ND State Board of Psychologist Examiners
January 12, 2015 @ 8:30 AM CDT
Teleconference Originating from:
2100 S. Columbia Road #202 - Grand Forks

Minutes – Oral Exams

1. Call to Order – 8:38 AM by Dr. Margo Adams Larsen, presiding. Dr. Christine Kuchler also present. Dr. Cindy Juntunen joined the call at 8:45am, Dr. Kolstoe joined the call at 8:48am.

2. Discussion of Board Office Items/Updates/Exam procedures –
   a. A clarification question from The PLUS with regard to who can sign off on clinical internship experience/hours. Since DCT is required as an endorser, will respond that it is expected to be the DCT. If not possible that this person is a licensed psychologist or not available to attest, board would need to consider on an individual basis.
   b. Response to Judy Lee’s request to comment on school psychologist (per email received last week). Suggested draft response was reviewed and Dr. Adams Larsen was appointed to provide an email response for the Board.

3. Selection of Exam Items (See below)

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

We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting at approximately 9:30am. The minutes will show that the executive session began at 9:07am and was attended by Dr. Adams Larsen, Dr. Kuchler, Dr. Juntunen, Dr. Kolstoe, and applicant.

   a. Dr. Abraham Bilyeu (2) [Exam site: Dr. Adams Larsen’s Office, Grand Forks], re-entered open session at 9:45am. Dr. Kuchler moved to pass Dr. Bilyeu on oral exam. ROLL CALL VOTE: Dr. Kuchler – pass; Dr. Kolstoe – pass; Dr. Adams Larsen – pass; Dr. Juntunen – pass. Dr. Bilyeu has passed the oral exam. Feedback will be provided.

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

We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting at approximately 10:30am. The minutes will show that the executive session began at 9:49am and was attended by Dr. Adams Larsen, Dr. Kuchler, Dr. Juntunen, Dr. Kolstoe, and applicants (individually). The board ended executive session at 11:08.

b. 9:49 am – Dr. Sara Durbin (1) (Exam Site: Dr. Kuchler’s Office, Bismarck). Left meeting at 10:18am. Dr. Adams Larsen moved to pass Dr. Durbin on oral exam. ROLL CALL VOTE: Dr. Kolstoe – pass; Dr. Adams Larsen – pass; Dr. Juntunen – pass; Dr. Kuchler – pass. Dr. Durbin has passed the oral exam.

c. 10:20 am – Dr. Nova Griffith (3) (Exam Site: Dr. Kuchler’s Office, Bismarck). Left meeting at 11:00am. Dr. Juntunen moved to pass Dr. Griffith on oral exam. ROLL CALL VOTE: Dr. Adams Larsen – fail; Dr. Juntunen – fail; Dr. Kuchler – fail; Dr. Kolstoe – fail. Dr. Griffith failed the oral exam. Feedback will be provided, including strong recommendation to seek collaboration with a ND licensed psychologist if practicing in ND on limited practice certificate.

PK left meeting at 11:11am. Members took a brief recess and returned 11:15am.

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

We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting at approximately 11:55am. The minutes will show that the executive session began at 11:19am and was attended by Dr. Adams Larsen, Dr. Kuchler, Dr. Juntunen, Dr. Kolstoe, and applicants (individually).

d. 11:19 am – Holly Johnson, ABA (re-ordered set 1) (Exam Site: Dr. Kuchler’s Office, Bismarck). Left meeting at 11:49am. Ended executive session at 11:52am. Dr. Juntunen moves to approve Ms. Johnson on oral exam. ROLL CALL VOTE: Dr. Juntunen – pass; Dr. Kuchler – pass; Dr. Adams Larsen – pass. Ms. Johnson passes the oral exam.

5. Adjourned at 11:55am.

Submitted by Dr. Margo Adams Larsen
ND State Board of Psychologist Examiners
Teleconference Agenda
January 19, 2015 @ 12noon-1:15pm CST
Originating from: 2100 S. Columbia Rd. Suite 202 – Grand Forks

Minutes

1. Dr. Adams Larsen called the meeting to Order at 12:02 pm - Welcome Dr. Aasen – Introductions
   i. Margo Adams Larsen - President
   ii. Cindy Juntunen – Vice President – Coordinate Oral Exams, Academic Representative
   iii. Christine Kuchler – Member – Past President – Senior member longevity (20+ years)
       i. Designated Investigator Lead
   iv. Paul Kolstoe – Member – Continuing Education
   v. David Schaibley – Office of Attorney General for NDSBoPE (and some other boards)
   vi. Paulette Aasen – Newest Member – Bismarck area
2. Attendance: Dr. Adams Larsen, Dr. Paulette Aasen, Dr. Paul Kolstoe, Dr. Christine Kuchler, Dr. Cindy Juntunen, Dave Schaibley, Excused: None
3. Approval of Minutes
   a. December 15, 2014 - amended
   b. December 22, 2014 Special Meeting - amended
   d. Motion – Dr. Kuchler: Approve Minutes of 12/15/14, 12/22/14, and 1/12/15 with amendments – Passed unanimous voice vote. Located in the Drop Box with name Amended included.
4. Unfinished Business
   i. Complaints
      i. Ertelt (Schaibley) – Settlement offer has been extended, awaiting response.
      ii. Flemmer - no update
   ii. Legislative Items
      i. Review of proposed drafts from Dr. Fehr – request for testimony
         1. HB1274 – Amend Licensure law and require education (fiscal note)
            a. Motion by Dr. Adams Larsen to support with provisions to support practice of ABA by psychologists, remove reference by ASPPB accredited programs, clarify language to enable ABA’s to have a residency with a supervisor. Pass voice vote, none opposed.
         2. HB1272 – Medical Psychologist
            a. Motion by Dr. Kuchler to support bill HB1272 relating to (prescribing) medical psychologists. Voice vote passed, none opposed.
         3. HB1048 – Create licensure procedure efficiencies across boards
            a. Concerns expressed to authors that funding is not provided to the State Board of Psychologist Examiners to cover mandated operational costs proposed in bill.
b. Support bill HB1048 given funding to enable the State Board of Psychologist Examiners to oppose bill HB1048 on grounds that it is too vague to address such diverse disciplines included, 30 days is an unreasonable time period given written and oral exams must be accomplished, no finances to comply with health council research and representation time.

iii. Pending Applications
   i. Dr. Sharer-Mohatt – updated endorsements received from PLUS
      1. Deferred until next meeting, next Oral exam is in April, 2015.
   ii. Dr. Gillis – pending information from Dr. Gillis – Deferred.
   iii. Dr. Ochsendorf – new information in dropbox file – Deferred.

iv. FARF Forum travel (Adams Larsen)

v. Inquiries Deferred
   i. Academician application and what hours count toward licensure – preparation of an FAQ
   ii. Telepsychology FAQ for final approval
   iii. Boseck (Kuchler) – updated information in complaints folder in dropbox

vi. Board Office Items - Deferred
   i. ABA Oral Exam Pool (Adams Larsen) – no update
   ii. Procedures Manual – tabled to next meeting
   iii. Mission Statement Development – tabled discussion to next meeting
   iv. Bonding – tabled discussion to next meeting
   v. Marketing/Outreach strategies – tabled for committee work

5. New Business
   i. Applications
      i. Limited Practice – Dr. Karen Campbell
         1. Do not have a Minnesota License verification on file as yet, awaiting completion
      ii. EPPP – Dr. Tara Kraft
         1. Tabled until next meeting.
      iii. ORAL - Deferred until next meeting, Next oral exam is April 2015.
         1. Dr. Anthony Odland
         2. Ms. Katie Olson (LABA)
   ii. Board Office
      i. Ratify licenses/registrations/exempt status that were renewed (See 2015 lists in Dropbox)
         1. Ratified with no objection
      ii. Non-renewals reviewed/noted
      iii. Ratify licenses granted since last meeting (Dr. Carlson, Dr. Wise) Ratified with no objections
      iv. CEUs completed/updated for Board review and approval – Dr. Eaton, Dr. Hay, Dr. McDonald
         1. Two members to separately review for acceptance, reporting to the Executive Secretary. Upon satisfactory administrative report release approvals.
   v. Return to committee processes (Applications/Exams, CE, Complaints, inquiries, Newsletter/Website/Legislative) - Tabled
   vi. Financials – please review in dropbox - Tabled
vii. Travel planning for year – ASPPB Spring/Fall; FARB Spring/Fall – submit travel interests to Board office.

viii. Audit planning for audit period (July 2013 – June 2015) Deferred

ix. VA psychology Resident (tabled discussion for next meeting) - Deferred

iii. Complaints – no new items

iv. CE – tabled to next meeting

v. Inquiries – no new items

6. Other Business Arising

7. Adjourn – 1:15 pm

Minutes by Paul D. Kolstoe, PhD

Next Board Meetings (noon CT to 1:15pm): Feb. 16, Mar 16, Apr 20, May 18, Jun 15, Jul 20, Board Retreat Aug 27-28 in Bismarck, Sep 21, Oct 19, Nov 16, Dec 21, Jan 11, 2016, Feb 8 or 22?

Oral Exams: April 13, July 13, October 12, January 18, 2016
1. Dr. Adams Larsen called the meeting to order at 12:08 pm
2. Attending: Dr. Adams Larsen, Dr. Juntunen, Dr. Kolstoe. Absent with regrets: Dr. Kuchler, Mr. Schaibley
3. Announcement: The Board Office will be closed for a few days due to illness. The public will be notified that delays are to be expected.
4. Approval of Minutes
   a. January 19, 2015. Dr. Adams Larsen moved to approve. Motion passed.
5. Unfinished Business
   i. Complaints
      i. Flemmer - Dr. Adams Larsen reported that no new information is available.
      Dr. Aasen joined the meeting at 12:18 pm.
   ii. Ertelt (Schaibley)
       1. The Board will discuss with Mr. Schaibley the inadequacies of the response of Dr. Ertelt via his attorney, the option to re-offer the original settlement agreement, and then discuss future steps that may be necessary.
   ii. Pending Applications
      i. Dr. Gillis (EPPP) – Dr. Juntunen moved to approve Dr. Gillis for the EPPP. Roll call vote: Dr. Juntunen, yes; Dr. Kolstoe, yes; Dr. Adams Larsen, yes; Dr. Aasen, yes. Unanimous vote in favor.
      ii. Dr. Ochsendorf (Oral) – Dr. Ochsendorf did reply to Board query in January, 2015. Board office has informed her that she needs to get all information completed in Board office by March 12, 2015. If not complete by that time, Dr. Ochsendorf will be informed that she needs to re-apply through the PLUS system.
      iii. Dr. Sharer-Mohatt (Oral) – The appropriate endorsements have been received from PLUS. Dr. Adams Larsen moved to approve for the Oral Exam. Roll call vote: Dr. Kolstoe, yes; Dr. Adams Larsen, yes; Dr. Aasen, yes; Dr. Juntunen, yes. Unanimous vote in favor; Dr. Sharer-Mohatt will be notified she can take the oral exam in April, 2015.
   iii. Inquiries
      i. Academician application and what hours count toward licensure – The Applications and Exams committee will present a draft for the next meeting.
      ii. Telepsychology FAQ for final approval: Dr. Juntunen moved to approve the FAQ. The motion passed.
      iii. Boseck (Kuchler) - Dr. Boseck has supplied some of the requested information. He does still need to provide a signed ROI for health records since on or about
11/20/14, and have his current employer send the Board documentation of continued satisfactory job performance for the first two quarters of 2015.

iv. Legislative Item – Updates (Kolstoel)
   i. Bill 1272
   ii. Bill 1274
   iii. Bill 1048

5. New Business
   i. Board Office
      i. Ratified licenses granted in past two months - Dr. Gillian A. G. Freeborn (LP), Dr. Abraham J. Bilyeu (LP), Ms. Holly E. Johnson (LABA).
      ii. Financials – Updated information is available.
      iii. Travel planning for year –
         1. ASPPB Spring (April 16-19 – Atlanta): Dr. Kolstoel will try to attend; Dr. Junturnen will check.
         2. ASPPB Fall (October 7-11 – Phoenix): Dr. Aasen will plan to attend, Dr. Adams Larsen will plan to attend.
         3. FARF Spring (Jan 21-26 – Tuscon) – MAL attended.
         4. FARF Fall (October 1-4 – Denver)
         5. CLEAR (Sept 2015)

Dr. Kolstoel moved to approve expenses for the following proposed travel budget: two members to attend Spring ASPPPB, three for Fall ASPPB, one meeting travel costs for Mr. Schaibley, Dr. Kuchler’s travel to CLEAR, and flight costs for January FARF training.
Motion passed unanimously.

iv. Audit planning for audit period (July 2013 – June 2015)
   v. VA psychology Resident (discussion for MARCH meeting)
   vi. Procedures Manual (MARCH meeting)
   vii. Bonding (MARCH meeting)

7. Board will move toward having work completed by Board Committees, as identified below, which will then submit items for a a Consent Agenda.
   i. Applications/Exam Committee (Adams Larsen/Juntunen)
      i. Limited Practice
         1. Dr. Karen Campbell – (waiting for MN Lic. Verif. and Mr. Schaibley to comment on requested practice)
         2. Dr. Donald Preussler
      ii. EPPP – Dr. Tara Kraft (Updated information from PLUS in Dropbox)
      iii. ORAL
         1. Dr. Anthony Odland
         2. Ms. Katie Olson (LABA)
         3. Toby Hidre (LABA)
   iv. ABA Oral Exam Pool Consultant (Adams Larsen – no update)
   ii. Complaints Committee (Kuchler/Aasen) – no new complaints
   iii. CE (Kolstoel/Aasen)
      i. CE – update procedures manual to reflect the approval of CE audits by two members independently in agreement and returned to board secretary – who can issue renewal.
      ii. CE Approval Requests
2. Review of Geriatric Mental Health Care: The 4 D's – depression, dementia, delirium, and driving (Dr. Casey Lawler, Dr. Angela Rortvedt) Dec. 2, 2014 – 5 hrs.
3. The Integrated & Coordinated Approach to Sexual Misconduct:
   Understanding the Intersection of Title IX, the Clery Act, and the Violence Against Women Act (Dr. Kenneth Carlson) Feb. 3-4, 2015 – 8 hrs.
iv. Inquiries (Juntunen/Aasen)
   i. Dr. Valette indication of Telehealth – need to clarify limited practice and telehealth requirements
v. Newsletter/Website/Marketing (Kolstoe/Adams Larsen)
   i. Mission Statement Development (MARCH meeting)
8. Other Business Arising
5. Meeting was adjourned at 1:35 pm

Next Board Meetings (noon CT to 1:15pm): Mar 16, Apr 20, May 18, Jun 15, Jul 20, Board Retreat Aug 27-28 in Bismarck, Sep 21, Oct 19, Nov 16, Dec 21, Jan 11, 2016, Feb 8 or 22?

Oral Exams: April 13, July 13, October 12, January 18, 2016
Applications Committee Teleconference
Tuesday, March 3, 2015 – 10:30 AM
Originating from:
UND Dept of Counseling & Community Service
231 Centennial Drive, Education 31B, Grand Forks, ND

MINUTES

1. Call meeting to order @ 10:39am. Attending: Dr. Adams Larsen and Dr. Juntunen

2. Review of applications committee process – Committee discussed the plan for these minutes to be reviewed by the entire board for approval at the next board meeting, and that action on the content of these minutes would take place after board approval, unless otherwise noted. Meetings were planned for the next two months to permit the consent agenda and minutes review process in a timely manner: April 10th @ noon, May 8th @ noon.

3. Applications
   a. Limited Practice
      i. Dr. Karen Campbell – has applied for Limited Practice Certificate which permits the in person practice of psychology in North Dakota based on her Minnesota license. This is a certificate of limited practice and is not a license to practice. Based on section A of her LPC application, Dr. Campbell’s intended practice would actually require she be licensed in ND, if she were to use HIPAA compliant means. She is requesting a LPC to provide services to citizens in another jurisdiction. Dr. Juntunen moved to recommend the full board deny her request for LPC because the intended practice requires a full license. Roll Call Vote: Dr. Juntunen – yes, Dr. Adams Larsen - yes. Recommendation to deny Dr. Karen Campbell’s Limited Practice Certificate application.

      ii. Dr. Donald Preussler – has applied for Limited Practice Certificate which permits the in person practice of psychology in North Dakota based on his Minnesota license. This is a certificate of limited practice and is not a license. Dr. Preussler is requesting this certificate to provide services to residents of North Dakota via telepractice within the Sanford system. Provided that these residents of ND begin the service relationship with Dr. Preussler within the jurisdiction he is licensed (MN), these remote services would be permitted by NDCC 43-51-03. He may also practice psychology in person within ND for a period of 30 days, however, this certificate is not a license and may not be used to begin these professional relationships based on NDCC 43-51-05, (NDCC 43-51-05 permits in person practice based on his MN licensure). Dr. Juntunen moves to approve Dr. Preussler’s request for Limited Practice Certificate with the above stipulations being noted in
an educational letter to Dr. Preussler. Roll Call Vote: Dr. Adams Larsen – yes, Dr. Juntunen – yes. Recommendation to approve Dr. Preussler’s Limited Practice Certificate application with educational letter.

b. EPPP

i. Dr. Tara Kraft – is applying for licensure as psychologist, has provided 3 endorsements by psychologists, completed educational requirements, and has the following documented supervised experience hours: Internship 2080/supervision 104. She began postdoctoral residency on 9/1/2014, but these hours are not yet documented for review. Dr. Adams Larsen recommends the board approve Dr. Kraft to sit for the EPPP. Roll Call Vote: Dr. Juntunen – yes, Dr. Adams Larsen – yes. Recommendation to approve Dr. Kraft to sit for the EPPP.

c. Oral

i. Dr. Anthony Odland – has applied for licensure as psychologist. Was reviewed under ORAL exam candidate, Dr. Odland has provided 3 endorsements from psychologists – 2 of which document their licensure, the 3rd needs verification of jurisdiction (Stewart) which will be referred back to PLUS for clarification; completed educational requirements, and has the following documented supervised experience hours: Internship 2750/supervision 150; Post-Doc 3520/supervision 256. Dr. Adams Larsen recommends the board approve Dr. Odland to sit for EPPP pending receipt of confirmation of endorser Stewart’s licensure. Roll Call Vote: Dr. Adams Larsen – yes; Dr. Juntunen – yes. Dr. Adams Larsen will contact PLUS to request they seek clarification of the endorsers credentials and forward for our review at 3/16/2015 meeting. Recommendation to approve Dr. Odland to sit for the EPPP if confirmation of Dr. Stewart’s licensure is received.

ii. Ms. Katie Olson (LABA) – has applied for licensure as an applied behavior analyst. She has met the educational requirements, and currently holds national behavior analyst board certification. NDCC 43-32-19.1 Section 2 (b) permits the provisional licensure while application is pending to individuals who hold a current BCBA. Ms. Olson has not provided 3 endorsements acceptable to the board (must be from either Licensed Psychologists or Licensed Applied Behavior Analysts), and the board office will have PLUS request these specific endorsements prior to recommending the approval of her application for Oral exam. Recommend committee review these endorsements once received.

iii. Mr. Toby Hildre (LABA) – has applied for licensure as an applied behavior analyst. She has met the educational requirements, and currently holds a national behavior analyst board certification. NDCC 43-32-19.1 Section 2 (b) permits the provisional licensure while application is pending to individuals who hold a current BCBA. Ms. Hildre has not provided a business address (required by the board to be on file), and has not provided 3 endorsements acceptable to the board (must be from either Licensed Psychologists or Licensed Applied Behavior Analysts), and the board office will have PLUS request these specific endorsements and business address prior to recommending the approval of her application for Oral exam. Recommend committee review these endorsements once received.
4. Summary of consent agenda for the Board
   a. Recommendation to deny Dr. Karen Campbell’s Limited Practice Certificate application.
   b. Recommendation to approve Dr. Preussler’s Limited Practice Certificate application with educational letter.
   c. Recommendation to approve Dr. Kraft to sit for the EPPP.
   d. Recommendation to approve Dr. Odland to sit for the EPPP if confirmation of Dr. Stewart’s licensure is received.
   e. Recommendation Board clarify Limited Practice Certificate and requirements for Telepractice as noted below.

5. Business Arising – Discussion of Telepractice versus Limited Practice Certificate
   a. NDCC 43-51-05 permits the in person limited practice of psychology/ABA based on a license in good standing in another jurisdiction. The LPC is NOT a license from/in ND, it is recognition that the practitioner is licensed in good standing elsewhere and entering ND to provide limited services. This ensures the protection of the public in ND.
   b. NDCC 43-51-03 permits remote practice to individuals in ND provided the telepractitioner began the professional relationship in person in the jurisdiction where they are licensed. Jurisdiction of this practice is based on the development of a professional relationship in another jurisdiction and the extension of services via remote means upon the patient’s return to ND. This ensures the protection of the public in ND, by extending jurisdiction of our Board to providers licensed elsewhere who have established a care relationship as defined by this law.
   c. Discussion regarding SKYPE and cell phones being non-HIPAA compliant technologies and inappropriate for the provision of psychological care services.

6. Adjourned at 11:32am.

Submitted by Margo Adams Larsen, Ph.D.
Licensed Psychologist
ND State Board of Psychologist Examiners
SPECIAL MEETING - Teleconference Agenda
March 9, 2015 – 12 Noon CDT

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

MINUTES

1. Call to order @ 12:05pm by Dr. Margo Adams Larsen, Presiding. Attendance: Dr. Christine Kuchler, and Dr. Paul Kolstoe.

2. Discuss potential for and content of testimony for HB1274 (Tuesday, March 10, 2015, 10 am)

The board discussion was in favor of the engrossed bill, and felt that maintaining the most flexibility in law with further definition in rule was more akin to recent recommendations from FARB related to Model Act guidelines. With the amendments proposing two new board members, one consumer member and one licensee, the discussion focused on the eligibility requirements and made the following suggested amendments:

1) Page 1, Line 18: remove “a psychologist” and add “for at least 5 years” at the end of the sentence.

2) Eliminate #3 and #4 (as the above changes incorporate these two criteria and reflect the larger licensure of ABA and I/O now under the Board’s jurisdiction.

Dr. Adams Larsen moved to support the Engrossed HB 1274 with the above amendments, and to provide testimony at tomorrow’s hearing to reflect the same. All members present voted in favor, and motion carried. Dr. Paul Kolstoe has agreed to provide the testimony. Copies of testimony will be placed in dropbox.

3. Adjourned at 12:32pm.

Submitted by:
Margo Adams Larsen, Ph.D.
Licensed Psychologist
President, NDSBPE
ND State Board of Psychologist Examiners
Teleconference
March 16, 2015 @ 12noon-1:15pm CST
Originating from: 2100 S. Columbia Rd. Suite 202 – Grand Forks

MINUTES

1. The meeting was called to Order by Dr. Adams Larsen at 12:03 PM.
   Present: Dr. Margo Adams Larsen, President; Dr. Cindy Juntunen, Vice-President; Dr. Christine Kuchler; Dr. Paul Kolstoe; Dr. Paulette Aasen; and Dave Schaibley, Board Attorney.
   Dr. Kuchler agreed to take the Minutes.

2. Dr. Adams Larsen moved to approve the minutes of the following meetings:
   a. February 16, 2015 – Full Board Meeting: Passed by Dr. Adams Larsen, Dr. Juntunen, Dr. Kolstoe and Dr. Aasen, with Dr. Kuchler recusing as not present at this meeting;
   b. March 3, 2015 – Applications Committee Meeting: Passed by Dr. Adams Larsen and Dr. Juntunen, with remainder of board members recusing as not present at this meeting;
   c. March 9, 2015 – Special Meeting: Passed by Dr. Adams Larsen, Dr. Kuchler, and Dr. Kolstoe, with Dr. Juntunen and Dr. Aasen recusing as not present at this meeting.

3. Unfinished Business
   i. Complaints
      i. Flemmer: Dr. Adams Larsen reported no further communication from the BCI has been received, thus there is no status update on this matter.
      ii. Ertelt: Mr. Schaibley reviewed the status, including that a counter-offer of a Settlement Agreement had been received from Dr. Ertelt’s attorney, and explained the Board’s response options. After discussion, Dr. Juntunen moved that our attorney re-offer our proposed Settlement Agreement with a cover letter explaining the seriousness of the violations, including actions of Dr. Ertelt which are not in dispute. Roll call vote: Dr. Juntunen: Yes; Dr. Adams Larsen: Yes; Dr. Kolstoe: Yes; Dr. Kuchler: Yes; Dr. Aasen: recusing. Motion passed.
         Mr. Schaibley will send the response to Dr. Ertelt’s attorney.

   ii. Pending Applications
      i. Dr. Ochsendorf – Dr. Adams Larsen noted that her application is now complete, and moved to approve her to sit for the oral examination. Roll call vote: Dr. Adams Larsen: Yes; Dr. Kolstoe: Yes; Dr. Kuchler: Yes; Dr. Aasen: Yes; Dr. Juntunen: Yes. Motion passed.
         Dr. Ochsendorf will be scheduled for oral examination.
      ii. Dr. Sharer-Mohatt – Dr. Adams Larsen reported that she requested to withdraw her application for licensure and inquired about refund of her application fee. Mr. Schaibley indicated that the law does not include provision for refund of application fees. The board office will send Dr. Sharer-Mohatt a letter confirming her voluntary withdrawal of her application and that we are not able to refund her application fee per NDCC.

   iii. Pending Inquiries
      i. Academician application and what hours count toward licensure – Preparation of an FAQ draft on this was referred to the Applications Committee.
      ii. Boseck – Dr. Kuchler reviewed the status of Dr. Boseck’s informal agreement with the board regarding communications from his current employer regarding continued
satisfactory job performance, and providing a release of information to the board allowing the board to obtain a treatment summary from his mental health provider(s) since November 2014. The board has not received employer correspondence since 11/14 and has not received from Dr. Boseck info or ROI re: his treatment provider(s).
Dr. Kuchler will draft a follow-up letter to Dr. Boseck, to be sent from the board office, requesting updated employer report, his treatment provider(s), and necessary ROI(s).

iv. Legislative Item – Dr. Kolstoe summarized the status of HB1274 and HB1048, and the board’s testimony on the former which he delivered to the Senate Human Services committee last week. The board’s suggestions regarding revision of qualifications of licensed members of the board were incorporated in the Senate’s version of the bill. If passed, it will go to a legislative conference committee to work out differences in the versions of the bill.

4. New Business
   i. Board Office
      i. Dr. Sara Durbin was issued a license as a psychologist.
      ii. Dr. Brown withdrew his renewal application, and the board had no objection to refund of his renewal fee. Mr. Schaibley stated that we must make sure his request to withdraw his renewal application is in writing from Dr. Brown.
      iii. Financials – tabled.
      v. Supreme Court Decision - North Carolina State Board of Dental Examiners v. FTC - tabled.
      vi. VA psychology Resident – tabled.
      ix. School Psychology Exemption – tabled for discussion at Board Retreat.
   ii. Applications/Exam Committee
      i. Consent Agenda:
         1. Limited Practice Certificate Requests
            a. Dr. Adams Larsen moved to deny Dr. Karen Campbell’s Limited Practice Certificate application. Roll call vote: Dr. Kolstoe: Yes; Dr. Kuchler: Yes; Dr. Aasen: recusing; Dr. Junutune: Yes; Dr. Adams Larsen: Yes; Motion passed.
            b. Dr. Adams Larsen moved to approve Dr. Preussler’s Limited Practice Certificate application with educational letter. Roll call vote: Dr. Kuchler: Yes; Dr. Aasen: Yes; Dr. Junutune: Yes; Dr. Adams Larsen: Yes; Dr. Kolstoe: Yes; Motion passed.

       2. EPPP
       a. Dr. Adams Larsen moved to approve Dr. Kraft to sit for the EPPP. Roll call vote: Dr. Aasen: Yes; Dr. Junutune: Yes; Dr. Adams Larsen: Yes; Dr. Kolstoe: Yes; Dr. Kuchler: Yes. Motion passed.

       3. ORAL
       a. Dr. Adams Larsen moved to approve Dr. Odland to sit for the oral examination upon confirmation of endorser’s licensure.
          Roll call vote: Dr. Junutune: Yes; Dr. Adams Larsen: Yes; Dr. Kolstoe: Yes; Dr. Kuchler: Yes; Dr. Aasen: Yes. Motion passed.

       4. Dr. Adams Larsen moved to post on the board website the following information to clarify the Limited Practice Certificate and requirements for Telepractice.
          Motion passed.
          “Telepractice versus Limited Practice Certificate
NDCC 43-51-05 permits the in person limited practice of psychology/ABA based on a license in good standing in another jurisdiction. The LPG Limited Practice Certificate is NOT a license from/ in ND, it is recognition that the practitioner is licensed in good standing elsewhere and entering ND to provide limited services. This ensures the protection of the public in ND. NDCC 43-51-03 permits remote practice to individuals in ND provided the telepractitioner began the professional relationship in person in the jurisdiction where they are licensed. Jurisdiction of this practice is based on the development of a professional relationship in another jurisdiction and the extension of services via remote means upon the patient’s return to presence in ND. This ensures the protection of the public in ND, by extending jurisdiction of our Board to providers licensed elsewhere who have established a care relationship as defined by this law."

Agenda item regarding discussion of SKYPE and cell phones being non-HIPAA compliant technologies and inappropriate for the provision of psychological care services – tabled.

ii. ORAL
Applications of Ms. Katie Olson (LABA) and Toby Hildre (LABA) need appropriate endorsements, and the discussion about endorser requirements for ABA providers was referred to the Applications Committee.

iii. EPPP Candidate Dr. Gordon is requesting an “extension of Residency.” Dr. Gordon applied for licensure on 1/22/2010 and has not yet taken the EPPP, the oral exam, and is now stating she does not yet have sufficient supervised professional experience for licensure. Mr. Schaalley discussed some relevant points of law. The board office will inform Dr. Gordon that the law does not authorize board extension of a residency, so that when her residency expires, she needs to re-apply for licensure.


Complaints Committee – tabled.

Dr. Aasen left the meeting at 1:10pm.

iv. CE Committee
i. Dr. Adams Larsen moved to approve the following CE Consent Agenda Items (1-7). All remaining members voted in favor. Motion passed.
1. Motion to approve “An Overview of Psychotherapy Supervision” for 2 CE Hours on May 1, 2015 (submitted by Jessica Gustin).
2. Motion to approve “Depressive Disorders DSM-5 Diagnostic Criteria” for 2 CE Hours on Nov. 20, 2013 (submitted by Ron Peck).
3. Motion to approve “Equine-Assisted Growth and Learning (EAGALA) Certification” for 20 CE Hours Oct. 23-25, 2014 (submitted by Justin Douglas McDonald). [While schedule with breaks are NOT outlined specifically, for the time frame noted the hours requested are a reasonable request (days of 8+8+7 hours but only 20 hours requested)]
4. Motion to approve “Ethical Issues in Practice: A Case Based Seminar” for 2 CE Hours on on Dec. 1, 2014 (submitted by Ron Peck).
5. Motion to approve “Review of Geriatric Mental Health: The 4 D’s of Depression, Dementia, Delirium, and Driving” for 5 CE Hours on Dec. 2, 2014 (submitted by Casey Lawler).
6. Motion to approve “Solution Focused Brief Therapy Association 2014 Conference” for 19.25 CE Hours on Nov. 5-8, 2014 (submitted by Kari Bitz, NDSU Continuing Education).
7. Motion to approve “The Integrated and Coordinated Approach to Sexual Misconduct: Understanding the Intersection of Title IX, the Clery Act, and the Violence Against Women Act” for 8 CE Hours on Feb. 3-4, 2015 (submitted by Kenneth Carlson).

v. Inquiries
   i. Consent Agenda:
      1. Heston - Recommendation: Send Dr. Heston an educational letter informing her that, pursuant to the APA Ethical Principles and Code of Conduct, she is obligated under 5.01b to accurately portray her credentials as being a psychology resident, and further under standard 5.02 a, she is responsible for public statements made by others. 5.01 Avoidance of False or Deceptive Statements (b) Psychologists do not make false, deceptive or fraudulent statements concerning (1) their training, experience or competence; (2) their academic degrees; (3) their credentials; (4) their institutional or association affiliations; (5) their services; (6) the scientific or clinical basis for or results or degree of success of, their services; (7) their fees; or (8) their publications or research findings. 5.02 Statements by Others (a) Psychologists who engage others to create or place public statements that promote their professional practice, products, or activities retain professional responsibility for such statements.

Dr. Junutun will draft an educational letter to be sent from the board office to Dr. Heston.

2. Valette – tabled for further board discussion.

vi. Newsletter/Website/Marketing
   i. Mission Statement Development - tabled

The meeting was adjourned at 1:22 PM.

Respectfully submitted by
Christine J. Kuchler, PhD

Next Board Meetings (noon CT to 1:15pm): Apr 20, May 18, Jun 15, Jul 20, Board Retreat Aug 27-28 in Bismarck, Sep 21, Oct 19, Nov 16, Dec 21, Jan 11, 2016, Feb 8 or 22?, Mar 21

Oral Exams: April 13, July 13, October 12, January 18, 2016
ND State Board of Psychologist Examiners
Complaints Committee Meeting
March 28, 2015 – 10:00 am

Originating from:
721 Memorial Hwy, Suite 6, Bismarck, ND 58504

MINUTES – Complaints Cmte

PRESENT: Christine J. Kuchler, PhD, Chair; Paulette Aasen, Ph.D

1. Call to Order
   The meeting was called to order by Dr. Kuchler at 10:10 AM.

2. Complaints
   a. Dr. Eileen Stone

   The complaint of Cami Sagvold dated 2/15/15, and Dr. Stone’s response dated 3/10/15, were reviewed in detail. Elements of the complaint, potential violations if substantiated, and licensee responses were identified. An investigation proposal was developed, questions for the board attorney were formulated, and recommended actions were formulated to present to the full board at next meeting.

3. Adjourn
   The meeting was adjourned at 1:30 PM.
ND State Board of Psychologist Examiners
Applications Committee Teleconference
April 10, 2015 – 12 Noon

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

MINUTES

1. Call meeting to order (Dr. Adams-Larsen/Dr. Juntunen) @ 12:14pm.

2. What to do about ABA endorsements – Committee recommendation for the full board.
   a. Endorsements for licensure or registration applications:
      i. For Licensed Psychologist – all three endorsers must licensed psychologist
      ii. For LABA – three endorsers could be licensed psychologist, licensed ABA, or BCBA.
      iii. For RABA - three endorsers could be licensed psychologist, licensed ABA, or BCBA.
         One endorser may be the supervising LABA.

3. Review for EPPP – NONE

4. Review for Oral –
   a. Bishop-Diaz – has already been licensed by Oral Exam in ND. Committee is wondering if there is a different oral exam process for those already licensed by this method previously in our jurisdiction that would focus more on current jurisprudence or alternative examination process? Dave, is there a requirement to re-examine?

   b. Hildre – recommend approval for Oral exam.

5. Review for Limited Practice – NONE

6. Academician application and what hours count towards licensure – recommend the following for an FAQ draft
   a. Teaching of clinical practice of psychology AS DEFINED BY NDCC 43-32-01 (9) is supervising others in the practice of psychology, which should BE documented based on weekly hours of direct teaching time and times devoted to student training (ie. Supervision). These activities must meet the supervised practice supervision requirements of two hours
individual supervision per full-time work week in order to be eligible to count towards licensure requirements.

7. Adjourned by MAL @ 12:50pm.
ND State Board of Psychologist Examiners
Teleconference Oral Exam Agenda
April 13, 2015 @ 8:30 AM CDT
Originating from: 2100 S. Columbia Road, Suite 202
Grand Forks

Minutes—Oral Exams

1. Called to Order @ 8:55am by Dr. Margo Adams Larsen, Presiding and taking minutes. In attendance were Dr. Cindy Juntunen, Dr. Paul Kolstoe, and Dr. Paulette Aasen. Absent with regret was Dr. Christine Kuchler.

2. Selection of Exam Items was completed and noted by examinee’s name below.

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

   We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting at approximately 9:25am. The minutes will show that the executive session began at 9:01am and was attended by: Dr. Margo Adams Larsen, Dr. Paul Kolstoe, Dr. Cindy Juntunen, and Dr. Paulette Aasen along with the candidate: Dr. Amy Ochsendorf (set 1) entered the room at 9:01am and left the room at 9:27am. The board came out of executive session at 9:35am.

   Dr. Kolstoe moved to pass Dr. Ochsendorf on the Oral Exam. Roll call vote was taken: Dr. Kolstoe - pass, Dr. Juntunen - pass, Dr. Aasen - pass, and Dr. Adams Larsen - pass. Dr. Ochsendorf passed her Oral exam.

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

   We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting at
approximately 10:10am. The minutes will show that the executive session began at 9:38am and was attended by: Dr. Margo Adams Larsen, Dr. Paul Kolstoe, Dr. Cindy Juntunen, and Dr. Paulette Aasen along with the candidate: Dr. Jennifer (Jordan) Hoffarth (set 2) entered the room at 9:39am and left the room at 10:09am. The board came out of executive session at 10:07am.

Dr. Adams Larsen moved to pass Dr. Hoffarth on the Oral Exam. Roll call vote was taken: Dr. Juntunen - pass, Dr. Aasen - pass, Dr. Adams Larsen - pass, and Dr. Kolstoe - pass. Dr. Hoffarth passed her Oral exam.

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

We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting at approximately 10:40am. The minutes will show that the executive session began at 10:09am and was attended by: Dr. Margo Adams Larsen, Dr. Paul Kolstoe, Dr. Cindy Juntunen, and Dr. Paulette Aasen along with the candidate: Dr. Anthony Ocland (set 3) entered the room at 10:09am and left the room at 10:47am. The board came out of executive session at 10:51am.

Dr. Juntunen moved to pass Dr. Ocland on the Oral Exam. Roll call vote was taken: Dr. Aasen - pass, Dr. Adams Larsen - pass, Dr. Kolstoe - pass, and Dr. Juntunen - pass. Dr. Ocland passed his Oral exam.

The board took a 5 minute recess.

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

We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting at approximately 11:30am. The minutes will show that the executive session began at 10:57am and was attended by: Dr. Margo Adams Larsen, Dr. Paul Kolstoe, Dr. Cindy Juntunen, and Dr. Paulette Aasen along with the candidate: Dr. Nova Griffith (set 1) entered the room at 10:57am and left the room at 11:26am. The board came out of executive session at 11:31am.

Dr. Kolstoe moved to pass Dr. Hoffarth on the Oral Exam. Roll call vote was taken: Dr. Adams Larsen - pass, Dr. Kolstoe - pass, Dr. Juntunen - pass, and Dr. Aasen - pass. Dr. Griffith passed her Oral exam.

4. Item of discussion was referred to the full board meeting agenda for 4/20/2015 (review of NDCC 14-07.3 and 14-07.1).
5. Dr. Adams Larsen adjourned the meeting at 11:33am.
ND State Board of Psychologist Examiners
Teleconference Meeting Minutes
April 20, 2015 @ 12noon-1:15pm CST
Originating from: 2100 S. Columbia Rd. Suite 202 – Grand Forks

Minutes

1. Call to Order
   a. By President Dr. Margo Adams Larsen at 12:04 pm
   b. Present: Dr. Adams Larsen, Dr. Kuchler, Dr. Aasen, Dr. Kolstoe, Dr. Juntunen, Mr. Schaibley

2. Approval of Minutes
   a. March 16, 2015 – Full Board Meeting –
      a. Motion: Dr. Juntunen, voice vote passed, no abstentions, no opposed
   b. April 10, 2015 – Applications Committee Meeting
      a. Will be reviewed/approved in committee
   c. April 13, 2015 – Oral Exam Meeting
      a. Motion: Dr. Adams Larsen, voice vote passed, no abstentions, no opposed

3. Unfinished Business
   a. Complaints
      i. Flemmer (no update)
      1. No Update
      ii. Ertelt (Schaibley)
         1. Action: Letter from Board (drafted by Dr. Kuchler) will be sent through AG
            attorney’s office
         2. Information: Further investigation discussion
   b. Pending Inquiries
      i. Valette (pending inquiry regarding limited practice)
         1. Action: Educational letter to be sent about tele-psychology and limited practice
            options drafted by Dr. Juntunen and sent by Board Office
      ii. Academician application and what hours count toward licensure – preparation of an FAQ
          – recommendations in Applications Committee Minutes
         1. Motion: Dr. Juntunen moved to approve the FAQ Draft as amended today on
            what counts towards licensure for Academician Applications. Yes - 4, No - 0,
            Abstain - 1
         2. Will be posted on the webpage by Board Office.
      iii. Boseck (Kuchler) Update
          1. Update on information requested.
      iv. Board Office Advisory Note: Resident applicant Kylie Westen – incompletion status.
          1. Motion: Dr. Kolstoe moved to send a Cease and Desist letter with educational by
             the board attorney to Kylie Westen and supervisors. Roll Call: Dr. Kolstoe – Y, Dr.
             Kuchler – Y, Dr. Adams Larsen – Y, Dr. Juntunen – Y, Dr. Aasen – Y. Pass.
          2. Action: Dr.s Juntunen and Aasen work with Mr. Schaibley to draft letter from
             Board.
   c. Legislative Item – (Kolstoe) – planning for Rules writing
i. HB1048 – plan for implementing licensing/reciprocity in conjunction with other boards (4) to be incorporated into Administrative Code where appropriate

ii. HB1274 – direct changes in NDCC 43-32 with significant need for Administrative Code changes

iii. Kolstoe – Timelines for rapid implementation to help with planning Administrative Code updates for review by next meeting.

4. New Business
   a. Board Office
      i. Audit planning for audit period (July 2013 – June 2015)
         1. Action: Board Office will contact past auditor for an estimate to review at May meeting.
      ii. Supreme Court Decision - North Carolina State Board of Dental Examiners v. FTC (Schaibley)
         1. Schaibley Information: NDSBoPE is mostly clearly within legislative authority, North Carolina lost immunity as a board as it was no longer indemnified by its actions
         2. ASPPB Meeting Kolstoe – having a public member may be a positive feature for this
      iii. Discussion of NDCC 14-07.3 and NDCC 14-07.1 – tabled to May
   b. Applications/Exam Committee (Adams Larsen/Juntunen)
      i. ORAL
         1) Dr. Kelly Bishop-Diaz (LP)
            a. Table discussion until next meeting
         2) Toby Hildre (LABA)
            a. Motion: Dr. Adams Larsen moved to approve Ms. Hildre to sit for the Oral Examination. Dr. Kuchler - Y, Dr. Adams Larsen - Y, Dr. Juntunen-Y, Dr. Aasen-Y, Dr. Kolstoe – Y. Approved.
      ii. Recommendations regarding ABA application endorser requirements
         1. Table until next meeting
   c. Complaints Committee (Kuchler/Aasen)
      i. Dr. Eileen Stone
         1. Information Note: Reviewed committee process being used.
   d. CE (Kolstoe/Aasen)
      i. Consent Agenda Items - Motion to approve:
         1. Motion: Dr. Kolstoe moved to approve the continuing education programs as listed in the agenda (below). Voice vote: Passed, no opposed, no abstentions
         1) 2015 Annual MnATSA Conf. – 18 hrs – April 22-24, 2015 (submitted by Dr. Zongjian Wu, Dickinson)
         2) Brief Psychotherapies – 1.5 hrs – Dec. 11, 2014 (submitted by Dr. Kelly Smith, Fargo)
         3) Brief Psychotherapies – 1.5 hrs – Jan. 8, 2015 (submitted by Dr. Kelly Smith, Fargo)
         4) Combating Human Trafficking...Bodies are Not Commodities – 6.5 hrs – May 19, 2015 (submitted by Dr. Hay, Dr. Larson, and Dr. Magelky, WCHSC, Bismarck
         5) LGBT Affirmative Therapy Training – 3 hrs – Mar. 27, Apr. 10, Oct. 9, 2015 (submitted by Michelle Pearson, NDSU Family Therapy Center, Fargo
         6) Our Abby-Normal Brains – 1.5 hrs – Jan. 22, 2015 (submitted by Dr. Kelly Smith, Fargo)
7) The Angry Buddha – 1.5 hrs – Nov. 13, 2014 (submitted by Dr. Kelly Smith, Fargo)
   e. Inquiries (Juntunen/Aasen) Tabled to next meeting
      1) Applied Behavior Analyst eligibility standards query
      2) Information Request about Transfer of EPPP Scores
   f. Newsletter/Website/Marketing (Kolstoe/Adams Larsen)
      i. Mission Statement Development (MAY meeting)

5. Other Business Arising
   a. Dr. Schumacher letter
      a. Letter received and no further actions noted, recognizing the letter as reasonable
         information regarding circumstances of practice and employment. To be filed in his
         folder should future reference be needed.

6. Adjourn
   a. Adjourned at 1:15 pm

Respectfully Submitted, Paul Kolstoe, Ph.D.

NOTICES:

Next Board Meetings (noon CT to 1:15pm): May 18, Jun 15, Jul 20, Board Retreat Aug 27-28 in Bismarck, Sep
21, Oct 19, Nov 16, Dec 21, Jan 11, 2016, Feb 8 or 22?, Mar 21, Apr

Oral Exams: July 13, October 12, January 18, 2016, April
ND State Board of Psychologist Examiners
Complaints Committee
5/8/15 2:30 PM

Originating from:
721 Memorial Hwy, Suite 6, Bismarck, ND 58504

MINUTES

1. Call to Order (Kuchler/Aasen) – Meeting was called to order at 2:34 PM by Dr. Kuchler. Attending: Christine Kuchler, PhD and Paulette Aasen, PhD.

2. Approval of Minutes 3/28/15-Dr. Aasen moved to approve the Minutes of 3/28/15. Motion passed.

3. Complaints – status of investigations
   a. Boseck – Therapy progress notes received 11/20/14, 1/14/15, and 2/11/15, and ROI for Prairie St. John’s. Need updated report of work performance from Dr. Emmet Kenney. On 5/5/15, Dr. Boseck wrote that his therapist moved to Sanford, and that he has “been trying to make an appt with him without success” and will update us as soon as possible. Also, he will speak with Dr. Kenney. **ACTIONS:** We will request an updated therapist report; we will create a brief structured work performance report to send to employer if necessary to facilitate response.

   b. Ertelt – At full Board meeting of 4/20/15, we got approval to proceed with investigation plan. **ACTIONS:** 1) We will request complete therapy records from Ertelt through his attorney, also, any/all notes he has of consultations with others he had regarding ethics; 2) We will request further information from Susan Battles, complainant, re: alleged video; 3) We will ask Dr. Junutuen to notify Board of any update of information from GR County Social Services; 4) We will thank Dr. Bradley for contacting the board and indicate that no complaint is needed at this time.

   c. Stone – **ACTIONS:** 1) Send letters to Guidance Counselor and new therapist to corroborate (or not) response of Dr. Stone to board complaint; 2) Ask Dr. Stone whether she had ROI to release PHI to board.

4. Adjourn – meeting adjourned at 3:33 PM.
MINUTES

1. Call meeting to order by Dr. Adams Larsen, presiding, at 12:06pm. On the call were Dr. Cindy Junnunen (Vice President and Applications Committee Member) and Mr. David Schaibley, Board Attorney.

2. Approve Minutes from April 10, 2015 – Dr. Junnunen moved to approve the minutes. Dr. Adams Larsen and Dr. Junnunen voted in favor.

3. Review for EPPP
   a. LP - Dr. Heather Kelly – Dr. Adams Larsen recommended for Board Approval to sit for EPPP, Dr. Junnunen concurred.
   b. LP - Dr. Tara Kraft – previously approved.
   c. LP - Dr. Deon Mehring – Dr. Junnunen recommended for Board Approval to sit for EPPP, Dr. Adams Larsen concurred.
   d. LP - Dr. Scott Ressler – Dr. Junnunen recommended for Board Approval to sit for EPPP, Dr. Adams Larsen concurred.

4. Review for Oral Exam
   a. LP - Dr. Kelly Bishop-Diaz – this was tabled for a board meeting discussion previously.
   b. LABA - Katie Olson – Further documentation not yet received

5. Review for Limited Practice Certificate
   a. LPC – Dr. Jeffrey Leichter – Dr. Adams Larsen recommended for Board Approval to issue limited practice certificate, Dr. Junnunen concurred.

Dr. Paul Kolstoe joined the meeting at 12:22pm, making a quorum of the Board present to conduct further board business.

Dr. Kuchler joined the meeting at 12:30pm.

6. ERTELT Investigation – Board Investigator reported further investigative details of concern, which lead to urgent special meeting and discussion by the board for further action. Board Attorney indicated that the matter appears to potentially involve violation of NDCC 14-10-06(1), which would place this investigation within another state department. The board has not had a response regarding the initial 960 filed at Child Protection in GF County. Dr. Adams Larsen moved to request that Mr. Schaibley contact the States Attorney’s Office to determine how to proceed, that the Board Investigator provide this further information in the form of a 960 or supplement to the previous 960, and upon hearing from the Board Attorney, the Board
Investigator may report the detailed investigative information received in the Ertelt matter to law enforcement. There was no further discussion. ROLL CALL VOTE:
Dr. Adams Larsen – yes; Dr. Kuchler – yes; Dr. Juntunen – yes; Dr. Kolstoe – yes. Motion passed.
Action items: Mr. Schaibley will be in touch with Dr. Kuchler. Dr. Kuchler will file follow-up 960 information.

7. Business arising – no further business was discussed.

3. Adjourned by Dr. Adams Larsen at 12:45pm.

Minutes submitted by Dr. Adams Larsen
ND State Board of Psychologist Examiners
Teleconference Agenda
May 18, 2015 @ 12noon-1:15pm CST
Originating from: 2100 S. Columbia Rd. Suite 202 – Grand Forks

MINUTES

1. Call to Order – The meeting was called to order by Dr. Adams Larsen at 12:02 PM. Dr. Kuchler agreed to take the Minutes. Attending: Dr. Margo Adams Larsen, President; Dr. Christine Kuchler; Dr. Paul Kolstoe; Dr. Paulette Aasen; and Dave Schaibley, board attorney. Dr. Juntunen joined the meeting at 12:06pm.

2. Approval of Minutes
   a. April 20, 2015 – Full Board Meeting. Dr. Kuchler moved to approve; motion passed.
   b. Review of committee minutes approved in committee:
      i. March 28, 2015 – Complaints Committee Meeting – Dr. Kuchler informed the board that these were approved by the Complaints Committee at its meeting on 5/8/15.
      ii. May 13, 2015 – Special Meeting & Applications Committee Meeting – Dr. Adams Larsen moved to approve; motion passed with Dr. Paulette Aasen abstaining.

3. Unfinished Business
   a. Complaints
      i. Flemmer (no update)
      Dr. Cindy Juntunen joined the meeting at 12:06 PM.
      ii. Ertelt – Mr. Schaibley and Dr. Kuchler provided updates on the investigation status. The board is currently awaiting communication from the Grand Forks States Attorney and records requested from Dr. Ertelt via his attorney. The Complaints Committee will provide update next meeting.
      iii. Stone – Dr. Kuchler provided update on this investigation status. Appropriate releases have been obtained and information has been requested from two individuals with direct relevant knowledge. The Complaints Committee hopes to conclude this investigation and provide recommendations to the full board at the next meeting.
   b. Pending inquiries
      i. Valette (Updates) – Mr. Schaibley summarized his review of telepractice law. The board decided that Dr. Valette needs to apply for a limited practice license, and Dr. Juntunen will draft an appropriate letter for the board to send to him. Mr. Schaibley has drafted a revised FAQ for the board webpage, which he will distribute to the board for review at the next meeting.
      ii. Recommendations regarding ABA endorsers for licensure/registration applications (Apps committee) – Dr. Adams Larsen described recommendations of the Applications Committee, that licensed applied behavior analyst applicants can be endorsed by licensed psychologists, licensed applied behavior analysts, or board certified behavior analysts; and that registered applied behavior analysts can be endorsed by licensed psychologists or licensed applied behavior analysts, and that one endorser may be the supervising licensed applied behavior analyst. Dr. Adams
Larsen moved that these endorsement recommendations of the Applications Committee be adopted and implemented in the application process; motion passed.

iii. Boseck (Kuchler) Update – Dr. Kuchler indicated that the board has received updated requested information. The Complaints Committee does recommend continued monitoring at least through 6/30/15 as originally agreed. The Complaints Committee will provide this ongoing monitoring.

c. Legislative Item – (Kolstoe) – Dr. Kolstoe reviewed suggested timelines for rules revision. The timeline for October 1st adoption would require filing with the legislative counsel by June 2nd, and would have already had to have been out for a 30 day comment period. However, this timeline can be as late as August 2nd, and therefore timely consideration of this draft is essential. Dr. Adams Larsen appointed a Rule-Making Committee comprised of Dr. Kolstoe as Chair and herself as member, to expedite development of a draft to be sent to board members for review as soon as possible.

4. New Business

a. Board Office

i. FARBG CRT sponsorship or commitment to send all members, staff, and attorney ($250/attendee = $1750 or $2000 to sponsor for any number of attendees). August 28th in Bismarck (Larsen) – This date of 8/28/15 was confirmed for FARBG board training in Bismarck from 8:00 AM to 5:00 PM. Dr. Adams Larsen will send out an inquiry to board members regarding options for extending the meeting time for other board business.

ii. Ratify licenses granted in past two months – Dr. Adams Larsen reported that the following licenses were issued within the past two weeks: Dr. Hoffarth; Dr. Odlund; Dr. Griffith; and Dr. Ochsendorf.

iii. Financials – available in dropbox.


v. Discussion of NDCC 14-07.3 and NDCC 14-07.1 (Juntunen) – Dr. Juntunen reviewed these sections of the Century Code related to requiring consent of minors to share information obtained in a domestic violence counseling organization with a parent. Dr. Juntunen will draft a FAQ for the board website to be distributed to the board for review at a future meeting.

vi. VA psychology Resident (discussion for June meeting) - tabled

vii. Procedures Manual (June meeting) - tabled

viii. Bonding (June meeting) - tabled

ix. School Psychology Exemption (Board Retreat) - tabled

b. Applications/Exam Committee (Adams Larsen/Juntunen)

i. ORAL

1) Dr. Kelly Bishop-Diaz (LP) Discuss options of examination (Juntunen/Schaibley) – After discussion, the board decided that current law and rules do not provide alternatives to our current licensing process. Dr. Adams Larsen moved to approve Dr. Kelly Bishop-Diaz to sit for the oral examination. Roll-call vote: Dr. Adams Larsen, yes; Dr. Juntunen, yes; Dr. Kuchler, yes; Dr. Aasen, yes; Dr. Kolstoe, yes.

ii. EPPP

1) Dr. Adams Larsen moved to approve Dr. Heather Kelly for EPPP. Roll-call vote: Dr. Juntunen, yes; Dr. Kuchler, yes; Dr. Aasen, yes; Dr. Kolstoe, yes; Dr. Adams Larsen, yes.
2) Dr. Adams Larsen moved to approve Dr. Deon Mehring for EPPP. Roll-call vote:
   Dr. Kuchler, yes; Dr. Aasen, yes; Dr. Kolstoe, yes; Dr. Adams Larsen, yes; Dr. Juntunen, yes.

3) Dr. Adams Larsen moved to approve Dr. Scott Ressler for EPPP. Roll-call vote:
   Dr. Aasen, yes; Dr. Kolstoe, yes; Dr. Adams Larsen, yes; Dr. Juntunen, yes; Dr. Kuchler, yes.

iii. Limited Practice Application
1) Dr. Adams Larsen moved to approve Dr. Jeffrey Leichter for Limited Practice Certificate. Roll-call vote: Dr. Kolstoe, yes; Dr. Adams Larsen, yes; Dr. Juntunen, yes; Dr. Kuchler, yes; Dr. Aasen, yes.

iv. ABA Oral Exam Pool Consultant (Adams Larsen – no update) - tabled

c. Complaints Committee (Kuchler/Aasen) - No new items - tabled
d. CE (Kolstoe/Aasen)
   i. Consent Agenda Items - Motion to approve:
      1) Dr. Kolstoe and Dr. Aasen indicated that their review finds that Dr. McDonald now has met CE requirements for 2015 license renewal. Dr. Kolstoe moved to approve Dr. McDonald for 2015 License Renewal; motion passed. Dr. McDonald will be issued a license for the remainder of the current year and he will be reminded that CE activities used to satisfy 2015 renewal requirements cannot be re-used for the current reporting period.

2) CE Requests for Approval
   a. 2015 Sanford Health Rheumatology Conf. on June 1, 2015 for 3 hours
      (submitted by
      Dr. Susan Wood) – tabled for further committee consideration

e. Inquiries (Juntunen/Aasen)
   i. Committee Recommendations on:
      1) Applied Behavior Analyst eligibility standards query - tabled
      2) Information Request about Transfer of EPPP Scores - tabled
      3) Dr. Juntunen moved to approve renewal of Dr. Kolotkin’s License through 2015, with a letter noting that the CE’s used to satisfy 2015 renewal requirements cannot be re-used for the current reporting cycle. Motion passes. Dr. Kolotkin will be issued a license for the remainder of the current year and he will be reminded that CE activities used to satisfy 2015 renewal requirements cannot be re-used for the current reporting period.

f. Newsletter/Website/Marketing (Kolstoe/Adams Larsen)
   i. Mission Statement Development (June meeting) - tabled

5. Other Business Arising - none
6. Adjourn – Dr. Adams Larsen adjourned the meeting at 1:16 PM.

Minutes respectfully submitted by,

Christine J. Kuchler, PhD

Next Board Meetings (noon CT to 1:15pm): Jun 15, Jul 20, Board Retreat Aug 27-28 in Bismarck, Sep 21, Oct 19, Nov 16, Dec 21, Jan 1, 2016, Feb 8 or 22?, Mar 21, Apr 18, May 16

Oral Exams: July 13, October 12, January 18, 2016, April 11?
ND State Board of Psychologist Examiners
Complaints Committee
June 11, 2015 – 6:00 PM

721 Memorial Hwy, Suite 6, Bismarck, ND 58504

MINUTES – Complaints Committee

PRESENT: Christine J. Kuchler, PhD, Chair; Paulette Aasen, Ph.D

1. Call to Order
   The meeting was called to order by Dr. Kuchler at 6:19 PM.

2. Dr. Aasen moved to approve the Minutes of May 18, 2015. Motion passed.

3. Status of investigations
   a. Dr. Justin Boseck – Updated employer (5/5/15) and therapist (6/1/15) records were reviewed. No evidence of relapse or of any competency issues.
      COMMITTEE RECOMMENDS TO BOARD:
      1) No need to further monitor his therapy progress or job performance at this time, and to advise him of the same.

   b. Dr. Eileen Stone – Committee received information from minor client’s Guidance Counselor and new Therapist, with appropriate releases obtained from the Complainant. Conclusions:
      i. Dr. Stone was unaware of sexually suggestive picture of self being sent to a 13 y/o boy until 12/11/14 (vs. November as parent alleges);
      ii. After appropriate consultation, Dr. Stone immediately put in place a plan to inform parent in a time and manner considering best interests of the child;
      iii. Guidance Counselor confirms that no conversation occurred with Dr. Stone, thus Dr. Stone did not tell him there was no need to disclose the incident to parent as alleged by parent;
      iv. New therapist confirms that documents were received from Dr. Stone on/around 12/16/14, and that she recommended around 1/26/15 that letter to parent be postponed;
      v. Dr. Stone did not inform parent in November 2014 of cutting “all fall” because no cutting was reported to her then, per Progress Notes;
      vi. Email evidence submitted by the parent is insufficient to support the allegation that Dr. Stone undermined parental authority;
      vii. Dr. Stone claims the right to share records with the board without written release by her Notice of Privacy Practices (HIPAA) that allows disclosures to a “health oversight agency.”
      COMMITTEE RECOMMENDS TO BOARD:
      1) Dismiss the complaint for insufficient evidence;
      2) Write an educational letter to licensee recommending clarification of her Informed Consent document regarding confidentiality of minor clients;
      3) Consider whether the board should be regarded as a “health oversight agency” as per HIPAA, allowing disclosure of PHI to the board without written authorization.

   c. Dr. Troy Ertelt – Committee requested and received (5/12/15) additional information from complainant regarding alleged video. Board requested complete clinical records re: the children from Ertelt via his attorney on 5/13/15, and also of any consultations he reported having had re: ethical
questions he had regarding this situation. His attorney responded 6/5/15 that they need ROI or subpoena to comply with request for records, and that Dr. Ertelt had no record of his ethical consultations. Board consulted GF States Attorney and BCI to determine whether they wanted to pursue criminal investigation of the alleged video of a minor doing a “mock” report of sexual abuse by a professional. They declined criminal investigation at this time.

Next investigation steps recommended:

1) Request signed ROI from GFCSSB for all assessment and all treatment records of Assessment and Therapy Associates regarding Dr. Ertelt’s two foster children, and same records of Northeast Human Service Center (NEHSC) regarding the same children;

2) Upon receipt of these releases, request records from Assessment and Therapy Associates and NEHSC;

3) Review the complaint #1 of the graduate students and develop next steps of an investigation plan for this part of the complaint;

4) Proceed with ethics investigation of alleged video.

4. Adjourn

The meeting was adjourned at 7:04 PM.
MINUTES

1. Call to Order at 12:04pm
   a. Attending: President Dr. Margo Adams Larsen, Vice President Dr. Cindy Juntunun (joined meeting at 12:08pm), Dr. Paul Kolstoe, Dr. Paulette Aasen, David Schaibley – Attorney General Office. Excused: Dr. Christine Kuchler

2. Approval of Minutes
   a. May 18, 2015 – Full Board Meeting
      a. Board Minutes: Dr. Adams Larsen moved to approve the minutes, voice vote passed.
   b. Review of committee minutes approved in committee:
      a. Complaints Committee Meeting – June 11, 2015
      b. Applications Committee Meeting - pending
      c. Admin Rules Committee Meeting - pending

3. New Inquiry taken out of order:
   a. Dr. Bennet renewal inquiry.
      i. Motion: Dr. Adams Larsen moved to request in writing reply that outlines activities since last licensed prior to continuing with any consideration of the question posed. (Dr. Kuchler and Dr. Adams Larsen will draft letter). Voice vote: Dr. Juntunen – Yes, Dr. Kolstoe – Yes, Dr. Adams Larsen – Yes, Dr. Aasen – Abstain.

4. Unfinished Business
   a. Complaints (the following items were taken out of agenda order):
      i. Flemmer (no update)
      ii. Boseck Update
         1. Motion: Dr. Aasen moved to approve the recommendations from the Complaints Committee regarding Dr. Boseck. Voice vote: Passed, no abstentions/opposed
      iii. Stone
         1. Complaints Committee Recommendations:
            a. Complaint be dismissed as evidence not consistent with allegations
            b. Educational letter to Dr. Stone
            c. Verify that the Board is a Health Oversight Agency per HIPAA, referred to Mr. Schaibley for further research.
      2. Motion: Dr. Aasen moved to dismiss the complaint and send an educational letter to Dr. Stone. Dr. Juntunen – Yes, Dr. Kolstoe – Yes, Dr. Aasen – Yes, Dr. Adams Larsen - Yes
   iv. Ertelt
      1. Committee report on follow up activities
   b. Pending Inquiries
      i. Valette – drafted letter the board reviewed and it was sent on 6/15/2015
      ii. FAQ writing – NDCC 14-07.3 and NDCC 14-07.1 - tabled
   c. Legislative Item – (Kolstoe) – Timeline and draft for rules
      i. Mr. Schaibley will follow-up on appointment of 2 new members and review seeking emergency implementation of fee structure. Administrative Rules Committee will work on drafts. Recommend Rules also improve description of psychology residency process.
5. New Business
   a. Board Office
      i. Ratify licenses granted – No new licenses issued since last meeting
      ii. Financials – please review in dropbox
      iii. Audit planning for audit period (July 2013 – June 2015) - Estimate in dropbox
          1. Dr. Juntunen motioned to accept the bid on file for audit in the range $1,950 to $2,100 with anticipated completion date in October, 2015. Voice vote approved, none opposed.
      iv. VA psychology Resident (discussion for July meeting)
      v. Procedures Manual (July meeting)
      vi. Bonding (July meeting)
      vii. School Psychology Exemtion (Board Retreat)
   b. FAQ – Telepractice, Limited Practice Certificate - Review in Dropbox for approval
   c. Applications/Exam Committee (Adams Larsen/Juntunen)
      i. EPPP - Dr. Kylee Heston
         a. Dr. Juntunen to write educational letter.
      ii. Oral –
         a. Katie Olson - ABA (new endorsements not received yet)
         b. Dr. Nicole Kiewel (Passed EPPP but not licensed anywhere else) – not in dropbox in time for review
      iii. Limited Practice Certificate - Dr. Karla Fehr
         a. Dr. Adams Larsen moved to issue a Limited Practice Certificate to Dr. Karla Fehr. Dr. Kolstoe – Yes, Dr. Aasen- Yes, Dr. Adams Larsen – Yes, Dr. Juntunen – Yes.
      iv. ABA Oral Exam Pool Consultant (Adams Larsen – no update)
   d. Complaints Committee (Kuchler/Aasen)
   e. CE (Kolstoe/Aasen)
      i. Consent Agenda Items - Motion to approve:
         a. CE Requests for Approval - Tabled for July
            i. 2015 Sanford Health Rheumatology Conf. on June 1, 2015 for 3 hours (submitted by Dr. Susan Wood)
      ii. Inquiries (Juntunen/Aasen)
         a. Committee Recommendations on:
            i. Applied Behavior Analyst eligibility standards query
            ii. Information Request about Transfer of EPPP Scores
      iii. Newsletter/Website/Marketing (Kolstoe/Adams Larsen)
         a. Mission Statement Development (July meeting)

6. Other Business Arising – discussed dates of retreat – CRT will be on August 28, Board Retreat Meeting will be shrunk to working discussion topics and no on-going business matters and will be August 27th from 1pm to 5pm (with potential evening times as well if needed).

7. Adjourn – 1:17 pm

Submitted by:

Paul D. Kolstoe, PhD – Recording Secretary

Next Board Meetings (noon CT to 1:15pm): Jul 20, Board Retreat Aug 27-28 in Bismarck, Sep 21, Oct 19, Nov 16, Dec 21, Jan 11, 2016, Feb 8 or 22?, Mar 21, Apr 18, May 16, Jun
Oral Exams: July 13, October 12, January 18, 2016, April 11?
Minutes Approved: 9/19/15

ND State Board of Psychologist Examiners
Complaints Committee
July 3, 2015 – 1:00 PM

721 Memorial Hwy, Suite 6, Bismarck, ND 58504

MINUTES

PRESENT: Christine J. Kuchler, PhD, Chair; Paulette Aasen, Ph.D

1. Call to Order
   The meeting was called to order by Dr. Kuchler at 1:25 PM.

2. Dr. Aasen moved to approve the Minutes of 6/11/15. Motion passed.

3. Status of investigations
   a) Dr. Justin Boseck – The full board approved the Committee’s recommendation for no need to further monitor his therapy progress or job performance at this time, and to advise him of the same. Dr. Kuchler sent the letter to be sent from the board office on board letterhead on 7/2/15.

   b) Dr. Eileen Stone – The full board approved the Committee’s recommendations to dismiss the complaint with an educational letter, which was composed and sent by the board attorney.

   c) Dr. Troy Ertelt – Grand Forks County Social Service Board declined to provide the requested release of all assessment and all treatment records of Assessment and Therapy Associates regarding Dr. Ertelt’s two foster children, and same records of Northeast Human Service Center (NEHSC) regarding the same children. The committee decided to pursue a subpoena for the records from Assessment and Therapy Associates. Next action steps:

      1. Dr. Kuchler will follow up with the board attorney to subpoena the records from Assessment and Therapy Associates;
      2. Dr. Aasen will continue review of the complaint by graduate students and recommend next action steps;
      3. Ethics investigation of the alleged video is in progress.

   d) Dr. Angela Cavett - The committee discussed voluminous documents and recordings (the latter which could not be opened) of unclear relevance to the complaint from the complainant. Next action steps:

      1. Ask complainant for identification of any specific documentation produced by Dr. Cavett in which she indicates a mental health diagnosis of him or which supports his complaint of her “forcing psychopharmacology” on him; and to sign a release authorizing Dr. Cavett to review records at Knowlton & Associates and make copies of any documents necessary to respond to issues in the complaint, such as documents giving evidence of her attempts to clarify her professional role in relation to the complainant;
      2. Once the above ROI is obtained, ask Dr. Cavett for any documentation she has of attempts to clarify her professional role in relation to complainant;
      3. Inform complainant that if he has questions about the medical insurance records, he will need to contact the insurance company.

4. The meeting was adjourned at 2:29 PM.

Submitted by,
Christine J. Kuchler, Ph.D.
ND State Board of Psychologist Examiners
Teleconference Oral Exam Agenda
July 13, 2015 @ 8:30 AM CDT
Originating from: UND Dept. of Counseling Psychology & Community Service
231 Centennial Drive, Education 31B - Grand Forks, ND 58202

MINUTES – Oral Exams

1. Call to Order – 8:33 AM by Dr. Margo Adams Larsen, Presiding. In attendance were Dr. Cindy Juntunen, Dr. Paulette Aasen, and Dr. Paul Kolstoe. Absent with regrets was Dr. Christine Kuchler.

2. Selection of Exam Items (noted by names below)

3. Discussion about Board Secretary position – the board reviewed several options including the potential from increasing from part-time to full-time, seeking further conversation with ASPPB and/or FARB with regard to a service-based management of this position, Dr. Juntunen will check with the Counseling Examiners secretary, and Dr. Adams Larsen will contact members of the Optometry board to learn about their approach. The Board would like to consider directions that would shift the board from a working board to a policy decision making board.

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

We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting at approximately 9:25am. The minutes will show that the executive session began at 8:57am and was attended by Dr. Juntunen, Dr. Adams Larsen, Dr. Kolstoe, and Dr. Aasen.

4. Oral Exams
   a. Ms. Toby (Hiildre) Trontvet (LABA) - Exam site: Dr. Juntunen’s Office, G. Forks, ABA Set#1 - Ms. Trontvet entered the executive session at 8:57am and left at 9:26am. The Board returned to public session at 9:32am. Dr. Adams Larsen moved to pass Ms. Trontvet on her oral exam. ROLL CALL VOTE: Dr. Juntunen – yes/pass; Dr. Aasen – yes/pass; Dr. Kolstoe – pass; Dr. Adams Larsen – pass. Ms. Trontvet will be informed she passed the oral exam.

THE NEXT ITEM ON THE AGENDA IS ORAL EXAMS. This item must be discussed in an executive session. The legal authority for closing this portion of the meeting is North Dakota Century Code section 44-04-18.8. The topic or purpose of this executive session is administration of Oral Examinations. At this time, we will convene in executive session. The executive session will be recorded and all members of the governing body are reminded to limit their discussion during the executive session to the announced topic.
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 11:00am. The minutes will show that the executive session began at 9:35am and was attended by Dr. Juntunen, Dr. Adams Larsen, Dr. Kolstoe, and Dr. Aasen.

b. Dr. Scott Ressler (LP) - Exam site: Dr. Juntunen's Office, G. Forks, LP Set #1 – Dr. Ressler entered executive session at 9:35am and left at 9:53am.

c. Dr. Tara Kraft (LP) - Exam site: Dr. Juntunen's Office, G. Forks, LP Set #2 – Dr. Kraft entered executive session at 9:55am and left at 10:17am.

d. Dr. Kelly Bishop-Diaz (LP) – Exam site: Dr. Juntunen's Office, G. Forks, LP Set #3 – Dr. Bishop entered executive session at 10:30am and left at 10:49am.

The Board reconvened in open session at 11:07am.

5. Roll Call Vote

Dr. Juntunen moved to pass Dr. Ressler on his oral exam. ROLL CALL VOTE: Dr. Aasen – pass; Dr. Kolstoe – pass; Dr. Adams Larsen – pass; Dr. Juntunen – pass. Dr. Ressler will be informed he passed the oral exam.

Dr. Kolstoe moved to pass Dr. Kraft on her oral exam. ROLL CALL VOTE: Dr. Kolstoe – fail; Dr. Adams Larsen – fail; Dr. Juntunen – fail; Dr. Aasen – fail. Dr. Kraft will be informed of the results of her oral exam.

Dr. Kolstoe moved to pass Dr. Bishop-Diaz on her oral exam. ROLL CALL VOTE: Dr. Adams Larsen – pass; Dr. Juntunen – yes; Dr. Aasen – pass with education; Dr. Kolstoe – pass. Dr. Bishop-Diaz will be informed she passed the oral exam.

6. The Board would like to review the following topics at the Board Retreat next month:
   - Laws related to health status disclosure in ND
   - Oral Exam procedures and standardization of determinations
   - Developing an FAQ for grounds for denial/loss of licensure in ND

7. Adjourned at 11:12am by presiding officer Dr. Adams Larsen.

Respectfully submitted,

Paul D. Kolstoe, PhD – Recording Secretary
ND State Board of Psychologist Examiners
Teleconference Minutes
July 20, 2015 @ 12noon-1:15pm CST
Originating from: Life Skills & Transition Center
701 W. 6th St., Sunset Bldg., Grafton, ND 58237

MINUTES

1. Call to Order
   a. 12:05 President Margo Adams Larsen called the meeting to order
   b. Present: Dr. Aasen, Dr. Adams Larsen, Dr. Kolstoe, Dr. Juntunen

2. Approval of Minutes – no action at this time in the interests of pressing time frames.
   a. June 15, 2015 – Full Board Meeting
   b. July 13, 2015 – Orals and Meeting
   c. Review of committee minutes approved in committee:
      i. Complaints Committee Meeting – July 3, 2015

3. Executive Secretary
   a. Brenda Biwer will be retiring from the Board in August
   b. Alternatives to filling the role for office support
      i. Exploration of ASPPB providing services – various roles explored
      ii. Exploring FARB providing services – recommend Executive Director role with Board Member Secretary as liaison
      iii. Optometry Board – their executive director is retiring in December so possibly a joint consideration at that time, or using their model of paying a board member for office duties
   c. Policy versus Working Board Models – former only guides while latter also does administrative processes
   d. State procurement rules
      i. Requires Request For Proposals over $25,000
      ii. Employment rules apply to hiring board member, so must be cognizant of dual role issues
      iii. Under $25,000 requires three vendors contacted and cannot be used to evade purchase cutoff
   e. Dr. Adams Larsen motion to pursue a Request for Proposal as quickly as possible with interim arrangements to pay reimbursement to willing board member(s) for time and expenses of the Board Secretary role. Voice vote passed with no Nay or Abstention votes heard.

4. Board Committee Reports
   a. Complaints No actions needed by the board at this time
      i. Boseck
      ii. Cavette
      iii. Ertelt
      iv. Stone
      v. Flemmer
   b. Inquiries (Juntunen/Aasen)
      i. Dr. Piates Inquiries
         1. Action: Reply letter affirming need to complete PLUS application sent
ii. Dr. Bennet inquiry update
   1. Action: Reply letter is in process with referral to application to the PLUS
iii. Committee Recommendations on: No specific action taken at this time.
   1) Applied Behavior Analyst eligibility standards query
   2) Information Request about Transfer of EPPP Scores
iv. ARE THERE OTHERS?
c. Legislative Item – (Kolstoe) – Committee Update
   i. Alice Johnson of the AG’s office will provide technical assistance
   ii. Legislative Committee to meet again to complete editing for draft
   iii. Emergency rules options (Mr. Schaibley)
      1. Four grounds for emergency rules, and the only one that applies appears to
         be whether the Governor’s office determines there is imminent peril which
         does not appear to apply.
d. Applications/Exam Committee (Adams Larsen/Juntunen)
   i. EPPP - Dr. Kylee Heston (All Board members to review)
      1. Pending sending of an educational letter that has been drafted and will
         request the application paperwork be revised to reflect accurate
         information where errors are currently existing.
ii. Oral –
   1) Katie Olson – ABA
      a. Dr. Adams Larson motion to approve the Katie Olson for Oral
         Examination given appropriate administrative adjustments in
         their applications.
   2) Dr. Nicole Kiewel (Passed EPPP but not licensed anywhere else)
      a. Dr. Adams Larson motion to approve the Dr. Nicole Kiewel for
         Oral Examination given appropriate administrative adjustments
         in their applications.
   3) Jennifer Gudding –ABA (indicates no supervision and requesting clinical
      assessment)
      a. Letter to be sent addressing paperwork revisions.
iii. Limited Practice Certificate – none ready for review
iv. ABA Oral Exam Pool Consultant– no update
e. CE (Kolstoe/Aasen) - Consent Agenda Items - Motion to approve:
   i. CE Approval Requests Motion by Dr. Kolstoe for Consent Agenda approval of items
      listed below for Continuing Education (13 items) at the hours listed. Voice vote
      passed, no objections, no abstentions.
      1) 2015 Sanford Health Rheumatology Conference - June 1, 2015 for 3 hrs.
         (submitted by Dr. Susan Wood)
         hrs. (submitted by Valerie Meyers)
      3) Applied Suicide Intervention Skills Training (ASIST) – Sept. 23-24, 2015, & in
         Jan. & June 2016 (dates unknown) for 13 hrs. (Ashley Ladbury Hrichena)
      4) Sanford Patrick Konewko Neuroscience Symposium – Feb. 7, 2015 for 6.4
         hours (submitted by Dr. Susan Wood)
      5) Individual and Skills Training for DBT – May 18-22, 2015 for 29 hours
         (submitted by Dr. Stacey Hunt)
      6) Military Culture: The Psychology of Service in the Military and National
         Guard – Various dates during 2015 for 6 hrs. over 3 days = 18 hrs.
         (submitted by Dr. Alan Fehr)
7) Impact of Historical Trauma on American Indian Health Disparities – Jan. 27, 2015 for 1 hr. (submitted by Dr. Kelly Smith)
8) Intro to the Columbia Suicide Severity Rating Scale – Feb. 26, 2015 for 1.5 hrs. (submitted by Dr. Kelly Smith)
9) Duty to Warn – Apr. 23, 2015 for 1.5 hrs. (submitted by Dr. Kelly Smith)
10) Expert Testimony – Apr. 24, 2015 for 6 hrs. (submitted by Dr. Kelly Smith)
11) An Overview of Psychotherapy Supervision – May 1, 2015 for 2 hrs. (submitted by Dr. Kelly Smith)
12) Understanding Ethical Practices in a Social Media World – May 26, 2015 for 1 hr. (submitted by Dr. Kelly Smith)
13) The Juvenile Who Has Sexually Offended: Special Populations – June 4, 2015 for 5.5 hrs. (submitted by Dr. Kelly Smith)

Nee ding more information on content which will be requested.
14) 3rd Annual Sanford Imagenetics Genomic Medicine Symposium – Oct. 10, 2014 for 7 hrs. (submitted by Dr. Lindsay Hines)

5. Board Office Updates
   a. Retreat
      i. Thursday, August 27th from 1-5, likely at the Capitol building or Paulette’s house
      ii. Friday, August 28th from 8 am at the Capitol
   b. Board Office – No action taken at this time.
      i. Ratify licenses granted – None
      ii. Financials – please review in dropbox
      iii. Audit planning for audit period (July 2013 – June 2015) - Estimate in dropbox
      iv. VA psychology Resident (discussion for Retreat)
      v. Procedures Manual (Retreat)
      vi. Bonding (Retreat)
      vii. School Psychology Exemption (Board Retreat)
      viii. Health Status disclosures laws in ND (Board Retreat)
      ix. Oral Exam standardization (Board Retreat)
   c. FAQs – Review in Dropbox for approval
      i. Telepractice, Limited Practice Certificate -
      ii. FAQ writing – NDCC 14-07.3 and NDCC 14-07.1 (Junntunen)
   d. Newsletter/Website/Marketing (Kolstoe/Adams Larsen)
      i. Mission Statement Development (Board Retreat)

6. Other Business Arising
7. Adjourn at 1:17 pm

Next Board Meetings (noon CT to 1:15pm): Board Retreat Aug 27-28 in Bismarck, Sep 21, Oct 19, Nov 16, Dec 21, Jan 11, 2016, Feb 8 or 22?, Mar 21, Apr 18, May 16, Jun ?, July ?

Oral Exams: October 12, January 18, 2016, April 11?, July 13,

Respectfully submitted,

[Signature]
Paul D. Kolstoe, PhD
Recording Secretary
Minutes Approved: 9/21/15

ND State Board of Psychologist Examiners
Board Retreat - August 27, 2015 @ 1-5pm CT
Originating from: AAG Office - South Conference Room - 17th Floor ND Capitol Building
600 East Boulevard Avenue – Bismarck, ND 58501

MINUTES

ATTENDANCE: Dr. Margo Adams Larsen – President, Dr. Cindy Juntunen (phone/person) – Vice
President, Dr. Paul Kolstoe, Dr. Paulette Aasen, Dr. Angela LaRocque, Dave Schaubley – AAG,
Brenda Biwer, Executive Secretary (4:30)
EXCUSED: Dr. Christine Kuchler
GUEST: Dale Atkinson, FARB Speaker

1. Call to Order: 1:15 pm by President Dr. Adams Larsen
2. Welcome & Introductions:
   a. Dave Schaubley – Addiction Counseling, Audiology/Speech
   b. Angie LaRocque – Indian Health Service, Belcourt, brand new member
   c. Rebecca Pollert – Purchasing Officer
   d. Paul Kolstoe – Life Skills & Transition Ctr, Applied Behavior Analysis, Grafton
   e. Paulette Aasen – Director Psych – WC & BL HSCs, Bismarck, started December
   f. Cindy Juntunen – UND Counseling Psych professor, Grand Forks, Ed Member
      1. By phone, until 2:21 when arrived in person
   g. Dale Atkinson – Attorney from Chicago, Represents ASPPB & others, FARB
3. RFP award evaluation and consideration:
   a. Executive Session was entered at 1:45 by 54-44.4-10
      1. Attended by Dr. Juntunen (phone), Dr. Adams Larsen, Dr. LaRocque, Dr. Aasen,
         David Schaubley, Rebecca Pollert (Procurement)
   b. Resumed Open Session at 2:27
      1. David Schaubley will follow-up on contract clarification and the president will
         complete the contract on behalf of the board with the competition winner.
4. Brenda Biwer – Transferred signed records to her and discussed mechanics of transfer
   to the service that will be providing administrative services in the future. Her several
   years of organizing influence, prompt responsiveness, and caring and concern were
   reviewed and discussed. Brenda is retiring from our service.
5. Financial Review of the past 4 years – Profit/Loss and Expense/Earning Reports
   a. Audit preparation: Budget spending reviewed, no action
6. BIG PICTURE TOPICS (2pm)
   a. Mission Statement Development
      i. Strategic/Generative Planning:
         a. Identify Mission Statement
            i. Protects safety and welfare of the public
            ii. Protects consumers and practitioners of psychological services
            iii. Regulates the practice of psychology – including proactive
         b. Action Plan: Schedule specific time in September meeting for more.
   b. Committee Process/Board Functioning
      i. Transition to agency-based back-office – review of Board Office plan
      ii. Board Procedures Manual development Plan
      iii. Moving from work committee to Policy oriented committees & Board
   c. Legal/Regulatory
      i. Meeting the requirements of HB 1048 – prep for CRT tomorrow
a. Reports to Legislature
   i. Budget, legislative agenda, state entities, collaboration
   ii. July 1 all boards cited must have reported to the legislature
       a. Agenda to at least talk once & share report plans once
b. Inclusion of other Boards in the process
   i. Ongoing Inter-Board activities

c. Dr. Kolstoe Motion: Up to $1000 to spend towards the production of
   the Legislative Report at the discretion of the President that can be used
   in coordination with other boards. Voice vote: Unanimously passed.
   ii. Health Status Disclosures in ND law
       i. HIV, Mental Health Professionals, Chapter 14, places where
          roles are defined
       ii. Plan of Action: Individual responses to draft items regarding
           What Health Disclosures in the law are known to Dave Schaibley
           before the October meeting.
iii. Defensible Oral Exam standards
    1. ABA Oral Exam Pool – consultant identified: No further action
    2. Action Plan: Examination Committee (Juntunen, Adams Larsen)
iv. Bonding of employees – still advised with RFP process?
d. ELECTIONS – Positions effective September 2015 – (10 minutes)
   i. President: Dr. Adams Larsen Nominated by Dr. Juntunen, unanimously
      elected by voice vote.
   ii. Vice President: Dr. Juntunen nominated by Dr. Adams Larsen, unanimously
       elected by voice vote.
   iii. Secretary: Dr. Kolstoe nominated by Dr. Adams Larsen, unanimously
       elected by voice vote.

7. SPECIFIC DISCUSSIONS
   a. VA Psychology Resident Issues
      i. Action Plan: Board Office Procedures update to note with VA Resident that
         when exceeding Residency Standards letter be issue to the applicant and
         supervisor notifying failure to adhere to requirements and ending Residency
         authorization.
   b. School Psychology Exemption – how to address this legal deficiency
      i. Action Plan: September Meeting agenda to take action.
   c. Public/Licensee Outreach
      i. FAQs - Telepsychology & Limited Practice distinctions
      ii. Newsletter
   d. LEGISLATIVE (ideally 4pm) – Rule Writing Recommendations – process –
      procedures – if time allows, we’ll get down to it!

8. Special Presentation & Other Items Arising

9. Adjourn – Dr. Adams Larsen adjourned at 5:00 pm

Respectfully submitted,

[Signature]
Dr. Paul Kolstoe
Board Secretary

Next Board Meetings (noon CT to 1:15pm): Sep 21, Oct 19, Nov 16, Dec 21, Jan 11, 2016, Feb 8 or
22?, Mar 21, Apr 18, May 16, Jun 20, July 25, Board Retreat Aug 18-19
Oral Exams: October 12, January 18, 2016, April 11?, July 13
ND State Board of Psychologist Examiners
Board Training and Collaborative Meeting
August 28, 2015 @ 8am-5pm CT
Pioneer Room - ND Capitol Building 600 East Boulevard Avenue – Bismarck, ND 58501

MINUTES

ATTENDANCE: Dr. Margo Adams Larsen – President, Dr. Cindy Juntunen – Vice President, Dr. Paul Kolstoe, Dr. Paulette Aasen, Dr. Angela LaRocque, Dave Schaibley – AAG, Dr. Christine Kuchler

EXCUSED: Not applicable.

GUEST: Other North Dakota Regulatory boards (13), Attorney General staff, Dale Atkinson – Speaker FARB

8:30am Introductions – NDSBoPE President Dr. Adams Larsen called meeting to order

8:45am CRT Part I

12noon Lunch & Networking – Meeting was suspended for 1 hour, resuming at 1 pm

1pm CRT Part II

3:30-5pm Strategy Session – Collaborative

Comprehensive Regulatory Training - Abbreviated Agenda
1. An Analysis of the Law and Board Operations
2. Role of Board
3. Role of Board Member
4. Discipline and Appeals
5. Outreach
6. Immunity

Strategy Session Information
This time is set aside to discuss HB1048: During the 2015-16 interim, the board of addiction counseling examiners, board of counselor examiners, North Dakota board of social work examiners, state board of psychologist examiners, state board of medical examiners, and North Dakota marriage and family therapy licensure board, shall, in collaboration with the other boards, develop a plan for the administration and implementation of licensing and reciprocity standards for licensees. The plan must include a standard for issuance of licenses to qualified applicants in a timely manner. The boards shall evaluate whether regional, national, or international licensing and reciprocity standards are adequate for licensure in the state. 2. Before July 1, 2016, each board shall present its findings, the proposed plan, and any legislative changes necessary to implement the plan, to the legislative management.

While no motions were made or acted upon, the general agreement of the various boards present was to have the board presidents or designee’s work together to develop a collaborative process.

Meeting adjourned at 5:30 pm.

Respectfully submitted,

[Signature]

Dr. Paul Kolstoe, Board Secretary

NDSBPE MEETING MINUTES – BOARD TRAINING – AUGUST 28, 2015
Minutes Approved: 10/14/15

ND State Board of Psychologist Examiners
Complaints Committee
September 19, 2015 – 10:00 AM

721 Memorial Hwy, Suite 6, Bismarck, ND 58504

MINUTES

PRESENT: Christine J. Kuchler, PhD, Chair; Paulette Aasen, Ph.D

1. Call to Order
   The meeting was called to order by Dr. Kuchler at 10:13 AM.

2. Dr. Aasen moved to approve the Minutes of 7/03/15. Motion passed.

3. Status of investigations
   a) Dr. Angela Cavett - Dr. Kuchler is a former supervisor of Dr. Cavett, though not since 2007, with no contact since, other than possible occasional attendance at the same professional association workshop(s). Thus while no actual conflict of interest is believed to exist, Dr. Kuchler recused herself from any further involvement in this investigation, in order to avoid any possible appearance of a conflict of interest. Dr. Paul Kolstoe will replace Dr. Kuchler henceforth on the investigative team for this complaint.

   b) Dr. Troy Ertelt – Records were received from Assessment and Therapy Associates (ATA) and were reviewed. Next steps were determined:
      1) Dr. Aasen will draft emails to Ms. Matson (to identify who overheard TE?), Ms. Herting and Ms. Matson (to whom did TE boast?); Ms. Herting- (Did she ask TE to be part of her dissertation committee?); Ms.Zander- (Did she elect to continue working for two months with TE as supervisor after her work concluded in July 2014?); and to Dr. Yeager at ATA, requesting verification of statement;
      2) Dr. Kuchler will follow up with the board attorney to subpoena records re: DK and EK from Northeast Human Services Center; and will continue to attempt to contact out-of-state witnesses to request their current mailing addresses for privacy reasons.

The committee determined that we need to follow up with board office to confirm that letters of resolution were sent to Dr. Stone and Dr. Boseck.

The meeting was adjourned at 12:25 PM.

Submitted by,
Christine J. Kuchler, Ph.D.
ND State Board of Psychologist Examiners  
TELECONFERENCE MEETING  
September 21, 2015 @ 12n-1:15pm CT  
Originating from: 2100 S. Columbia Road, Suite 202  
Grand Forks, ND 58201

Minutes

1. Call to Order
   a. Meeting called to order at 12:04 pm by President Dr. Margo Adams Larsen
   b. Attendance: Dr. Adams Larsen – President through 2016, Dr. Juntunen – Vice President through 2016, Dr. Kuchler, David Schaibley, Dr. LaRocque, Dr. Kolstoe – Secretary through 2016, Taja Slaughter, NDSBoPE (ASPPB) Board Office Staff representative (first meeting)
   c. Excused: Dr. Aasen, Appointment vacancy
   d. Public attendance: One person

2. Attendance & Welcome
   a. Dr. Adams Larsen moved to approve June 15 minutes. Voice vote approved, Dr. Kuchler and Dr. LaRocque abstained
   b. Dr. Juntunen moved to approve July 13 minutes. Voice vote approved, no opposed, Dr. LaRocque and Dr. Kuchler abstained.
   c. Dr. Juntunen moved to approve July 20 minutes. Voice vote approved, Dr. Kuchler and Dr. LaRocque abstained.
   d. Dr. Adams Larsen moved to approve August 27 minutes. Voice vote approved, Dr. Kuchler abstained, no opposed.
   e. Dr. Juntunen moved to approve August 28 minutes. Voice vote approved, no opposed.

3. Applications Committee Recommendations
   a. To Sit for the EPPP:
      i. Dr. Brianna Crawford (needs 4 more post-doc hours?)
         1. Dr. Juntunen moved to approve Dr. Brianna Crawford to sit for the EPPP. Dr. Juntunen, Dr. Kuchler, Dr. Kolstoe, Dr. Adams Larsen, Dr. LaRocque – Yes.
      ii. Dr. Kylee Heston (needs all to review response to board inquiry)
          1. Dr. Juntunen moved to approve Dr. Kylee Heston to sit for the EPPP. Dr. Dr. Kuchler, Dr. Kolstoe, Dr. Adams Larsen, Dr. LaRocque, Dr. Juntunen – Yes.
      iii. Dr. Alyssa Suess (needs endorser to sign form)
          1. School psychology preparation with behavior analysis noted.
          2. Dr. Juntunen moved to approve Dr. Kylee Heston to sit for the EPPP with additional review of areas of intended practice. Dr. Kolstoe, Dr. Adams Larsen, Dr. LaRocque, Dr. Juntunen, Dr. Kuchler – Yes.
      iv. Dr. Brianne Marion – EPPP not completed, so moved to approval to sit for EPPP
          1. Dr. Juntunen moved to approve Dr. Brianne Marion to sit for the EPPP with additional review of supervision hours for appropriate ratios. Dr. Adams Larsen, Dr. LaRocque, Dr. Juntunen, Dr. Kuchler, Dr. Kolstoe, – Yes.
   b. To Sit for the Oral Exam: (Note we may want to run two sessions of Orals on October 12th)  
      Action Step: Procedurally, the board will consider a plan to separate into two sets of three examiners in order to accommodate the number of oral examinees.
      i. Dr. Susan Cassatt
         1. Dr. Juntunen moved to approve Dr. Susan Cassatt to sit for the EPPP. Dr. LaRocque, Dr. Juntunen, Dr. Kuchler, Dr. Kolstoe, Dr. Adams Larsen – Yes.
      ii. Dr. Carolyn Klehr
1. Dr. Juntunen moved to approve Dr. Carolyn Klehr to sit for the EPPP. Dr. Juntunen, Dr. Kuchler, Dr. Kolstoe, Dr. Adams Larsen, Dr. LaRocque – Yes.

iii. Dr. Karen Pietras
1. Dr. Juntunen moved to approve Dr. Karen Pietras to sit for the EPPP. Dr. Kuchler, Dr. Kolstoe, Dr. Adams Larsen, Dr. LaRocque, Dr. Juntunen – Yes.

iv. Dr. Kara Richardson-Cline
1. Dr. Juntunen moved to approve Dr. Kara Richardson-Cline to sit for the Oral Exam. Dr. Kolstoe, Dr. Adams Larsen, Dr. LaRocque, Dr. Juntunen, Dr. Kuchler – Yes.

c. To Sit for the LABA Oral Exam:
   i. Jennifer Guidding
1. Dr. Juntunen moved to approve Jennifer Guidding to sit for the Oral Exam. Dr. Adams Larsen, Dr. LaRocque, Dr. Juntunen, Dr. Kuchler, Dr. Kolstoe – Yes.

   ii. Kimberly Odegaard
1. Dr. Juntunen moved to approve Kimberly Odegaard to sit for the Oral Exam. Dr. LaRocque, Dr. Juntunen, Dr. Kuchler, Dr. Adams Larsen – Yes. Dr. Kolstoe – recuse.

   iii. Katherine Olson
1. Dr. Juntunen moved to approve Katherine Olson to sit for the Oral Exam. Dr. Juntunen, Dr. Kuchler, Dr. Kolstoe, Dr. Adams Larsen, Dr. LaRocque – Yes.

4. Complaints Committee Recommendations
   a. Current Investigations — reviewed activities, no actions required at this time.
   b. New Investigations

5. CE Committee Consent Agenda Items
   a. Dr. Kolstoe made a motion to approve the submitted continuing education listing in the minutes below at the hours requested. Voice vote passed, no opposed, no abstentions.
   i. A visit with Peter Lane (Ethics) (submitted by Dr. Kenneth Carlson) 3.5 hours
   ii. Integrative Medicine – Mental Health Treatment for the Whole Person (submitted by Cassie Matejka, St. Sophies) 5 hrs.
   iii. ND Behavioral Health 2015 Fall Conf. (submitted by Jim Jacobson, NDDHS) 32 hrs.
   iv. Trust Based Relational Intervention (submitted by Dr. Tami DeCoteau) 60-70 hrs.
   v. ND Autism Spectrum Disorders Conf. (submitted by Renee Boomgaard, Ph.D.) 18.75 hrs.

6. Legislative Committee
   a. Updates and Discussion
   i. Dr. Margo Adams Larsen and Dr. Kolstoe will schedule a meeting for sometime in the next week. Required by June 30, 2016. Once rules done, two month time period until can go on the agenda for the Admin Rules Committee. Plan for getting the notice of rules out to newspaper best released in October.
   ii. House Bill 1048 to put a plan together with other boards, Dr. Adams Larsen doing follow-up meeting plans for the next meeting.

7. Items for action
   a. Ms. Biwer would like to buy the laptop from the Board
   i. Mr. Schabley noted such sales are required to go through the Surplus Property process.
   ii. Dr. Kuchler recommended agenda’s include features that enable emergent issues to be identified for inclusion each month.

8. Discussion Items
   a. MISSION STATEMENT
i. Continuing Education – Dr. Kolstoe & Dr. LaRocque
ii. Legislative – Dr. Kolstoe & Dr. Adams Larsen
iii. Information & Outreach – Dr. Adams Larsen & Dr. Kolstoe
iv. Investigations – Dr. Kuchler & Dr. Aasen
v. Inquiries – Dr. Juntunen & Dr. Aasen & Dr. LaRocque
vi. Applications – Dr. Juntunen & Dr. Adams Larsen
vii. Examinations – Dr. Adams Larsen & Juntunen & Dr. LaRocque

b. SCHOOL PSYCHOLOGY PLAN OF ACTION
   i. Review of the existing regulations in this area (DPI, ESPB, NDSBoPE)
   ii. Examination of old minutes for reference to attendance by ESPB

9. Adjourn By President Dr. Adams Larsen at 1:26 pm.

Respectfully submitted,

Paul D. Kolstoe, PhD
Secretary - NDSBoPE

**Next Board Meetings (noon CT to 1:15pm):** Oct 19, Nov 16, Dec 21, Jan 11, 2016, Feb 8 or 22?, Mar 21, Apr 18, May 16, Jun 20, July 25, **Board Retreat Aug 18-19**

All Agenda items must be submitted by the first of each month.

**Committee Meetings:** standing times?

**Oral Exams:** October 12, January 18, 2016, April 11?, July 13
ND State Board of Psychologist Examiners

Complaints Committee Agenda

10/14/15 6:30 PM

Originating from:
721 Memorial Hwy, Suite 6, Bismarck, ND 58504

MINUTES

Attending: Christine J. Kuchler, PhD (Chair); Paulette Aasen, Ph.D.

1. The meeting was called to order by Dr. Kuchler at 6:31 PM.

2. Dr. Aasen moved to approve the Minutes 9/19/15; motion passed.

   a. Inquiry re: Barbara Oates – Inquirers believed she was a psychologist and a BCBS provider; she never corrected their impression that she was a psychologist and they never obtained insurance benefits for her services. Dr. Kuchler ascertained that she is not and never has been licensed as a psychologist in ND. She advertised in the Dex 2008-2009 yellow pages as “Oates Barbara Dr.” under the “Counselors, Marriage Family Child & Individual” category. At npiprofile.com, she is listed as a “psychologist in Bismarck, ND” with an NPI 1164588406, and a taxonomy code of 103TB0200X-Psychologist. She was a participating BCBSND provider from 7/1/2000 to 2/18/2013; as of 2/19/13, she has been nonparticipating. She is not a licensed professional counselor as of 10/7/15 per their website; she is not a licensed Marriage and Family Therapist as of 9/21/15 per their website. In California, she was licensed as a PSY 12393 (issued 8/5/91, expired 10/31/12), and licensed as a LMFT 117977 (issued 12/10/82, cancelled 7/31/06). Inquirers were notified that Dr. Oates is not and has never been licensed as a psychologist in ND, and that questions regarding her insurance claims can be directed to BCBSND. Dr. Kuchler will draft letter to Dr. Oates informing her of this inquiry and requesting that she correct her npiprofile.com listing.

   b. Dr. Troy Ertelt – We have evidence to support violations of Standard 3.05 (Multiple Relationships) and 3.06 (Conflict of Interest), by providing therapy to DK and EK while in a close and direct social relationship role, and providing therapy to the complainant (“one of Dr. Ertelt’s best friends” per Dr. Jackson, and a “close colleague and friend of mine” per Dr. Ertelt); and evidence to support violation of Standard 3.08 (Exploitative relationships) by making a video with one of his clients in which he coaches his client to make a false report of sexual molestation by another care provider, apparently for entertainment value. ---We are still awaiting evidence re: possible additional violations of 3.12 ( Interruption of psychological services), 3.09 (Cooperation with other professionals), 2.05 (Delegation of work to others), 3.03 [Other harassment [to supervisees], and 3.04 Avoiding harm [to supervisees]. Dr. Kuchler will follow up on the records requested from NEHSC. Dr. Aasen will follow up on inquiries with the graduate student complainants.

3. The meeting was adjourned at 7:10 PM.

Respectfully submitted by,

Christine J. Kuchler, PhD, Chair
ND State Board of Psychologist Examiners
Teleconference Oral Exam Agenda
October 12, 2015 @ 8:30 AM CDT
Originating from: UND Dept. of Counseling Psychology & Community Service
231 Centennial Drive, Education 31B
Grand Forks, ND 58202

MINUTES—Oral Exams

Call to Order – 9:19 AM by Dr. Cindy Juntunen. In attendance were Dr. Cindy Juntunen, Dr. Paulette Aasen, and Dr. Christine Kuchler. The board entered executive session at 9:20 AM under authority of NDCC 44-04-18.8 to administer oral examinations.

1) Dr. Tara Kraft was administered the oral examination (Question set 1), with discussion following.
2) Dr. Nicole Kiewel was administered the oral examination (Question set 2), with discussion following.

The board came out of executive session at 10:05 AM.
Dr. Kuchler moved to pass Dr. Kraft on the oral exam. ROLL CALL VOTE: Dr. Aasen-yes; Dr Juntunen-yes; Dr. Kuchler-yes; Motion passed.

Dr. Aasen moved to pass Dr. Kiewel on the oral exam. ROLL CALL VOTE: Dr Juntunen-yes; Dr. Kuchler-yes; Dr. Aasen-yes; Motion passed.

The board re-entered executive session at 10:08 AM under authority of NDCC 44-04-18.8 to administer oral examinations.

3) Dr. Susan Cassatt was administered the oral examination (Question set 3), with discussion following.
4) Dr. Deon Mehring was administered the oral examination (Question set 1), with discussion following.

The board came out of executive session at 11:10 AM.
Dr. Juntunen moved to pass Dr. Cassatt on the oral exam. ROLL CALL VOTE: Dr. Kuchler-yes; Dr. Aasen-yes; Dr Juntunen-yes; Motion passed.

Dr. Aasen moved to pass Dr. Mehring on the oral exam. ROLL CALL VOTE: Dr. Aasen-yes; Dr Juntunen-yes; Dr. Kuchler-yes; Motion passed.

The board took a break at 11:13 AM and reconvened at 11:19, re-entering executive session under authority of NDCC 44-04-18.8 to administer oral examinations.

5) Dr. Karen Pietras was administered the oral examination (Question set 2), with discussion following.
6) Kimberley Odegaard was administered the oral examination (LABA Question set), with discussion following.

The board came out of executive session at 12:33 PM.
Dr. Kuchler moved to pass Dr. Pietras on the oral exam. ROLL CALL VOTE: Dr Juntunen-yes; Dr. Kuchler-yes; Dr. Aasen-yes; Motion passed.

Dr. Juntunen moved to pass Ms. Odegaard on the oral exam. ROLL CALL VOTE: Dr. Kuchler-yes; Dr. Aasen-yes; Dr Juntunen-yes; Motion passed.

Meeting adjourned at 12:37 PM to rejoin meeting of full board.
Minutes submitted by Dr. Kuchler
ND State Board of Psychologist Examiners
TELECONFERENCE MEETING
October 19, 2015 @ 12n-1:15pm CT
Originating from: 2100 S. Columbia Road, Suite 202
Grand Forks, ND 58201

MINUTES

1. Call to Order (Dr. Kolstoe to take minutes to review with Ms. Hensler)
   a. Meeting called to order at 12:07 pm by President Dr. Margo Adams-Larsen
   b. Attendance-Dr. Adams-Larsen—President through 2016, Dr. Juntunen—Vice President through 2016 (Dr. Juntunen was excused at 12:32 pm), Dr. Kuchler, Dr. LaRocque, Dr. Aasen, David Schaubley, Emily Hensler-NDSBPE Board Office Staff Representative
   c. Excused: Dr. Kolstoe-Secretary through 2016
   d. Dr. Adams-Larsen will take additional minutes due to Dr. Kolstoe’s absence.

2. Approval of Minutes
   a. Dr. LaRocque moved to approve September 21 minutes- Voice vote approved, none opposed, none abstained.
   b. October 12 minutes tabled for next agenda.
   c. Review of Committee Minutes Approved in Committee
      i. September 19- Complaints Committee

3. Board Office Update
   a. Transition of Office and Bank Accounts/Finances
      i. Dr. Adams-Larsen explained that all information has been transferred to ASPPB in Georgia. Dr. Juntunen will be second signer on bank account in Grand Forks. Bills can be paid by checks generated at Board Office.
   b. Equipment Updates
      i. Dr. Adams-Larsen updated that the equipment from previous Board Office location, including printer and file cabinets, has been picked up by Surplus Department. Mrs. Biwer is storing the old Board Office laptop for free. The Board Office cell phone has been disposed of by the new Board Office.
   c. First of Month Cut-Off for Agenda Items
      i. Dr. Adams-Larsen stated that all agenda items must be in by the first of the month unless there is an urgent situation.
   d. Renewals Process Update
      i. Dr. Adams-Larsen stated that renewal emails were sent on October 15. The Board Office is working on an efficient way to process applications as they come in.
   e. Updates from ASPPB Fall Meeting
      i. Dr. Adams-Larsen summarized ASPPB’s Fall Meeting. The meeting presented a look back through the last 50 years of Psychology licensure and regulations, presented ideas looking forward for the makeup of boards due to the Supreme Court decision. There was also discussion regarding ways boards can be more efficient by utilizing the PLUS System along with other methods. They also touched on the cutting edge issues for psychological practice.
   f. NEWSLETTER
      i. Dr. Adams-Larsen prompted Board for articles. Dr. Adams-Larsen would like to have one put together to go out with our renewal certificate. Updates can be sent into board office so we can include in a newsletter.

4. Applications Committee Recommendations
a. After conversation, Mr. Schaibley noted that the Limited Practice Certificate runs one year from the date the certificate is awarded.

b. To Sit for the EPPP
   i. Dr. Theresa Magelky
      1. Dr. Juntunen moved to approve Dr. Magelky to sit for the EPPP. Roll call approval: Dr. LaRocque, Dr. Kuchler, Dr. Adams-Larsen, Dr. Juntunen—Yes, Dr. Aasen—Recuse. APPROVED.
   ii. Dr. Michael Trahan
      1. Dr. Juntunen moved to approve Dr. Trahan to sit for the EPPP. Roll call approval: Dr. Adams-Larsen, Dr. LaRocque, Dr. Juntunen, Dr. Kuchler—Yes, Dr. Aasen—Recuse. APPROVED.

c. To Sit for the Oral Exam
   i. Dr. Kristin Jacobs
      1. Dr. Juntunen moved to approve Dr. Jacobs to sit for the Oral Exam. Roll call approval: Dr. Kuchler, Dr. LaRocque, Dr. Adams-Larsen, Dr. Aasen, Dr. Juntunen—Yes. APPROVED.
   ii. Dr. Kirsten Williams
      1. Dr. Adams-Larsen moved to approve Dr. Williams to sit for the Oral Exam. Roll call approval: Dr. Kuchler, Dr. LaRocque, Dr. Adams-Larsen, Dr. Aasen—Yes. Dr. Juntunen—Recuse. APPROVED.

d. Limited Practice Applications
   i. Dr. John Cronin
      1. Dr. Adams-Larsen motioned to approve Dr. Cronin for the Limited Practice Certificate pending receipt of anticipated practice dates. Roll call approval: Dr. Juntunen, Dr. LaRocque, Dr. Aasen, Dr. Kuchler, Dr. Adams-Larsen—Yes. APPROVED.
   ii. Dr. Greg Lamberty
      1. Dr. Adams-Larsen motioned to approve Dr. Lamberty for the Limited Practice Certificate. Dr. Aasen, Dr. LaRocque, Dr. Kuchler, Dr. Juntunen, Dr. Adams-Larsen—Yes. APPROVED.

5. Complaints Committee Update
   a. Current Investigations
      i. Ertl
         1. Committee is working on investigation.
      ii. Oates
         1. Committee needs board approval prior to contacting Dr. Oates. Dr. Adams-Larsen motioned to approve committee to follow up with Dr. Oates. None opposed. APPROVED.

   b. New Investigations
      i. Bennett
         1. Complaint states that Dr. Bennett is practicing without a license. Committee is investigating.

   c. Update from CLEAR
      i. Dr. Kuchler completed National Certified Investigator program. Dr. Kuchler could have some board recommendations based on the information received there.

d. NEHSC
   i. Mr. Schaibley stated that NEHSC agreed to provide documents they can provide without a subpoena. The information should be received soon.
a. Update of Exam Questions
   i. The Committee needs to update the oral exam questions to reflect the new laws. The committee will discuss this further in a committee meeting.

7. CE Committee Consent Agenda Items
   a. Dr. Aasen made a motion to approve all submitted continuing education requests listed below for the hours requested. Voice vote passed, no oppositions, no abstentions.
      i. 2015 Sanford Behavioral Health Symposium (submitted by Naomi Aufman) for 6.75 hours
      ii. Eating Disorders in Sport Conference (amended request to previous submission in May 2014) (submitted by Erin Haugen) for 1 additional hour to make 6 hours total
      iii. Ethical & Practical Considerations of Technology for Mental Health Practice (submitted by David Kuna) for 3 hours
      iv. Flexible Thinking and Behavior Change: An Introduction to ACT and Behavioral Health Consultation in Primary Care (submitted by Cindy Juntunen) for 4 hours (still have not received a check for this one)
      v. Mental Health in the Training Room (submitted by Erin Haugen) for 1 hour
      vi. North Dakota Autism Spectrum Conference (submitted by David Kuna) for 18 hours
      vii. North Dakota Conference of Social Welfare (submitted by Lara Sloan McArthur) for 3.5 hours plus prep time
      viii. Digital and Social Media Ethics Course (submitted by Erin Haugen) for 5 hours

8. Legislative Committee
   a. Dr. Adams-Larsen has prepared new legislative rules. Dr. Adams-Larsen asked for comments on what is currently drafted. Mr. Schaibley submitted comments to ensure everything is understood and a few word changes. Dr. Adams-Larsen clarified processes.
   b. Dr. Adams-Larsen requested that Board Members review and prepare questions on the review Mr. Schaibley provided of the legislative rules. Dr. Adams-Larsen would like to vote on these legislative rules at the meeting in November to be added to existing rules. Dr. Adams-Larsen asked that the Board have a Special Meeting to review these rules prior to November 1st, so that the rules could be approved at the November meeting.

9. Inquiries Committee
   a. Dr. Juntunen described an article in the Bismarck Tribune that referred to Social Workers as “Psychologists.” Mr. Schaibley could send letter to the individuals referred to in the article. All members in favor. Mr. Schaibley will send letter.
   b. Other inquiries arising

10. Ongoing Business
    a. School Psychology
       i. Dr. Adams-Larsen asked that members review documents and return to Mr. Schaibley prior to the next Board Meeting for planning a course of action. Members will review information and send comments to Mr. Schaibley prior to November 1st.
    b. Mission Statement
       i. Dr. Adams-Larsen would like to have a mission statement to be built into the rules that are currently being updated. There is a section near the title that provides the Board with an opportunity to insert a mission statement. It is helpful to remember that the Board exists not to protect the practice of psychology but to protect the public welfare as Psychologists interact with the public. Dr. Adams-Larsen has reviewed some mission statements and would like other members to do the same to help draft one. Dr. Kuchler will put question on ASPPB LISTSERV for other states to share their mission statement. Dr. Adams-Larsen also suggest reviewing mission statements of other boards in North Dakota.
ii. Mr. Schaibley noted that it is imperative to meet the March meeting in order to meet the deadline for a rule change.

11. Other Business Arising if time permits
   a. Special Meeting Schedule
      i. Special Board Meeting is needed to discuss rule change information. Dr. Adams-Larsen suggested a meeting one week from today, October 26, at noon CST to discuss. All approved. Board Office will schedule meeting.

12. Adjourn
   a. Dr. Adams-Larsen adjourned the meeting at 1:14 pm.

Respectfully Submitted By:
Emily Hensler
NDSBPE Board Office Representative/Recorder

**Next Board Meetings (noon CT to 1:15pm):** Nov 16, Dec 21, Jan 11, 2016, Feb 8 or 22?, Mar 21, Apr 18, May 16, Jun 20, July 25, **Board Retreat Aug 18-19**

**Committee Meetings:** standing times?

**Oral Exams:** January 18, 2016, April 11?, July 13

**Special Meeting:** October 26
ND State Board of Psychologist Examiners
Complaints Committee Agenda
11/15/15 1:00 PM

Originating from:
721 Memorial Hwy, Suite 6, Bismarck, ND 58504

MINUTES

Attending: Christine J. Kuchler, PhD (Chair); Paulette Aasen, PhD
1. The meeting was called to order by Dr. Kuchler at 1:08 PM. Dr. Kuchler noted addition of an agenda item below, regarding a complaint just received vs. Dr. Belanger.

2. Approval of the Minutes of 10/14/15 was tabled.

3. Complaints and Inquiries
   a. Dr. Ertelt – We reviewed inquiries to be sent to the three graduate student complainants and to Dr. Yeager.
   c. Dr. Bennett – Complaint by Dr. DeCoteau and response by Dr. Bennett received and reviewed. We will recommend to board that the information be sent to the States Attorney as Dr. Bennett appeared to be knowingly practicing without a license. In addition, it is recommended that the board attorney send Dr. Bennett a letter which includes the following:
      a. Cease and desist all psychological practice in any ND location;
      b. Submit his explanation for practicing without a license in writing, which will not be confidential except for any medical records that may be included;
      c. Ask him to specify all the places he worked from 1/1/14 to the present, whether billed or not billed to insurance;
      d. Ask him to identify any payments he received from agencies where he worked as a consultant or in any capacity since 1/1/14.
   d. Dr. Belanger – A new complaint was received 11/6/15. The complainant was informed by the board attorney that Dr. Belanger’s license was revoked 10/26/09 and to advise if he is somehow currently practicing in North Dakota.

4. The meeting was adjourned at 2:19 PM.

Respectfully submitted by,

Christine J. Kuchler, PhD, Chair
1. Call to Order
   a. Meeting called to order at 12:02 PM by President Dr. Adams Larsen
   b. Attendance- Dr. Adams Larsen- President through 2016, Dr. Juntunen- Vice President through 2016, Dr. Kolstoe- Secretary through 2016, Dr. Kuchler, Dr. LaRocque, David Schaibley, and Emily Hensler-NDSBPE Board Office Staff Representative
   c. Excused: Dr. Aasen
2. Approval of Minutes
   a. October 19, 2015- Board Meeting- Dr. Juntunen moved to approve-Voice vote approved, none opposed, none abstained.
   b. October 26, 2015- Special Board Meeting- Dr. LaRocque moved to approve-Voice vote approved, none opposed, none abstained.
   c. Review of Committee Meeting Minutes Approved in Meeting
      i. Complaints Committee- October 14, 2015-Dr. Kuchler moved to table until next meeting. None opposed.
3. Background on Board Member Responsibilities
   a. Tabled until next meeting
4. Board Office
   a. Renewal Due Date- November 15th
      i. Will send letter to all renewals received through mid-December elaborating on new deadline and informing that next year, the deadline will be strictly enforced.
      ii. Update to website to reflect new deadline.
   b. Current Renewal Numbers
      i. Ms. Hensler provided a tentative update on applications submitted so far.
   c. Dr. Soderstrom
      i. May revisit application at a later date
   d. Reimbursements
      i. Ms. Hensler is sending Board Member reimbursements today.
   e. Adding Gold Seal to Licenses
      i. New template for licenses beginning Jan. 1st of next year to include gold seal and change from portrait to landscape. None opposed. Will proceed with this plan in Board Office.
5. Applications Committee Recommendations –
   No Apps will be reviewed in December
   a. To Sit for the EPPP:
      i. Dr. Jodi Johnson
      1. Dr. Juntunen moved to approve Dr. Johnson to sit for the EPPP. Roll call approval: Dr. Kolstoe, Dr. LaRocque, Dr. Adams Larsen, Dr. Juntunen, Dr. Kuchler—Yes. APPROVED.
   b. To Sit for the Oral Exam:
      i. Allison Smith, LABA
1. Dr. Juntunen moved to approve Ms. Smith to sit for the Oral Exam. Roll call vote: Dr. LaRocque, Dr. Adams Larsen, Dr. Juntunen, Dr. Kuchler, Dr. Kolstoe—Yes. APPROVED.

c. Limited Practice Applications:
   i. Dr. Jeffrey Cory

1. Dr. Juntunen moved to approve Dr. Cory for a Limited Practice License pending the receipt of all license verifications showing all licenses in good standing. Roll call vote: Dr. Adams Larsen, Dr. Juntunen, Dr. Kuchler, Dr. Kolstoe, Dr. LaRocque—Yes. APPROVED.

6. Complaints Committee Update
   a. Current Investigations
      i. Erteilt-Committee is still working on investigation.
      ii. Oates- No Updates.
   b. New Investigations
      i. Belanger-Letter will be sent to complainant responding to complaint.
      ii. Bennett- Committee recommends referral to State’s Attorney’s Office for prosecution and for Mr. Schaibley to send cease and desist letter to Dr. Bennett with conditions for license renewal. Dr. Adams Larsen moves to approve request to send letter. Roll call vote: Dr. Juntunen, Dr. Kuchler, Dr. Kolstoe, Dr. LaRocque, Dr. Adams Larsen—Yes. APPROVED.

7. CE Committee Consent Agenda Items
   Dr. Adams Larsen moves to approve all items except a, f, i, and x, which will be reviewed at the next meeting. Voice vote approved, none opposed, none abstained.
   a. Embrace Cancer Survivorship Education (submitted by Susan Wood) for 1.5 hrs.*
   b. Competency Testing for Vulnerable adults: Capacity and Aging; A Neuropsychological Perspective (submitted by Lindsay Hines) for 5 hrs.
   c. Memory and Aging (submitted by Lindsay Hines) for 6 hrs.
   d. Collaborative Research Center for American Indian Health Annual Summit. Making Relatives for Community-Based Research (submitted by Lindsay Hines) for 3 hrs.
   e. 4th Annual Sanford Imagenetics Genomic Medicine Symposium: Applying Genomic Medicine in Clinical Practice (submitted by Lindsay Hines) for 7 hrs.
   f. 3rd Annual Sanford Imagenetics Genomic Medicine Symposium: Bringing Genomic Medicine into Clinical Practice (submitted by Lindsay Hines) for 7 hrs.*
   g. Emotional Dysregulation and Eating Disorder Psychopathology (submitted by Lindsay Hines) for 1.25 hrs.
   h. Autism Conference (submitted by Heidi Paulson) for 5 hrs.
   i. Level I Clinician/Technician Training: Using the Monarch 21 PPG System; Level II Clinician Training: The Monarch 21 System and Plethysmography (submitted by Robert Lisota) for 24 hrs.*
   j. Anger Management Program (submitted by Clint VanLith) for 1 hr.
   k. Child and Adolescent Medications (submitted by Clint VanLith) for 1 hr.
   l. Neuropsychological Assessment of Clinical Capacity (submitted by Clint VanLith) for 1 hr.
   m. STATIC 99R Training (submitted by Stacey Hunt) for 6.5 hrs.
   n. Trauma Impacts the Brain (submitted by Stacey Benson) for 6.5 hrs.
   o. Behavioral Characteristics of the Internet Sex Offender (submitted by Stacey Benson) for 8 hrs.
   p. Fetal Alcohol Spectrum Disorders (submitted by Stacey Benson) for 1.5 hrs.
   q. Parental Capacity Evaluations (submitted by Stacey Benson) for 6 hrs.
   r. Emotional Organicity (submitted by Rhandi Clow) for 1.5 hrs.
   s. Staying Healthy: Managing the Personal Impact of Crisis and Trauma (submitted by Charyl Langelle) for 4 hrs. 45 min.
t. Association of Professional Behavior Analysts Annual Convention 2014 (submitted by Jan Witte-Bakken) for 15.5 hrs.

u. Association of Professional Behavior Analysis Annual Convention 2015 (submitted by Jan Witte-Bakken) for 10.5 hrs.

v. Association for Behavior Analysis International 40th Annual Convention (submitted by Jan Witte-Bakken) for 15 hrs.

w. Minnesota Northland Association for Behavior Analysis 2014 Regional Conference (submitted by Jan Witte-Bakken) for 6 hrs.*

x. Ethical, Evidence-Based Clinical Supervision of Mental Health Services (submitted by Jan Witte-Bakken) for 9 hrs.*

y. Mental Health Needs of College/University Students (submitted by Kenneth Carlson) for 2 hrs.

8. Legislative Committee Update — Approval of final version of Administrative Rules
   a. Dr. Adams Larsen and Mr. Schaibley reviewed responses from Board Members. Once the rules are approved, one person will be in charge of tracking the rule-making process. Dr. Adams Larsen will be the prime contact for this, and Dr. Kolstoe will back up if needed.
   b. Dr. Adams Larsen motioned to approve the latest version of the Administrative Rules. Further discussion ensued, resulting in alteration in the motion to approve the final version of Administrative Rules with substantive changes to include:
      i. adding word “report” at 66-02-01-14 to read “complete the required continuing education report”
      ii. Striking third sentence from paragraph 66.02.01.14 starting with “submitting’ ending with “good standing.”
      iii. Number 1 of list in paragraph should read “completing application initiation form and application process”
   c. Roll call vote: Dr. Kuchler, Dr. Kolstoe, Dr. LaRocque, Dr. Adams Larsen, Dr. Juntunen—Yes. APPROVED.

9. Inquiries Committee Update
   a. Any inquiries tabled until next meeting.

10. Ongoing Business if Time Permits
    a. School Psychology
       i. Dr. Adams Larsen prompted Board Members to get any needed information to Mr. Schaibley by the end of the week and the information will be discussed at next meeting.
    b. Newsletter-
       i. Dr. Adams Larsen prompted Board Members to submit ideas to Board Office
       ii. Dr. Kolstoe’s Article could be a newsletter item.

11. Other Business Arising if time permits
    a. Travel
       i. Dr. Adams Larsen asked Board Members what meetings they would be interested in attending in 2016. Discussion ensued.
       ii. Dr. Adams Larsen proposed to allow for thirteen trips for Board Member Training in the budget, allowing for two trips each Board Member and one for Mr. Schaibley. Voice vote approved, none opposed, none abstained. APPROVED.

12. Adjourn
    a. Dr. Adams Larsen adjourned the meeting at 1:19 PM.

Respectfully Submitted By:

Emily Hensler
Next Board Meetings (noon CT to 1:15pm): Dec 21, Jan 11, 2016, Feb 8 or 22?, Mar 21, Apr 18, May 16, Jun 20, July 25, Board Retreat Aug 18-19, Sep ?, Oct?, Nov?
Committee Meetings: standing times?
Oral Exams: January 18, 2016, April 11?, July 13, October
ND State Board of Psychologist Examiners
Complaints Committee
12/14/15 12:15 PM

Originating from:
721 Memorial Hwy, Suite 6, Bismarck, ND 58504

MINUTES
Attended By: Christine J. Kuchler, Ph.D. (Chair), Paulette Aasen, Ph.D.

1. Call to Order ---The meeting was called to order by Dr. Kuchler at 12:18 PM.

2. Approval of Minutes --- Dr. Aasen moved to approve the Minutes of 10/14/15 and 11/15/15. Motion passed.

3. Complaints and Inquiries
   a. Ertelt --- Recent responses from Dr. Yeager and Kristen Matson were reviewed, along with evidence obtained to date. After discussion, the committee decided to communicate to the full board, its conclusion that the evidence supports that Dr. Ertelt violated the following ethical principles and standards:
      a. Principle A (Beneficence and Nonmaleficence) – He did not take care to do no harm to those with whom he interacted professionally.
      b. Principle B (Fidelity and Responsibility) – He did not uphold professional standards of conduct, did not clarify his professional roles and did not manage conflicts of interest that could lead to exploitation or harm.
      c. Principle C (Integrity) – He did not strive to avoid unwise or unclear commitments.
      d. Principle E (Respect for People’s Rights and Dignity) – He did not respect the dignity and worth of graduate students and their rights to privacy.
      e. Standard 3.03 (Other Harassment) – He engaged in behavior demeaning to those with whom he interacted in his work (female graduate students) based on age and possibly also gender.
      f. Standard 3.04 (Avoiding Harm) – He did not take reasonable steps to avoid harming his clients or his supervisees.
      g. Standard 3.05 (Multiple Relationships) – He provided therapy to two minor clients while in a close social relationship with them including traveling with them, attending special events together, babysitting them, purchasing gifts for them, providing personal clothing and financial assistance (e.g. cell phone) to them. Also, he provided therapy to the complainant on 12/20/13, billed to and paid by Medicaid, who at the time was also “one of [his] best friends” per Dr. Jackson, and was a “close colleague and friend of mine” per himself.
      h. Standard 3.06 (Conflict of Interest) – He did not refrain from taking on a therapist role when his personal relationships could reasonably be expected to impair his objectivity, competence or effectiveness.
      i. Standard 3.08 (Exploitative Relationships) – He exploited a child over whom he had authority by making a video of the child reporting a false allegation of sexual abuse by a medical care provider for entertainment value. This was especially egregious
because this child was known to have made false allegations of sexual abuse by care providers previously.

**The committee recommends that the board move to discipline Dr. Ertelt’s license in a manner to be determined by the board.**

It is noted that the board office was contacted by Julie Lawyer, Assistant State’s Attorney, for information regarding the complaints against Dr. Ertelt, and that she was provided copies of the complaints and the complaint responses in accordance with Open Records law.

b. Inquiry re: Barbara Oates – A letter has been sent to Dr. Oates from the board office, notifying her of the inquiry received about her, and requesting that she send confirmation that she has updated her npiprofile listing which currently misrepresents her as a psychologist in Bismarck, ND.

c. Bennett – Dr. Kuchler sent the board’s attorney the 11/15/15 Complaints Committee Minutes, which summarize the information we want to request from Dr. Bennett, which the board attorney will incorporate as he sees fit into his letter from the board to Dr. Bennett.

d. Eaton – A complaint was received regarding Dr. Eaton and it has been sent to him for response.

4. Adjourn – The meeting was adjourned by Dr. Kuchler at 12:58 PM.
Minutes Approved: 1/11/16

ND State Board of Psychologist Examiners
TELECONFERENCE MEETING
December 21, 2015 @ 12n-1:15pm CT
Originating from: Sunset Hall, Room 100
701 W. 6th Street
Grafton, ND 58237

MINUTES

1. Call to Order
   a. Meeting called to order at 12:01 PM by Vice President Dr. Juntunen due to Dr. Adams Larsen’s illness
   b. Attendance: Dr. Adams Larsen- President through 2016, Dr. Juntunen- Vice President through 2016, Dr. Kolstoe- Secretary through 2016, Dr. Kuchler, Dr. Aasen, Dr. LaRocque, Ms. Olson- Public Member through 2017 and Ms. Hensler-NDSBPE Board Office Staff Representative
   c. Excused- Dave Schaibley

2. Welcome Ms. Taylor Olson!

3. Approval of Minutes
   a. November 16, 2015- Board Meeting- Dr. Kuchler proposed changes to 6b to state “committee recommends referral to State’s Attorney for prosecution and Dr. Schaibley will send cease and desist letter to Dr. Bennett with conditions for license renewal” and 8b will delete “for consistency with 66-02-01-01” and add instead “at 66-02-01-14 to read, ‘complete the required continuing education report.” Dr. Juntunen moved to approve pending changes. Voice vote approved, none opposed, none abstained. APPROVED.
   b. Review of Committee Meeting Minutes Approved in Meeting
      i. Complaints Committee- October 14, 2015-Approved in committee meeting 12/14/15
      ii. Complaints Committee- November 15, 2015-Approve in committee meeting 12/14/15

4. ASPPB Invoice Review
   a. Board Office will post invoices for Board review

5. Renewal Issues/Problems
   a. Non-CE Reporters
      i. Benson, Stacey-Minnesota Board information received indicates concerns about practicing in Minnesota. Dr. Juntunen motioned to approve license renewal application and refer to Complaints Committee for further action. Roll Call Vote-Dr. Aasen- yes, Dr. Adams Larsen-yes, Dr. Juntunen-yes, Dr. Kolstoe-yes, Dr. Kuchler-yes, Dr. LaRocque-yes, Ms. Olson-abstain. APPROVED.
      ii. Volk, Gregory-Renewal application raised concerns regarding supervisory relationship with Dr. Keller. Dr. Juntunen motioned to renew Dr. Volk’s license renewal application and refer inquiry to the Complaints Committee for further investigation. Roll call vote- Dr. Adams Larsen- yes, Dr. Juntunen- yes, Dr. Kolstoe- yes, Dr. Kuchler- yes, Dr. LaRocque- yes, Ms. Olson- abstain, Dr. Aasen- yes. APPROVED.
      iii. Dr. Whalen- Dr. Juntunen motioned to Renew until 1/31 and consider any information needed at January meeting. Voice Vote approved: None opposed, none abstained.
      iv. Dr. Brooks- Dr. Juntunen motioned to approve Dr. Brooks if CE requirements are met. Voice vote approved: None opposed, none abstained.
      v. Exempt position: Peter Peterson-Nonrenewal creates issues with Exempt Positions. Dr. Kolstoe will call Bismarck School District to inform them of this situation and request a new supervisor be chosen.

b. CE Reporters/Audits
i. CE Reporters that meet all requirements—Dr. Kolstoe motioned to approve all licensees listed on spreadsheet provided to Board Members for license renewal including: Dr. Aasen, Dr. Arensberg, Dr. Azure, Dr. Baas, Dr. Berentson, Dr. Boulton-Olson, Dr. Brattion, Dr. Buican, Dr. Burns, Dr. Cavett, Dr. Cramer, Dr. Cross-Hillman, Dr. DeCoteau, Dr. Demolen, Dr. Doppler, Dr. Gabbert, Dr. Getz, Dr. Ghering, Dr. Guilbert, Dr. Gunnarson, Dr. Haugen, Dr. Hegstad, Dr. Hines, Dr. Hunt, Dr. Jacobs, Dr. Jensen, Dr. Johnson, Dr. Juntunen, Dr. Kaster, Dr. Kenney, Dr. Kirchner, Dr. Kolstoe, Dr. Krance, Dr. LaHaise, Dr. Lang, Dr. Legerski, Dr. Maley, Dr. Maney, Dr. McBride, Dr. Meidinger, Dr. Miller, Dr. Moe, Dr. Newberry, Dr. Norton, Dr. Owens, Dr. Paulson, Dr. Peltier, Dr. Phillippi, Dr. Pickett, Dr. Preussler, Dr. Revland, Dr. Riedel, Dr. Slaughtor, Dr. Stone, Dr. Sumerall, Dr. Wegner, Dr. Whitcomb, Dr. Willert, Dr. Witte-Bakken, Dr. Wood, Dr. Wu, Dr. Zielke, Mr. Bakken, Ms. Evenstad, Ms. Henderson, Mr. Peck, Mr. Waters, Ms. Peterson. Voice vote approved: None opposed, Ms. Olson abstained.

ii. CE Reporters with a sufficient amount of CEUs, but some require Board approval—Dr. Juntunen motioned to approve a temporary license valid until 1/31/16 for: Dr. Alexander, Dr. Anady, Dr. Blohm, Dr. Hall, Dr. Peyerl, Dr. Sturgill, and Dr. Welke. Licensees will request approval for unapproved credits and will be reviewed at January meeting. Voice vote approved: None opposed, Ms. Olson abstained.

iii. Licensees with Late Dates—

1. Swan-Kremeier, Lorraine—Issues with providing CE information require extension. Dr. Juntunen motioned to issue a temporary license until 1/31/16 and review any additional information at next Board meeting. Voice vote approved: None opposed, Ms. Olson abstained.

2. Late dates on CE's—Completed CE's after the deadline and did not request an exemption or extension Motion to issue temporary license until 1/31/16 until late fee of $25 per Century Code 43.32.08.02 is received for Dr. Gregory, Dr. Boseck, and Mr. Daniels. These licensees will be fully audited next reporting cycle and cannot count the late CE's toward the next reporting cycle. Once the late fee is received, the license can be renewed.

3. Not enough CE's Documented—Per Century Code 43.32.08.2—Licenses must be reinstated if within one year of renewal if proof is provided that requirements are met. Dr. Juntunen motioned to reinstate licenses for Dr. Clow, Dr. Martinsen, Dr. Semchenko, Dr. Doerner, and Dr. Lommen once CE information is received and approved by CE Committee members. These licensees will be fully audited in the next reporting cycle and cannot use any CEUs acquired after the deadline for the next reporting cycle. Voice vote approved: None opposed, Ms. Olson abstained.

4. Board Office will send all licensees that have not yet provided a renewal application a letter that licenses expire 1/1/16 and they cannot practice after this date.

6. CE Committee Consent Agenda Items—CE reports and audits will be reviewed in December—Dr. Kolstoe moves to approve all CE requests as listed. Voice vote approved, none opposed, Ms. Olson abstained. APPROVED.

   a. Embrace Cancer Survivorship Education (submitted by Susan Wood) for 1.5 hrs. Approve for 5.
   c. Ethical, Evidence-Based Clinical Supervision of Mental Health Services (submitted by Jan Witte-Bakken) for 6 hrs.
   d. Clinical Supervision (submitted by Kelly C.F. Smith) for 1.5 hrs.
e. Safe and Ethical Practice in Online Therapy (submitted by Kelly C.F. Smith) for 1.5 hrs.
f. Dual Relationships with Patients (submitted by Kelly C.F. Smith) for 1.5 hrs.
g. Through the Eyes of a Child with ADHD (submitted by Kelly C.F. Smith) for 1.5 hrs.
h. The Psychopath Whisperer (submitted by Kelly C.F. Smith) for 1.5 hrs.
i. Trauma-Informed Clinical Practice (submitted by Barbara Peterson) for 6 hrs.
j. Ethics and the Rural Exception (submitted by Chryle Langelle) for 2 hrs. 45 mins.

7. Ms. Olson left the meeting at 1:32 PM
8. Complaints Committee Update
   a. Current Investigations
      i. Ertelt
         1. The Complaints Committee has concluded their investigation. Dr. Kuchler provided a summary of their findings. The committee recommends discipline of license by Board decision. Dr. Juntunen moved to suspend license. Roll call vote: Dr. Juntunen-yes, Dr. Kolstoe-yes, Dr. Kuchler-yes, Dr. LaRocque-yes, Dr. Aasen-yes, Dr. Adams Larsen-yes. APPROVED.
      ii. Oates
         1. Board Office sent Dr. Oates a letter on 12/14/15 and is waiting to hear back.
      iii. Bennett
         1. Mr. Schaibley is sending letter incorporating information from Complaints Committee findings.
   b. New Investigations
      i. Eaton
         1. The Complaints Committee will be reviewing both complaint and response at their next meeting.

9. Background on Board Member Responsibilities
   a. Tabled for next meeting due to time restrictions

10. Adjourn
    a. Dr. Juntunen adjourned the meeting at 1:43 PM.

Respectfully Submitted By:

Emily Hensler

NDSBPE Board Office Representative/Recorder

Next Board Meetings (noon CT to 1:15pm): Jan 11, 2016, Feb 8 or 22?, Mar 21, Apr 18, May 16, Jun 20, July 25, Board Retreat Aug 18-19, Sep ?, Oct ?, Nov?
Committee Meetings: standing times?
Oral Exams: January 18, 2016, April 11?, July 13, October