND

Minutes - ORAL EXAMS

1. Call to Order at 9:02 am by Dr. Juntunen, presiding.
2. Present are Drs. Juntunen, Kolstoe, Kuchler & Townsend
3. Selection of Exam Items was added to the Oral Exam Schedule list
4. THE NEXT ITEM ON THE AGENDA IS ORAL EXAMS. This item must be conducted in executive session, pursuant to NDCC 44-04-18.8.

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 10:00 am.

Administration of Oral exams:
9:05 am    Dr. Allison Looby-DeYoung
9:30 am    Dr. Robyn Maley

Board left executive session at 9:55 am
a. Dr. Allison Looby-DeYoung: Dr. Townsend moved to pass. Roll call vote: Dr. Kuchler, yes; Dr. Kolstoe, yes; Dr. Townsend, yes; Dr. Juntunen, yes.
   Dr. Looby-DeYoung passed the oral exam.

b. Dr. Robyn Maley: Dr. Townsend moved to pass. Roll call vote: Dr. Kolstoe, yes; Dr. Townsend, yes; Dr. Juntunen, yes; Dr. Kuchler, yes.
   Dr. Maley passed the oral exam.

The Board re-entered executive session, pursuant to NDCC 44-04-18.8, at 10:02 am.
Administration of Oral exams:
10:05 am    Dr. Kyle DeYoung
10:35 am    Dr. Robert Dvorak

Board left executive session at 11:03 am.

c. Dr. Kyle DeYoung: Dr. Kuchler moved to pass. Roll call vote: Tr. Townsend, yes; Dr. Juntunen, yes; Dr. Kuchler, yes; Dr. Kolstoe, yes.
   Dr. DeYoung passed the oral exam.

d. Dr. Robert Dvorak: Dr. Kolstoe moved to pass. Roll call vote: Dr. Juntunen, yes; Dr. Kuchler, yes; Dr. Kolstoe, yes. Dr. Townsend, yes.
   Dvorak passed the oral exam.

The Board re-entered executive session, pursuant to NDCC 44-04-18.8, at 11:05 am.
Administration of Oral exams:
11:05 am    Dr. Marie LePeltier
11:35 am    Dr. Lea Berentson

Board leaves executive session at 12:06 pm.

e. Dr. Marie LePeltier: Dr. Townsend moved to pass. Roll call vote: Dr. Kuchler, no; Dr. Kolstoe, no; Dr. Townsend, no; Dr. Juntunen, no.
   LePeltier has not passed the oral exam.

f. Dr. Lea Berentson: Dr. Kuchler moved to pass. Roll call vote: Dr. Kolstoe, yes; Dr. Townsend, yes; Dr. Juntunen, yes, Dr. Kuchler, yes.
   Berentson passed the oral exam.

Dr. Townsend left the meeting at 12:08 pm.

The Board re-entered executive session, pursuant to NDCC 44-04-18.8, at 12:11 pm.
Administration of Oral exams:
12:12 am    Dr. Justin Boseck

Board leaves executive session at 12:37 pm.

g. Dr. Justin Boseck: Dr. Kolstoe moved to pass. Roll call vote: Dr. Juntunen, yes; Dr. Kuchler, yes; Dr. Kolstoe, yes.
   Boseck passed the oral exam.

5. Adjourned at 12:38 pm.

Next Board Meetings (noon CT): November 18, Dec 16. 2014: January 20, February 17, March 17, April 21, May 19, June 16, July 2
ND State Board of Psychologist Examiners
Teleconference Agenda
November 5, 2013 @ 8:30 AM CDT

Originating from: 2100 S. Columbia Rd – Suite 202 - Grand Forks, ND

Minutes - ORAL EXAMS

1. Call to Order - Dr. Margo Adams Larsen called the meeting to order at 8:33am. In attendance were Dr. Cindy Juntunen (Vice President), Dr. Richard Townsend, and Dr. Margo Adams Larsen (Presiding).

2. Selection of Exam Items are noted below.

   THE NEXT ITEM ON THE AGENDA IS ORAL EXAMS. This item must be conducted in executive session. 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 the administration of Oral Examinations. At this time, we will convene in executive session. The minutes will show that the executive session began at 8:34am and was attended by: Dr. Juntunen, Dr. Townsend, Dr. Adams Larsen and the candidates at the times noted below.

3. Oral Exams
   a. 8:30 am - Dr. Desiree Zielke (set 2) – entered at 8:34a exited at 8:55a.
   b. 9:00 am - Dr. Jeri Azure (set 3) – entered at 9:00a exited at 9:54a.

   The minutes will show that the executive session was adjourned at 10:08a. The public was invited to return to the meeting room and we are back in open session.

4. Roll Call Vote
   a. Dr. Townsend moved to approve Dr. Zielke in passing the oral exam. ROLL CALL VOTE: Dr. Juntunen – yes, Dr. Townsend – yes, Dr. Adams Larsen – yes. Dr. Zielke will be informed of passing the oral exam.
   b. Dr. Townsend moved to approve Dr. Azure in passing the oral exam. ROLL CALL VOTE: Dr. Townsend – no, Dr. Adams Larsen – no, Dr. Juntunen – no. Dr. Azure will be informed of retakes in January.

5. Adjourn – Dr. Adams Larsen moved to adjourn the meeting at 10:13am.

Next Board Meetings (noon CT): November 18, Dec 16. 2014: January 20, February 17, March 17, April 21, May 19, June 16, July 2
North Dakota State Board of Psychologist Examiners
Teleconference Meeting
November 18, 2013 – 12 Noon
Originating from 2100 S. Columbia Rd., Suite 202 in Grand Forks

MINUTES

Attending at Call to Order: Dr. Margo Adams Larsen - Presiding, Dr. Cindy Juntunen (Vice President), Dr. Chris Kuchler, Dr. Paul Kolstoe, Dr. Richard Townsend, Mr. David Schaibley – Board Attorney

I. 12:02 Dr. Adams Larsen called the meeting to order and thanks Dr. Townsend for recording the minutes for this meeting.

II. Approval of the October 22, November 4 & November 5 Minutes: Dr. Kuchler recused herself from the 10/22 and 11/5 votes because she was not present at those meetings and Dr. Adams Larsen recused herself from the 11/4 vote for the same reason. Dr. Juntunen moved to approve the minutes and the motion was carried by voice vote.

At 12:05 Dr. Kolstoe joined the meeting.

III. Unfinished Business
   a. Dr. Adams Larsen moved item c of the agenda forward because a decision on that item would be relevant to other items.
      i. Attorney Schaibley gave a legal opinion regarding “grandfathering” for LABA and RABA applicants based on residential status and employment in North Dakota. That interpretation, as understood and accepted by the Board, required that an applicant’s place of employment be in North Dakota.
   b. Applications:
      i. Limited Practice:
         1. Dr. DeMarco: No motion made, however, discussion leads the board to request more information about when, where, and nature of the therapy relationships that Dr. DeMarco is requesting the Limited Practice Application for.
         2. Dr. Bruenning: Dr. Adams Larsen moved to accept application but later withdrew the motion following discussion. The Board reviewed Dr. Bruenning’s response to Board queries and the response suggested that he would prefer to withdraw his application rather than give the requested information. The Board also reviewed a letter sent to the Board from a client. The Board requested that Mr. Schaibley send a letter to Dr. Bruenning outlining the statutory basis for our questions. We also requested that a different letter be sent to the client, expressing the Board’s thanks for the letter and briefly explaining the status of the application.
3. Dr. King: Dr. Kuchler moved to approve the application. After brief discussion Dr. Adams Larsen called a roll call vote.
   a. Dr. Kuchler – yes; Dr. Juntunen – yes; Dr. Townsend – yes; Dr. Kolstoe – yes; Dr. Adams Larsen – yes. Approved

ii. RABA Applications

1. England: Dr. Juntunen moved to approve application for Registered ABA. Dr. Adams Larsen called a roll call vote;
   a. Dr. Juntunen – yes; Dr. Townsend – yes; Dr. Kolstoe – yes; Dr. Adams Larsen – yes; Dr. Kuchler – yes. Approved.

2. Germain: Dr. Townsend moved to approve application for Registered ABA. Dr. Adams Larsen called a roll call vote;
   a. Dr. Townsend – yes; Dr. Kolstoe – yes; Dr. Adams Larsen – yes; Dr. Kuchler – yes; Dr. Juntunen – yes. Approved.

3. Heilman-Lindsey: Dr. Kolstoe moved to approve application for Registered ABA. Dr. Adams Larsen called a roll call vote;
   a. Dr. Adams Larsen – no; Dr. Kuchler – no; Dr. Juntunen – no; Dr. Townsend – no; Dr. Kolstoe – no. Motion failed.
   i. Mr. Schaeibly will write a letter along with the notice inviting applicant to apply under criteria other than Grandfathering.

4. Kading: Dr. Kolstoe moved to approve application for Registered ABA. Dr. Adams Larsen called a roll call vote;
   a. Dr. Kolstoe – no; Dr. Juntunen – no; Dr. Townsend – no; Dr. Kolstoe – no; Dr. Adams Larsen – no. Motion failed.
   i. Mr. Schaeibly will write a letter along with the notice inviting applicant to apply under criteria other than Grandfathering.

5. Summers: Dr. Adams Larsen moved to approve application for Registered ABA. Dr. Adams Larsen moved to approve and called for a roll call vote:
   a. Dr. Juntunen – yes; Dr. Townsend – yes; Dr. Kolstoe – yes; Dr. Adams Larsen – yes; Dr. Kuchler – yes. Approved

6. Larson: Dr. Adams Larsen moved to approve application for Registered ABA. Dr. Adams Larsen called a roll call vote;
   a. Dr. Kuchler – no; Dr. Juntunen – no; Dr. Townsend – no; Dr. Kolstoe – no; Dr. Adams Larsen – no. Motion failed.
   i. Mr. Schaeibly will write a letter along with the notice inviting applicant to apply under criteria other than Grandfathering.

iii. LABA Application

1. Ternes: Dr. Townsend moved to approve application for Licensed ABA. Dr. Adams Larsen called a roll call vote. Dr. Kuchler recused herself from the vote.
   a. Dr. Juntunen – yes; Dr. Townsend – yes; Dr. Kolstoe – yes; Dr. Adams Larsen – yes. Approved.

iv. Psychologist Application
1. Dr. Achilleoudes: Dr. Kuchler moved to approve to sit for the Oral Exam pending receipt of two additional endorsements. Dr. Adams Larsen called a roll call vote:
   a. Dr. Townsend – yes; Dr. Kolstoe – yes; Dr. Adams Larsen – yes; Dr. Kuchler – yes; Dr. Juntunen – yes. Approved

c. Updates from Mr. Schaibley
   i. Letters the Board had requested Mr. Schaibley to send to complainants have been sent.
   ii. Dr. Peterson: Reviewed two letters of complaint sent by Mr. Oie, and the response supplied by Dr. Peterson. Dr. Townsend moved to dismiss the complaint against Dr. Peterson. Dr. Adams Larsen called a roll call vote.
      1. Dr. Kolstoe - yes; Dr. Adams Larsen – yes; Dr. Kuchler – yes; Dr. Juntunen – yes; Dr. Townsend – yes. Approved – complaint dismissed.
   iii. Dr. Flemmer: Mr. Schaibley is continuing to evaluate the Board’s options and obligations.

IV. New Business
   a. Continuing Education Requests: Dr. Townsend moved to approve the five outstanding CE requests including the ABAI Conference in May requested by Christine Deaver, Supervision Training requested by Christine Deaver, From Resistance to Relationship requested by Dr. Heidi Paulson; Presentation on the use of the Skills System requested by Dr. Heidi Paulson; and the 2012 Assistive Technology & Parent Involvement Conference requested by Dr. Heidi Paulson. Dr. Adams Larsen called a voice vote. Approved.
   b. Extension Requests: Dr. Kuchler moved to grant Dr. Swan-Kremeier and Dr. Link 30 day extensions for completion of their Continuing Education requirements, however, these will not be able to count toward the next reporting cycle and will result in an automatic audit of CEs for this reporting year and future years. Dr. Adams Larsen called a voice vote. Approved.
   c. Upcoming Oral Exams: Dr. Juntunen stated that the next planned oral exam date is in January. One candidate for licensure needs an oral exam prior to the end of this year so she will try to get a one hour meeting arranged. She will send a Doodle query to Board members to find a viable hour.
   d. Dr. Adams Larsen stated that she is continuing to seek information from the state on use of the state email and digital repository.

At 1:09 Dr. Adams Larsen adjourned this Board meeting after tabling the remaining items to the next meeting.

Respectfully Submitted
Richard B. Townsend, Ed.D.
Board Member and Secretary for this meeting

Next Board Meetings (noon CT): Dec 16, 2014: January 20, February 17, March 17, April 21, May 19, June 16, July 2
ND State Board of Psychologist Examiners
Teleconference Agenda
December 3, 2013 @ 11:00 AM CDT

Originating from: 2100 S. Columbia Road, Suite 202, Grand Forks, ND

ORAL EXAM MINUTES

1. Dr. Adams Larsen called the meeting to order at 11:07am. Attending were: Dr. Christine Kuchler, Dr. Richard Townsend, Dr. Paul Kolstoe, and Dr. Adams Larsen (presiding, and recording minutes).

2. Selection of Exam Items – set 2 was selected for this oral exam.

THE ONLY ITEM ON THE AGENDA IS AN ORAL EXAM. This item must be conducted in executive session. The legal authority for closing this portion of the meeting is North Dakota Century Code section(s) 44-04-18.8. The topic or purpose of this executive session is administration of the Oral Exam. 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 11:35am. The minutes will show that the executive session began at 11:09am and was attended by: Dr. Kuchler, Dr. Townsend, Dr. Kolstoe, Dr. Adams Larsen, and the examinee listed below.

Oral Exam of Dr. Jeri Azure

The minutes will show that the executive session was adjourned at 11:59am. The public has been invited to return to the meeting room and we returned to open session.

3. Dr. Kuchler moved to pass Dr. Azure on completion of her oral exam. Roll call vote was taken: Dr. Kuchler – yes, Dr. Townsend – yes, Dr. Adams Larsen – yes, Dr. Kolstoe – yes. A majority of the board vote is required to pass the oral exam, and as noted, Dr. Azure passed the oral exam. Dr. Adams Larsen will call to inform Dr. Azure of this.

4. Dr. Adams Larsen adjourned the meeting at 12:01pm.

Minutes respectfully submitted by
Dr. Margo Adams Larsen, President

Next Board Meetings (noon CT): Dec 16. 2014: January 20, February 17, March 17, April 21, May 19, June 16, July 2
ND State Board of Psychologist Examiners
Teleconference
December 16, 2013 @ 12noon-1:15 pm CST
Originating from:
2100 S. Columbia Road, Suite 202 – Grand Forks

MINUTES

1) Call to Order; selection of Secretary –
   a) 12:05 pm by President Margo Adams Larsen
   b) Present: Dr. Kuchler, Dr. Adams Larsen, Dr. Kolstoe by conference call
   c) Absent: Dr. Townsend, Dr. Juntunen

2) Approval of Minutes
   a) November 18, 2013
      i) Correction on 3a - Mr. Schaibley will mail letters, not Dr. Kolstoe
      ii) Dr. Kuchler moved to approve
      iii) Approved with corrections
   b) December 4, 2013 Oral Exam
      i) Dr. Kuchler moved to approve
      ii) Approved with corrections

3) Board Attorney updates
   i) Subpoena for board records
      (1) Reviewed the status of a subpoena received by the Board Office, and the Attorney
          General response
   ii) Ongoing matters
      (1) Complaint – a letter was returned with the wrong address and this has been resent
      (2) Dr. Buening – limited practice – has withdrawn his application – Dr. Adams Larsen will
          draft an informational email.

4) Unfinished Business
   a) Applications
      i) Limited Practice
         (1) Dr. DeMarco
            (a) Letter in reply to inquiry addressed the concerns expressed directly.
            (b) Letter of approval drafted by Mr. Shaibley will include language reflecting
                expectations of being aware and reconciling jurisdictional reporting requirements
                and the level of confidentiality required by HIPAA of the technology used
            (c) Motion by Dr. Adams Larsen – Dr. Adams Larsen = Yes, Dr. Kolstoe = Yes, Dr. Kuchler
                = Yes. Motion Passed.
   b) Complaints
      i) Flemmer
         (1) Ongoing investigation
      ii) Incomplete application and MN stipulation order
         (1) Letter to be drafted by Dr. Adams Larsen from the Board Office indicating deadline to
             complete application process before the Board will no longer consider.
      iii) GF Herald Article
(1) Dr. Kuchler moved to request Mr. Shaibley to seek an explanation from Mr. Ackley clarifying how the practice described in the GF Herald Article of November 25, 2013 is not the practice of psychology.
(2) All members voted in favor.

5) New Business
   a) Board Audit by CPA Schuh – brief discussion; information about presentation at FARBP
      i. Dr. Adams Larsen was asked to participate in a presentation on board self-evaluation, efficiency and responsibility at the end of January.
      ii. Discussion of audit was tabled to meeting where all members are present.
   b) Continuing Ed Extension Requests/Audit Items – plan of action to address this agenda item:
      i. CE Random Selected Audits: LaHaise, Bratton, Owens, DeMolen, Pickett, Gullbert, and Revland (Bennett documents not received)
         a. Meeting Doodle by Kolstoe for follow-up CE meeting this week.
         b. Kolstoe/Townsend will review and refer errant submissions to Board for action on license regarding renewal requirements. If no referrals to that meeting the meeting will be cancelled.
      ii. CE 2013 Extension Request Audits: Dr. Link, Dr. Swan-Kreimer, Dr. Brown
         i. Not received timely but will receive a letter from the board office.
      c) CE Other Audits: Dr. Gregory (CE Extension was requested in 2011)
         i. Action included in Meeting Doodle task above.
   c) Continuing Ed Program Approval Requests –
      i. tabled to January 2014

6) Other Unfinished Business
   a) Inquiries – please be prepared to quickly provide feedback on response drafts
      i) De-identifying info (email from November 18, 2014)
         (1) Letter from President reviewed and approved, and will be sent out from Board Office.
      ii) Billing of E&M services
         (1) While activities described are within the scope of practice of psychology, the issue of reimbursement is not within the purview of this board. The letter drafted by Dr. Kuchler will be sent from the Board Office.
   iii) Telemedicine
       (1) Tabled to January
   iv) Clarification on the 3 credits in “ethics, law, or jurisprudence”
       (1) Tabled to January
   v) Consideration of FAQ related to practicing while application is being reviewed
       (1) Tabled to January
   b) Follow-up on state email/digital repository
      (1) No response from the state office as yet

7) Other Business – tabled

8) Adjourn
   (1) Dr. Adams Larsen adjourned the meeting at 1:14 pm

Submitted by
Dr. Paul Kolstoe
With assist by Dr. Margo Adams Larsen

Next Board Meetings (noon CT): 2014: January 20, February 17, March 17, April 21, May 19, June 16, July 2
ND State Board of Psychologist Examiners
Teleconference – Special CE Meeting
December 20, 2013 @ 2 pm CST
Originating from:
2100 S. Columbia Road, Suite 202 – Grand Forks

MINUTES – CE Meeting

1) Call to Order at 2:03pm by Dr. Margo Adams Larsen, presiding. In attendance: Dr. Christine Kuchler, Dr. Cindy Juntunen, and Dr. Paul Kolstoe. Dr. Adams Larsen acted as secretary for meeting as well.
   a) Continuing Education Audits
      i. CE Random Selected Audits – Dr. Kolstoe indicated review showed all listed met expectations.
         Dr. Kolstoe moved to approve the candidates i-vii for renewal. All voted in favor, and renewals will be completed by the board office.
         i. LaHaise
         ii. Bratton
         iii. Owens
         iv. DeMolen
         v. Pickett
         vi. Guilbert
         vii. Revland
      b. CE 2013 Extension Request Audits:
         i. Dr. Link – Dr. Kolstoe moved to approve for renewal given completion of CEs were accomplished and request for extension was met. All voted in favor, board office will send out renewal.
         ii. Dr. Swan-Kreimer – Dr. Kolstoe moved to approve for renewal given completion of CEs were accomplished and request for extension was met. All voted in favor, board office will send out renewal.
         iii. Dr. Brown – Dr. Brown has not met CE requirements. Dr. Kuchler moved to inform Dr. Brown that due to non-compliance with CE requirements (NDAC 66-03-01-06.), his license will not be renewed as of January 1, 2014. Roll Call vote: Dr. Kuchler – yes, Dr. Kolstoe – yes, Dr. Adams Larsen – yes, Dr. Juntunen – yes. The board office will inform Dr. Brown by certified letter, and include the standard template that one cannot practice psychology in ND without a valid license.
      c. CE Other Audits:
         i. Dr. Gregory (CE Extension was requested in 2011) – Dr. Kolstoe moved that if the board office reviews Dr. Gregory’s 2011 and 2013 reports and finds no overlap with the credits completed on the past extension, that renewal may be completed. All voted in favor.

2) Adjourned at 2:27pm

Next Board Meetings (noon CT): 2014: January 20, February 17, March 17, April 21, May 19, June 16, July 2